

Bylaws

Cellular, Molecular, and Biomedical Sciences Graduate Program

I. Definition and Objectives

The Cellular, Molecular and Biomedical Sciences (CMB) Graduate Program focuses on educating scientists to understand cellular, genetic and biochemical mechanisms in prokaryotes and eukaryotes that control growth, development, responses of cells and organisms to their environment, and changes in cell signaling and gene expression that contribute to normal cellular function and/or disease. The objectives of the CMB Program are to provide students with the ability to:

- 1) Become scholars in their field, attaining a core set of knowledge within cellular, molecular and biomedical sciences, with concentrations in one of the following areas:
 - Biochemistry, Structural Biology & Biophysics
 - Genetic, Cellular & Molecular Biology
 - Microbiology & Immunology
 - Molecular Physiology & Pharmacology
- 2) Understand, design and undertake a hypothesis-based approach to research in an ethically responsible manner.
- 3) Think independently, creatively, and critically.
- 4) Be effective in both written and oral forms of communication as teachers, researchers, and scholars.

II. Administration

The CMB Program will be administered by a Program Director and Steering Committee with administrative staff assistance. The CMB Program Administrator, a permanent full time position assigned by the Graduate College, will support and assist CMB Program functions. The CMB Program Administrative Assistant, a full time position assigned by the Graduate College, will support and assist CMB Program functions, as well as graduate education functions in the Colleges of Medicine and Agriculture & Life Sciences.

III. Director of the CMB Program

Selection and Appointment of Director

by the Dean of the Graduate College in consultation with the Steering Committee and the Deans of the Colleges of Medicine and Agriculture & Life Sciences. CMB faculty may bring concerns of the Director's performance to the attention of the Steering Committee for discussion, which may or may not include the Director. At the Steering Committee's discretion, this information may be brought to the attention of the Dean of the Graduate College. If consideration for the Director's removal/dismissal is being advocated, this information must be received by the Dean of the Graduate College prior to February 15th of a contract year.

Selection of a new Director will occur in April of the year a current Director completes his/her 3-year term. If the current Director wishes to be re-appointed for another term and the Dean of the Graduate College concurs, the Steering Committee will be asked to vote on whether the Director should serve another term; their decision is binding. Removal of a sitting Director prior to the end of his/her 3-year term for unsatisfactory performance will occur in late March of any year to allow selection of a new Director to occur in April of that year. The sitting Director would serve out the remaining contract year with the new Director in place July 1. In the event of an emergent situation requiring the Program Director to step down, an interim Director will be appointed by the Associate Dean of the Graduate College in consultation with the Steering Committee.

Overall Responsibilities of the CMB Director

The Director's role in the CMB Program is equivalent to that of a department chair. She/he is responsible to the Graduate College for the CMB Program and delegates a portion of these responsibilities within the Program. A full description of the Director's duties is included in the Program Handbook. The overall responsibilities of the CMB Director are to:

- Report to the Dean of the Graduate College
- Consult with Chairs and Deans of participating Departments and Colleges.
- Chair the CMB Steering Committee
- Call and preside at CMB Program meetings
- Delegate responsibilities to CMB Program members (faculty, student, and/or staff) as needed to fulfill the functions of the CMB Program
- Appoint ad hoc committees for the needs of the Program
- Appoint interim member to subcommittees as needed
- Make final recommendations to the Graduate College for acceptance/dismissal of

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supervise the CMB Program and advise the Director to ensure success of the Program. The Steering Committee shall meet at least three times per year and as needed to monitor progress and plan strategically for the future of the CMB Program.

Overall Responsibilities of the Steering Committee

Oversee the activities of the various subcommittees of the Program

Advise the Director on issues that may impact the Program

Specific responsibilities include:

Review all courses in the CMB Program curriculum, including core and elective requirements, as outlined in the Program Handbook. Major curricular changes for the CMB Program are subject to regulations of the Graduate College Executive Committee and the Faculty Senate.

Interface with faculty and Chairs of participating Departments to ensure availability of appropriate graduate courses.

Define the specific curricular requirements of the advanced educational concentrations within the CMB Program, which will appear on a student's transcript.

Implement and administer the Comprehensive Exam as detailed in the CMB Program Handbook, all phases of which are to be completed by August 31 of the student's second year in the Program.

Develop and supervise the weekly CMB student seminar series, as defined in the Program Handbook, for students to present their dissertation research to the UVM community.

Any changes in educational requirements must be presented to the Steering Committee and Director for final approval. Seven faculty members will be elected to serve on this committee with one student representative.

Faculty Membership Committee

Faculty members of the CMB Graduate Program shall consist of University of Vermont Graduate College faculty who are qualified to guide and advise candidates for a Ph.D. degree in the disciplines associated with cellular, molecular and biomedical sciences in accordance with Graduate College and CMB Program standards. Members in good standing will have an independent research program and be willing to participate in the educational and administrative missions of the CMB Program. Criteria for CMB faculty to remain in good standing within the Program can be found in the Program Handbook.

Specific responsibilities include:

Maintain an up-to-date, publically accessible list of CMB Program faculty

Review and approve new faculty applications

Review and approve faculty renewal applications

Submit names of faculty to be removed or denied membership to the program, to the Steering Committee.

Four faculty members will be elected to serve on this committee with no student representative.

Recruitment and Admissions Committee

The Recruitment and Admissions Committee is responsible for the recruitment of outstanding applicants and recommendation for admission to the Director of the most qualified doctoral candidates into the CMB Program.

Specific responsibilities include:
Raise the

Additional details concerning student funding are provided in the Program Handbook.

VIII. Dissertation Committees

A Dissertation Committee, once chosen, will replace the Student Progress Committee in the role of Studies Committee. A student's Dissertation Committee consists of a minimum of four UVM Graduate Faculty members; the student's advisor and at least two CMB faculty. The Chair may be from within CMB, but must be outside the advisor's home department (for both primary and secondary appointment). The composition of the Dissertation Committee and the name of the advisor must be submitted to the Graduate College at the time it is constituted.

All students must choose and meet with his/her Dissertation Committee by the end of his/her second year and annually thereafter. Within two weeks after each meeting, the chair of the Dissertation Committee must submit to the CMB Office a short summary of the meeting, and the Committee's assessment of the student's progress with outlined research goals for the upcoming year. Typically, the Dissertation Committee will also serve as the Dissertation Defense Committee. Upon receipt of a completed dissertation, the Graduate College will appoint the Dissertation Defense Committee. Should changes from the Dissertation Committee for the Dissertation Defense Committee be requested, the student should provide that request to the Graduate College.

IX. Teaching

It is a University requirement to have a teaching experience while in graduate school.