

GRADUATE FACULTY STATUS AND RIGHTS

Approved 01/26/2019

Latest amendment approved by Graduate Faculty: 05/01/2019

1. Overview

The Faculty of the Ph.D. and M.S. Graduate Programs in Biology consists of individuals appointed to the Faculty of the Rutgers-Newark (RU-N) Graduate School by its Dean, and to the Graduate Faculty of the New Jersey Institute of Technology (NJIT) by the Dean of the College of Science and Liberal Arts, for the purpose of participating in the Program. Qualifications for appointment include a doctoral or accepted equivalent terminal degree, and evidence of appropriate scholarly activity.

Graduate Faculty members are expected to partake in all program activities according to their roles, to the best of their abilities. Such activities include attending Graduate Faculty meetings and the Biology Colloquium. Graduate Faculty members are expected to show a willingness to serve on program committees, and to report student progress and exam outcomes diligently and in a timely manner. They should interact with their own and other students in the spirit of the established program culture of cooperation laid out in the “Graduate Student and Mentor Compact”, and generally act to facilitate the mission of the program according to the established guidelines.

2. Nominations and New Membership Approval

Membership categories include Full, Associate, and Affiliate status. Full and Associate Members are appointed for renewable 5 year terms, and Affiliate Members for renewable 3 year terms, unless otherwise specified. Appointments can be made for a specific purpose that serves a specific program need. In such cases, the rights may be more narrowly defined in the appointment letter than in this document, and the appointment term may be reduced.

Tenure track faculty members in the Department of Biological Sciences, from both universities, would automatically have Graduate Faculty Status at NJIT. However, Graduate Faculty Status at RU-N requires nomination and vote, as well as a 5 year review, for all candidates. In the interest of consistency, the program shall therefore require nominations, votes, and reviews for all candidates, independent of which university employs them. Any Full Member of the Graduate Faculty of Biology can nominate candidates for all membership categories. The nominating faculty member completes the RU-N Graduate School nomination form and submits it along with the nominee’s current CV to the Program Directors. NJIT does not require a separate nomination form. The Program Directors review the application and share the candidate’s CV and an explanation about the terms of appointment with the Graduate Faculty, typically prior to a scheduled Graduate Faculty meeting. Membership status is approved by the voting procedures for Graduate Faculty Meetings and online voting established in the guidelines for program governance. If approved, the Graduate Program Directors will forward the nomination materials and a record of the vote to the Deans with the request to submit them to the established approval process.

5 year reviews of Associate Memberships status and 3 year reviews of Affiliate Membership status are conducted either by all Full members, or voted on by the Full members on recommendations by an *ad hoc* review committee formed for this purpose. 5 year reviews of Full Membership status are conducted by the Program Directors. Membership status is dependent on program participation, and Full and Associate status also on research activity. Reappointment requires a track record of a reasonable level of participation in committee work or interactions with students during the preceding term. The appropriate level of research activity for all Full and Associate Members is defined as fulfilling the following criteria:

GRADUATE PROGRAMS IN BIOLOGY

Federated Department of Biological Sciences, Rutgers University-Newark & New Jersey Institute of Technology

- 1) A Full or Associate Member must be able to provide the appropriate research space for a Ph.D. student's project.
- 2) A Full or Associate Member's university appointment terms must allow for the appropriate level of effort to supervise a Ph.D. student.
- 3) A Full or Associate Member must have a reasonable expectation of securing funding to support research projects, and potentially a Ph.D. student assigned to that project. Under normal circumstances, this requires that they either have secured grant funding or are applying for it. They must have a track record of scholarly activity at a level that does not make funding success unlikely.

The Program Directors can review or initiate a review of the status independent of the regular term if there is a substantial change in a Graduate Faculty Member's academic activities, or if any terms of the appointment are not fulfilled anymore. Any member who undergoes a status change as a result of the review process can appeal and request a vote by the Full Members. Any member can request a vote on their own status change, without a nomination by another Graduate Faculty Member.

Full or Associate Members who do not fulfill the criteria of research activity listed above anymore shall lose their membership status. Depending on their program participation, their membership shall either be terminated or changed into Affiliate Member status. This status change can result from a review, but Full and Associate Members who do not have and do not seek any Ph.D. students, and do not intend to fully take part in the program for the time being, are encouraged to declare themselves inactive. Full or Associate Members who expect prolonged but temporary inactivity, for example due to sabbatical leave, do not have to change their membership status. However, they should declare that for a specified time window they will not be available for committee work or partake in other program activities, and will not need to be considered for student recruitment.

3. Membership Categories

3.1. Full Membership

Appointment Criteria: Only research-active members of the Department of Biological Sciences are eligible for Full Membership status. The appropriate level of research activity is defined under point 2.

For regular research-active tenured/tenure-track faculty of all ranks, voting on initial Full Membership is expected to be a formality, as such faculty is virtually always hired with the expectation that they are fully research-active. In addition, they would automatically obtain Graduate Faculty status at NJIT. The Graduate Program Directors shall therefore automatically nominate all incoming tenured/tenure-track faculty shortly after their appointment at Rutgers-Newark or NJIT.

Research-active departmental non-tenure track RU-N faculty and research-active NJIT instructional staff can also be nominated for Full Membership.

Rights: Full Members have voting rights at Graduate Faculty meetings. They can serve as Primary Advisors or Co-Advisors of graduate students in the program, both at the Ph.D. and M.S. levels. By request and with approval from the Program Directors and their respective Department Chairs, they can serve on or chair all graduate student committees (Ph.D. Dissertation, M.S., and Qualifying Exam), and program governance committees or program-related university committees. Full members' wishes will be considered during Ph.D. student recruitment with respect to Teaching Assistant support, according to funds availability and program priorities.

GRADUATE PROGRAMS IN BIOLOGY

Federated Department of Biological Sciences, Rutgers University-Newark & New Jersey Institute of Technology

Retiring Full Members (with or without Emeritus status) can opt to stay in the program as Associate or Affiliate Members, depending on their continuing research activity. They can maintain Full Membership past their retiring date if they serve as Primary or Secondary Advisors to Graduate Students, for as long as it takes those students to graduate.

3.2. Associate Membership

Appointment Criteria: Research-active NJIT or RU (including all locations and divisions) faculty and instructional staff with appointments at any department outside of Biological Sciences can be nominated for Associate Membership status, as long as their scientific expertise aligns with the program. Associate Membership is also available for research-active retired or Emeritus faculty of the Department of Biological Sciences.

Rights: Associate Members have a voice but no voting rights at Graduate Faculty meetings. They can serve as M.S. Student Advisors, and as chairs or members of M.S. Committees. They can serve as Co-Advisors of Ph.D. students if there is a clear agreement about student funding responsibility with the Primary Advisor. They can only serve as Primary Advisors by specific arrangement and with a detailed agreement about student funding. By request and with approval from the Program Directors, they can serve on or chair Ph.D. Student Qualifying Exam Committees and Dissertation Committees. Associate Members *cannot* serve on program governance committees or represent the program on university committees. Associate members' wishes will *not* be considered during Ph.D. student recruitment with respect to Teaching Assistant support. New recruitment of a student dedicated to joining an Associate Member's lab, as well as Primary Advisor status for a student already in the program, requires approval from the Program Directors and Department Chairs. Under normal circumstances, the expectation is that the Associate Member provides funding for the student, beginning in the first year for newly recruited students, and beginning after completion of the lab rotations for continuing students. The Associate Member shall provide a funding plan in writing, stating the immediate funding source and a justification for a reasonable expectation that such funding can be continued until the student completes the program.

3.3. Affiliate Membership

Appointment Criteria: Any faculty or instructional staff member with an appointment at NJIT or RU (including all locations and divisions) can be approved for Affiliate Membership, not restricted to the Department of Biological Sciences, as long as their scientific expertise aligns with the program. Affiliate Members are not required to be research-active, but should have an appropriate and recent enough scholarly track record to serve in an advisory function for graduate students engaged in research. Affiliate Membership is also available for retired or Emeritus faculty of the Department of Biological Sciences who do not fulfill the Associate Membership requirement for research activity.

Rights: Affiliate Members have a voice but no voting rights at Graduate Faculty meetings. They can serve as Advisors for M.S. student who choose the Bibliographic Thesis option, but not for those who choose the Laboratory or Field Research option. They can serve as chairs or members of M.S. Committees. They *cannot* serve as Advisors or Co-Advisors of Ph.D. students. By request and with approval from the Program Directors, they can serve on Ph.D. Student Qualifying Exam Committees and Dissertation Committees, but *cannot* chair them. Affiliate Members *cannot* serve on program governance committees or represent the program on university committees.

GRADUATE PROGRAMS IN BIOLOGY

Federated Department of Biological Sciences, Rutgers University-Newark & New Jersey Institute of Technology

Amendment History:

05/01

- A requirement for Associate and Affiliate Members to have their primary appointment at RU-N or NJIT has been eliminated, and now these categories are open to other Rutgers entities.
- Voting procedures are no longer defined in this document, but are stated to follow the ones defined elsewhere (Program Governance document).