

**Code of the Molecular, Cellular and Integrative Neuroscience Program
Colorado State University**

Adopted by vote of MCIN Faculty, July 1, 2002
Amended August 2, 2002
Amended July 7, 2006
Amended June 19, 2007
Amended April 3, 2008
Amended July 8, 2011

I. Program Mission

The discipline of neuroscience is very broad. It encompasses areas of cell and molecular biology that deal with neuronal differentiation and the development and wiring of the nervous system, aspects of intracellular communication and signaling, mapping of the neuronal circuitry and relationships between the circuitry and function, behavior, and disease processes that lead to neurodegeneration. It also encompasses studies of artificial intelligence and computer modeling of networks. Thus, in order to appropriately train individuals for careers in neuroscience, a research university must sustain quality instruction and faculty expertise in many of the above areas. The following missions of the Molecular, Cellular and Integrative Neuroscience Program (hereafter called MCIN Program) are designed to achieve this goal.

- A. To sustain productive research programs investigating novel and topical problems in neurosciences, which compete effectively for external funds.
- B. To provide graduate instruction and research opportunities necessary to train independent investigators in neurosciences at the graduate and postdoctoral level.
- C. To utilize the collective reputation of neuroscience faculty across disciplines to recruit high-quality students and postdoctoral trainees to our various programs.
- D. To provide advanced undergraduate instruction including didactic and problem-solving courses and independent research experiences for students with interests in the neurosciences.
- E. To establish seminars and interactions that foster the development of collaborative research in neurosciences which provide service to federal agencies, professional societies and scientific publishers.

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II. Membership in the MCIN Program

- A. Regular Faculty: All faculty members holding full time, regular academic appointments in an academic department and who have research and/or teaching interests in the neurosciences may become full voting members of the MCIN Program. Faculty members who wish to join the Program should submit a copy of their resume and a letter of nomination by a current regular member to the Director (see below), who will discuss the applicant=s credentials with the Executive Committee (see below). Applicant=s that have credentials deemed appropriate for participation in the MCIN Program by the Executive Committee will be invited to give a seminar to the MCIN Program membership and to participate in a day of visits with current MCIN faculty members to discuss areas of mutual interest. Within two weeks following the seminar, the Director will call for an electronic vote by current regular MCIN Program faculty members to either accept or reject the membership of the applicant. Any regular member may anonymously call for a formal meeting to discuss the candidate in advance of the voting deadline, in which case the determination shall be made by a majority of MCIN regular members attending that meeting. Membership in the MCIN Program is a privilege and carries with it the responsibility of active participation in events and activities of the program (see section V. E. below). Thus, the Executive Committee has the responsibility to review the participation of every member at least every three years and to make recommendations to the Director as to the continuation of each member within the MCIN Program. If the Executive Committee does not vote in the majority to continue a member due to lack of participation, the Director will so notify the member who will be given the option to continue for one additional year of membership on a probationary status in order to improve their participation. The Executive Committee will reevaluate the participation of the member after one year and recommend to the Director the continuation or termination of that individual from the MCIN Program. Termination from the Program due to lack of participation does not require a vote of the membership. The voting members of the MCIN Program shall meet as a Program faculty not less than once per year to consider and act upon business matters of the Program. Meetings shall be called by the Director, with written notice and agenda provided in advance. Minutes of each meeting shall be recorded by the MCIN Program Administrative Assistant or a designated representative and circulated in advance of subsequent meetings. A vote of a simple majority of the constituted voting members of the Program (those present plus those absent) shall be required to constitute action either for or against any issue that is submitted to a vote, except as noted below.

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- B. Research Faculty: Research Associates and Research Scientists who hold a Ph.D. or other doctoral degree and who have completed sufficient training that they may compete for external support may apply for special membership in the MCIN Program. Application and election to Special Appointment shall be as described above for regular members. Senior Special Appointments must hold the official university titles of Research Scientist/Scholar III and Senior Research Scientist/Scholar (equivalent to Research Associate Professor and Research Professor). Senior Special Appointments have full voting rights for all positions and committees and may serve on all committees except the Executive Committee. Regular Special Appointments must hold the official university titles of Research Associate (all levels) or Research Scientist/Scholar I and II (equivalent to Research Assistant Professor). Regular Special Appointments who actively participate in teaching activities have the same voting and service rights as Senior Special Appointments. Regular Special Appointments who do not participate in teaching shall have full voting privileges but may only serve on committees relating to research activities and program seminars. Thus, Regular Special Appointments without teaching duties will not have service rights for the Director, Associate Director, Executive Committee or the Academic and Admissions Committee. The MCIN Director will determine on which other issues Regular Special Appointments may vote. The enactment of all research appointments should increase the ability of the Program to provide a broad base of research expertise. Individuals holding a Senior or Regular Special Appointment as a Research Faculty member in the MCIN Program shall be accorded the following privileges and responsibilities.

Privileges:

1. Participation at Program faculty meetings and voting privileges on matters related to research policies and facilities (all Special Appointments) and on academic issues (Senior Special Appointments and Research Special Appointments with teaching duties).
2. Full access to all Program resource facilities.
3. Full participation in the MCIN seminar series, including nomination and hosting of guest speakers.
4. Ability to serve as an elected faculty member on either the Seminar or Research Committee (all Special Appointments) and on the Academic and Admissions Committee (Senior Special Appointments and Regular Special Appointments with teaching duties).

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Responsibilities:

1. Maintain or help maintain a productive research program that is conducive to the training of graduate students and postdoctoral trainees.
2. Sustain an active participation in MCIN activities including attendance at seminars, faculty meetings and a willingness to accept assignments on appropriate committees.

All Special Appointments will be reviewed annually by the Executive Committee and the Director. Renewal of appointments will be based on the appointee=s contribution to the research and other activities of the MCIN Program.

- C. Affiliate Faculty: An individual with an interest in neuroscience and who holds an appointment as an Affiliate Faculty member in an academic department, may apply to the Executive Committee for Affiliate Faculty status in the MCIN Program. Affiliate Faculty appointments will be reviewed annually by the Executive Committee and may be continued upon request of the Affiliate Faculty member, if that individual has made or is likely to make some contribution to the mission of the MCIN Program.
- D. Selection for Special Subgroups: From time-to-time it may be beneficial to select faculty members for participation in special subgroups that may be based on areas of research interest, training (predoctoral and/or postdoctoral) experience, funding status and agency, teaching interest, utilization of specialized instrumentation, or other parameters. Selection of individuals to participate in such subgroups will be performed by the Program Director and Executive Committee. Participation in these subgroups is voluntary.

III. Director

- A. The MCIN Program shall be administered by a Director who must be tenured and hold the academic rank of Associate Professor or Professor and who shall be elected by a majority vote of the Regular and Special Appointment Faculty members of the MCIN Program to a three year term beginning July 1 of the year he/she is elected. The Director may stand for re-election.
- B. Once elected by the MCIN Regular and Special Appointment Faculty, the appointment of the Director will be confirmed in writing by the Deans of the

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Colleges of Natural Sciences and Veterinary Medicine and Biomedical Sciences, who will notify the Provost and the Vice President for Research and Information Technology of the new appointment. Should the Deans not approve the elected Director, they will inform the MCIN faculty of their decision and the reasons for it. The faculty can then decide to hold another election or to appeal the decision of the Deans to the Provost.

- C. The Director shall be responsible for executing the policies established by the Program, for coordinating activities within the Program, and for representing the Program to the College of Natural Sciences and to the College of Veterinary Medicine and Biomedical Sciences, and to the University.
- D. The Director shall be Chair of the Executive Committee and an *ex officio* member of all other standing committees.
- E. The Director shall keep members of the Program informed on matters relating to Program activities and members' responsibilities and shall consult with them regularly regarding the performance of their duties.
- F. At least once per annum, the Director shall present to the membership a report of Program expenditures for the previous fiscal year and a budget for the current or next fiscal year.
- G. The Director shall fill by appointment for the remaining term of the position, any position that becomes vacant on the standing committees of the MCIN Program.

IV. Associate Director

- A. The MCIN Graduate Curriculum shall be administered by an Associate Director. The Associate Director must be tenured and hold the rank of Associate Professor or Professor and shall be elected by a majority vote of the Regular and Special Appointment Faculty of the Program to a three-year term beginning July 1 of the year he/she is elected. When feasible, the Associate Director shall have his/her primary appointment in both a Department and a College different from that of the Director.
- B. The Associate Director will be a voting member of the executive committee.
- C. The primary responsibility of this position shall be the development, improvement and coordination of the graduate course offerings of the Program. The Associate Director shall chair the Admissions and Academic Committee, and prepare

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proposals and outcomes assessment reports related to the graduate curriculum.

- D. The Associate Director will work with departments offering undergraduate courses in neurosciences to coordinate the teaching and course offerings with the staffing of the graduate courses.
- E. The Associate Director shall also serve as the Acting Director during the absence of the Director for significant periods (>1 month).

V. MCIN Program Assignments

- A. Executive Committee: The Executive Committee shall be composed of the Director and Associate Director of the Program and three additional at-large members. At least one member of the Executive Committee must have their home department in the College of Natural Sciences and at least one member must have their home department in the College of Veterinary Medicine and Biomedical Sciences. The Program Director shall chair the Executive Committee. The actions of the Executive Committee shall be reported to the Program faculty either over the signature of the Director, or at least once per year in a faculty meeting, or more often at the committee's discretion.
 - 1. The three at-large members will be elected to serve staggered three-year terms. The election shall be by written ballot via the Hare system with at least 2/3 of the Regular Faculty and Special Appointments casting a vote. A member of the Executive Committee whose term is completed may be a candidate for re-election.
 - 2. The Executive Committee shall advise the Director regarding the broad policy plans of the Program and the most effective means to their implementation. To this end, the Executive Committee will serve as a Committee on Committees establishing ad hoc committees as are needed, nominating the members of the committees, and delineating their responsibilities.
 - 3. The Executive Committee shall conduct an annual review of Program participation by Regular Faculty and Special Appointments and make recommendations to the Director concerning continuation of membership. The Executive Committee shall seek opinions and advice from the other faculty members of the Program before making their final recommendations.

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4. Any recommendations relating to establishment of new courses or altering teaching assignments are the responsibility of the Executive Committee. Such recommendations shall be presented to the Director for negotiation with the chairs of the Departments in which faculty have their primary appointments.
5. The Executive Committee will provide recommendations on Promotion and Tenure for participating faculty to their home Department upon written request of either the Chair of the home Department or the participating faculty member. The Committee shall seek opinions and advice of other faculty, research staff and students of the Program before making their final recommendations. Such recommendations require a simple majority vote. The recommendations shall be submitted in writing to the Director who will transmit the material through administrative channels as outlined in the CSU Academic Faculty and Administrative Professional Staff Manual.

- B. Academic and Admissions Committee (AAC): The AAC shall be composed of two elected faculty members, the Associate Director, and a student representative. Each elected faculty member shall serve for a term of two years beginning July 1 of the year elected with the terms staggered so that one member shall be elected to the AAC annually. The Associate Director will serve as the Chair of the AAC. Nominations for elected membership on the AAC will be gathered from the Program membership. All nominees must indicate a willingness to serve on the AAC. Members of the AAC may be candidates for re-election. The graduate student representative will be selected annually by the MCIN graduate students and will be asked to participate in discussions of recruitment policy and strategies, and the curriculum.

The AAC shall meet at least once per semester during the regular academic year and more often at its discretion. The Committee shall report its proceedings to the Program faculty as appropriate, but at least once each semester during the regular academic year.

Duties of the AAC :

1. To oversee the preparation and distribution of material describing the graduate Program.

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2. To evaluate applicants for graduate study, organize and conduct recruiting activities, and select candidates for offers of admission and financial support.
 3. To determine into which Departments students accepted by the MCIN Program can matriculate following their first year in residence and to communicate any limitations in Departmental selection to the students prior to their signing contracts for acceptance.
 4. To evaluate the performance of first-year graduate students at the end of each semester, and to make recommendations to the Director concerning the dismissal or continuation of students in the Program.
 5. To recommend policies and curriculum changes for graduate training to the Executive Committee.
 6. To supervise the general program of first-year graduate instruction, which includes the composition and administration of the qualifying or comprehensive examinations.
 7. To assign laboratory rotations for the MCIN graduate students and to collect written evaluations on the performance of the students in these rotations.
- C. Seminar Committee: The Seminar Committee will be composed of one member of the Executive Committee, two elected members, and a student representative. Each elected faculty member shall serve for a term of two years beginning July 1 of the year elected, with the terms staggered so that one member shall be elected to the Seminar Committee annually. The chair of the Seminar Committee shall be selected by its members. Nominations for elected membership on the Seminar Committee will be gathered from the Program membership. All nominees must indicate a willingness to serve on the Seminar Committee. Members of the Seminar Committee may be candidates for re-election. The graduate student representative will be selected annually by the MCIN graduate students. The Seminar Committee will be responsible for arranging seminars for following calendar year (i.e. the Spring semester of the year they are elected and for the Fall semester of the following academic year).

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Duties of the Seminar Committee:

1. Solicit suggestions and nominations from the MCIN membership for seminar speakers 6 months to one year in advance of their coming.
2. To select speakers for the weekly seminar series from the list of nominees and from within CSU and, as much as possible, to coordinate seminar visitation times to enhance the academic courses offered through MCIN.
3. To work with the MCIN Program Administrative Assistant in the scheduling and organization of the seminars.
4. To work with the MCIN Program Administrative Assistant to maintain costs of the seminar program within the framework of the MCIN Program budget.
5. To coordinate visits of external speakers with seminar programs at UCHSC, CU Boulder and other Rocky Mountain Institutions, to reduce costs, enhance the seminar program and build institutional collaborations and cooperation.
6. To recommend to the Executive Committee sponsorship or participation in special symposia and other programs of interest.

- D. Research Committee: The Research Committee will be composed of one member of the Executive Committee, two elected members, and a student representative. Each elected faculty member shall serve for a term of two years beginning July 1 of the year elected, with the terms staggered so that one member shall be elected to the Research Committee annually. The chair of the Research Committee will be selected by its members. Nominations for elected membership on the Research Committee will be gathered from the Program membership. All nominees must indicate a willingness to serve on the Research Committee. Members of the Research Committee may be candidates for re-election. The graduate student representative will be selected annually by the MCIN graduate students.

Duties of the Research Committee:

1. Solicit input from MCIN Program participants concerning establishment or upgrades needed in research facilities.

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2. Coordinate preparation and submission of proposals to the Colleges, University, State, Federal Agencies, Private Foundations or Commercial Companies for funding for facilities that enhance the research goals of the MCIN Program.
 3. Organize and coordinate the annual MCIN poster session with the Academic and Admissions Committee for the recruitment activities of the MCIN Program.
 4. Identify and help coordinate groups of faculty for the submission of training grants and program project grants.
- E. Faculty Responsibilities and Effort Distribution: All faculty members should contribute to the instructional, research and service missions of the MCIN Program. However, all faculty members have their primary appointment within an academic department and must balance their time commitment to Program activities with their commitment to their Department. Thus, in the annual evaluation of participation, not every faculty member will be expected to devote the same effort to MCIN activities. However, over any three-year period it is expected that every MCIN faculty member make some direct contribution to the goals of the MCIN Program. Evidence of participation may come from committee service, teaching in core courses, service on graduate committees of students recruited through the MCIN Program, inviting and hosting seminar speakers, attending MCIN seminars, voting in MCIN elections, or some other commitment that requires an expenditure of effort to enhance the Program.

VI. Redress

If any faculty member considers a decision made by the Program to be unwise or unfair, he or she is encouraged to call this to the attention of the Director, who shall arrange that the decision be reviewed by the Executive Committee or an alternative appointed committee, if the faculty member so requests. The composition of the review committee will be chosen by the disputing parties and the Director in such a way that all sides of a question will receive a fair hearing. Every attempt should be made by all parties concerned, the review committee as well as the parties to the dispute, to resolve any differences by this procedure. In the event of failure in problem resolution at the Program level, either party may institute Grievance Procedures, Review Processes, and Mediation as outlined in the CSU Academic Faculty and Administrative Professional Staff Manual (Section K).

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VII. Student Grievance Procedures

The Committee to consider a student's appeal of a grading decision will be appointed as follows: one faculty member and peer student from the MCIN Program will be selected by the Director, one faculty member and peer student from the MCIN Program will be selected by the student who is filing the appeal, and the outside faculty member who will serve as the voting chair will be appointed either by the Dean of the College of Natural Sciences or the Dean of the College of Veterinary Medicine and Biomedical Sciences. The committee will conduct its deliberations and file its report in accordance with section I.7.1 of the University Faculty and Staff manual.

All other student grievances should be initially directed to the committee, instructor, or staff member involved. If the problem remains unsatisfactorily resolved, a request for review should be made to the Director. The Director will first appoint a faculty member to investigate the grievance and attempt to resolve the conflict. If a mutually agreeable solution cannot be found, then an MCIN Grievance Committee consisting of an equal number of faculty and student members shall be appointed by the Director. The Committee shall make recommendations to the Director on the procedure to be followed by the MCIN Program for a response to the grievance.

VIII. Evaluation of Program Operations

- A. Every sixth year as described by the CCHE or at the direction of the Deans of the Colleges of Natural Sciences and Veterinary Medicine and Biomedical Sciences, the regular faculty of the MCIN Program shall select a committee to evaluate MCIN Program operations by procedures outlined in the University Code.
- B. This Evaluation Committee shall review the operation of the MCIN Program as outlined in the University Code and shall prepare a report of its findings and present it to the Director, the MCIN faculty members, and to the University administration for review. At appropriate times the MCIN Program shall consider inviting consultants from outside the University to assist in evaluating the work of the Program.
- C. As a CSU Program of Research and Scholarly Excellence, a three-year review of the MCIN Program is required. When possible, this review should be coordinated with the CCHE mandated review such that every other PRSE review serves as a CCHE review.

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D. As required by the Faculty Staff Manual (section B.2.6.6.a), each Center, Institute or Other Special Unit and its administrative director will be evaluated every other year. The biennial review calls for the following information:

1. A list of current faculty and other personnel in your unit.
2. A brief description of the goals and objectives of your unit as related to the original purpose.
3. A brief description of the activities, services, training, or research performed, as related to the function/mission of your CIOSU.
4. A brief budget summary.
5. A list of accomplishments and contributions including pending and approved grants and contracts, refereed and non-refereed publications, and effects on teaching and outreach.
6. Plans for the next two years.

IX. Revisions of the MCIN Program Code

Revisions of the MCIN Program Code may be initiated at any time by any Regular Faculty member. In addition, the Executive Committee will conduct a comprehensive review of the MCIN Program Code in the final year of the term of the Director. Copies of the proposed revisions shall be submitted to each faculty member, and the Director shall be responsible for placing the matter to a vote of the faculty within two months of the original date of submission.