

**Code of the MCIN Program  
As a Special Academic Unit of  
Colorado State University**

Adopted by vote of Neuroscience Faculty, July 1, 2002

Amended August 2, 2002

Amended July 7, 2006

Amended June 19, 2007

Amended April 3, 2008

Amended July 8, 2011

Amended October 17, 2012

Amended June 13, 2013

Amended February 10, 2016

Amended April 22, 2019

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 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 coordinate and administer an undergraduate major in neurosciences as an interdisciplinary degree program. This major will have two concentrations: (1) behavioral and cognitive neurosciences, and (2) cellular and molecular neurosciences.

- E. To provide advanced undergraduate instruction including didactic and problem-solving courses, undergraduate seminars, and independent research experiences for students with interests in the neurosciences.
- F. 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.
- G. To provide instructional opportunities to graduate students and postdoctoral trainees to enhance their teaching abilities and to promote their oral communication skills.

I. Colleges and Departments

Colleges and Departments that participate in the operation of the MCIN Program are listed below:

**College of Engineering**

Chemical and Biological Engineering

**College of Health and Human Sciences**

Occupational Therapy

Human Development and Family Studies

Health & Exercise Science

**College of Natural Sciences**

Biochemistry & Molecular Biology

Biology

Computer Science

Psychology

**College of Veterinary Medicine and Biomedical Sciences**

Biomedical Sciences

Environmental & Radiological Health Sciences

Microbiology, Immunology & Pathology

II. Academic Oversight Committee

The Program will be housed in the Office of the Provost and administered by an Academic Oversight Committee (AOC) comprised of the Dean of the College of Natural Sciences,

the Dean of the College of Veterinary Medicine and Biomedical Sciences, the Vice Provost for Graduate Affairs and the Vice Provost for Undergraduate Affairs. The Deans participating in the AOC will be re-evaluated as the membership changes to ensure 80% of the faculty are represented by a Dean. The AOC shall have the budgetary authority for the programs with the following voting rights. For all issues pertaining only to the undergraduate degree program all members of the AOC, with the exception of the Vice Provost for Graduate Affairs who will not vote, will have equal voting rights. For all issues pertaining only to the graduate portion of the MCIN Program including research assistantships, graduate coursework, seminar programs and research facilities, all members of the AOC, with the exception of the Vice Provost for Undergraduate Affairs who will not vote, will have equal voting rights. For all issues that address areas affecting both the undergraduate and graduate programs, all members of the AOC will have equal voting rights. In case of a tie vote, the provost will cast the deciding vote.

The Director of the MCIN Program will report directly to the Vice Provost for Graduate Affairs for the general operation and administration of the graduate program and to the Vice Provost for Undergraduate Affairs for the general operation and administration of the undergraduate program. The Associate Directors will report to the Director on all issues that pertains to their role. In addition, with approval from the Director, the Associate Director for Undergraduate Affairs may consult directly with the Vice Provost for Undergraduate Affairs for matters pertaining directly to the undergraduate degree program.

### III. Membership in the MCIN Program

#### A. Departments and Colleges

Departments and or Colleges may participate in the MCIN Program only by virtue of having faculty who are members of the Program. Each Department and College with participating faculty must sign a Memorandum of Understanding with the Program that describes their relationship, expectations of faculty and commitment to MCIN students. This MOU shall be re-negotiated every 5 years or whenever substantial changes to the Code are approved.

B. Tenured and Tenure-Track Faculty Members: Faculty members holding full time tenured or tenure-track academic appointments (as specified in the Faculty Manual) 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 curriculum vitae to the Director (see below), who will discuss the applicant's credentials with the Executive Committee (see below). Applicants 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 Neuroscience faculty members to discuss areas of mutual interest. The Executive Committee will vote on admission into the program no later than two weeks following the seminar. If the majority votes yes, the applicant will be admitted. If the majority votes no, the Director will call for an electronic vote by current MCIN Program faculty members (Tenured, Tenure-Track, Contract, and Continuing) to either accept or reject the membership of the applicant. Any 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 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 VII. F. 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 semester to consider and act upon business matters of the Program. Meetings shall be called by the Director, with written notice and agenda provided one week 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.

All Tenured / Tenure Track Faculty shall be accorded the following privileges and responsibilities.

Privileges:

1. Participation at Program faculty meetings and full voting privileges.
2. Full access to all Program resource facilities.
3. Full participation in the Neuroscience seminar series, including nomination and hosting of guest speakers.
4. Ability to serve as an elected faculty member on all MCIN committees and be appointed to ad hoc committees / special subgroups by the Director or Executive Committee.

Responsibilities:

1. Sustain an active participation in Neuroscience activities including attendance at seminars, faculty meetings and a willingness to accept assignments on appropriate committees.
2. Contribute to postdoctoral, graduate and/or undergraduate training through activities such as classroom instruction, serving on MCIN graduate student advisory committees, mentoring of graduate and undergraduate researchers, and serving as research advisors for graduate and undergraduate theses.

C. Contract and Continuing Faculty Members: Faculty holding appointments as Contract faculty or Continuing faculty (as specified in the Faculty Manual) may apply for membership in the MCIN Program. Application and admission procedures shall be as described above for Tenured and Tenure-Track members. Contract and Continuing Faculty members who have major teaching responsibilities have full voting rights for all positions and committees and may serve on all committees except the Executive Committee. Contract and Continuing Faculty members who do not participate in teaching and who have held an appointment in an academic unit at CSU for 5 years or longer shall have full voting rights for all positions and committees and may serve on all committees except the Executive Committee and the Academics Committees. Contract and Continuing Faculty members who do not participate in teaching and who have held an appointment in an academic unit at CSU for less than 5 years shall have full voting privileges but may only serve on committees relating to research activities and program seminars; these faculty will not have service rights for the Director, Associate Director, Associate Director for Undergraduate Affairs, Executive Committee or the Academics Committees (Graduate and Undergraduate). The

Director will determine on which other issues Contract and Continuing Faculty may vote. The enactment of all research appointments should increase the ability of the Program to provide a broad base of research expertise.

Contract and Continuing Faculty members 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 Contract and Continuing Faculty) and on academic issues (Contract and Continuing Faculty with teaching duties).
2. Full access to all Program resource facilities.
3. Full participation in the Neuroscience seminar series, including nomination and hosting of guest speakers.
4. Ability to serve as an elected faculty member on: the Seminar Committee (all Contract and Continuing Faculty), the Graduate Academic Committee (Contract and Continuing Faculty with teaching duties), and the Undergraduate Academics committee (Contract and Continuing Faculty with teaching duties).
5. Ability to be appointed to ad hoc committees / special subgroups by the Director or Executive Committee.

Responsibilities:

1. Contract and Continuing Faculty who actively participate in research have the responsibility to maintain or help maintain a productive research program that is conducive to the training of undergraduate students, graduate students and postdoctoral trainees.
2. Contract and Continuing Faculty who actively participate in teaching have the responsibility to serve as course instructors and/or to support neuroscience course development, advising, and outreach at the undergraduate and/or graduate levels.

3. Sustain an active participation in Neuroscience activities including attendance at seminars, faculty meetings and a willingness to accept assignments on appropriate committees.

All Contract and Continuing appointments will be reviewed by the Executive Committee and the Director as specified above for Tenured and Tenure-track members. Renewal of appointments will be based on the appointee's contribution to the research, teaching, and other activities of the MCIN Program as appropriate for their position. Should a Contract or Continuing Faculty member receive a tenured or tenure track faculty appointment in their home department, that person will automatically become a tenured / tenure track faculty member in MCIN.

D. Affiliate Faculty: An individual with an interest in neuroscience or 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.

E. 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 (undergraduate, 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.

#### IV. 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. The Director will serve a four-year term beginning July 1 of the year he/she is appointed. The Director may stand for re-appointment.
- B. The Executive Committee (EC) will oversee the nomination process for the Director. Any EC members planning to run for the Director position will recuse themselves from participation. The EC will circulate a position description and guidance for how to apply to all tenured MCIN members. The EC will share information about each candidate with all MCIN members; at minimum this will include a CV and statement from each candidate about their experience and vision

for the MCIN program, and may also include individual meetings and/or open forums at the EC's discretion. During the search process the views of MCIN faculty members will be solicited via a non-binding election conducted in the same manner as the elections for other MCIN positions as detailed in the MCIN code. Consistent with the University Faculty Manual governing SAUs, the Director is appointed by the AOC. The EC will convey their nomination to the AOC, which will confirm the appointment in writing and will notify the Provost and the Vice President for Research of the new appointment. Should the AOC not approve the appointment of the nominated candidate as Director, they will inform the Neuroscience faculty of their decision and the reasons for it. The faculty can then decide to hold another nomination process or to appeal the decision of the AOC to the Provost. The nomination process shall be concluded by the end of the Fall semester in the final year of the term of the Director in order to allow for a 6-month transition period. During this transition period the appointed Director will serve as Director Elect. The roles and responsibilities of the Director Elect will be negotiated in consultation with the Director and Executive Committee to allow the Director Elect to prepare for the Director role.

- 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 AOC, and to the University.
- D. The Director, supported by the ADUA (see IV), shall work with the AOC to develop the written documents required by the AOC for college, departmental, and faculty member commitments to the undergraduate degree program, the duration of those commitments, and how the performance in fulfilling those commitments by individual faculty members shall be factored into performance evaluations within the home department.
- E. The Director shall be Chair and a voting member of the Executive Committee and an *ex officio*, voting member of all other standing committees.
- F. 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.
- G. 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.
- H. 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.

- I. Should the position of Associate Director become vacant, the Director shall fill the position by appointment for the remaining term of the position.
- J. The Director can be removed from office at any time by resignation, by vote of the AOC, or by a two-thirds vote of the MCIN Faculty acting as a committee of the whole. The Associate Director will act as Interim Director of the MCIN program until the Executive Committee can arrange for the nomination of a new Director. This should be accomplished as soon as possible.

V. Associate Director

- A. The Associate Director will focus on administration and development of the graduate program and seminar series. The Associate Director must be a Tenured faculty member, hold the rank of Associate Professor or Professor, and shall be elected by a majority vote of the Faculty members (Tenured, Tenure-Track, Contract, and Continuing) of the Program to a three-year term beginning July 1 of the year he/she is elected. The election shall be by written ballot via the Hare system with at least 2/3 of the Faculty Members (Tenured, Tenure-Track, Contract, and Continuing) casting a vote. 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 shall be a voting member of the executive committee.
- C. The primary responsibility of this position shall be in the area of graduate course offerings and graduate admissions and advising. Additional specific responsibilities of the Associate Director will be determined via negotiation with the Director and in consultation with the Executive Committee.
- D. The Associate Director shall chair the Graduate Academic Committee..
- E. The Associate Director shall also serve as the Acting Director during the absence of the Director for significant periods (>1 month). The currently elected Associate Director will serve as Interim Director should the Director not be able to finish the four-year term, and will serve while the Executive Committee nominates a new Director according to the process detailed above. If the Associate Director is nominated by the Executive Committee and appointed by the AOC as Director, a special election will be held where a new Associate Director shall be elected by a

simple majority vote of the Faculty members (Tenured, Tenure-Track, Contract, and Continuing) of the MCIN Program.

VI. Associate Director for Undergraduate Affairs

- A. The undergraduate degree (B.S.) in neuroscience shall be administered by an Associate Director of Undergraduate Affairs (ADUA). The ADUA must be a tenured, tenure-track, contract, or continuing faculty member and hold the rank of Assistant Professor, Associate Professor or Professor. The ADUA shall be appointed by the Director with the approval of the Executive Committee to a five-year term beginning July 1 of the year he/she is appointed. The appointment of the ADUA must be approved by the AOC and accepted by the Vice Provost for Undergraduate Affairs.
- B. The ADUA shall be a member of the Executive Committee. When this position is held by tenured or tenure-track faculty, they will be a full voting member. When held by contract or continuing faculty, they will be a non-voting member except for matters pertaining to the undergraduate major for which they will have full voting rights.
- C. The primary responsibility of the ADUA shall be the development, implementation, and coordination of the undergraduate degree in neurosciences.
- D. The ADUA shall coordinate all advising of undergraduate students in the neuroscience major.
- E. The ADUA shall report directly to the Director and with permission from the Director, to the Vice Provost for Undergraduate Affairs concerning programmatic and budgetary matters related to the undergraduate degree program to establish sufficient financial resources to carry out any activities associated with the delivery of the program of study. The Director will be informed of all issues discussed.
- F. The ADUA may work with the AOC to ensure that documents are in place that define departmental commitments to providing faculty to support the mission of the undergraduate program, including teaching in required courses, involvement in seminar courses and mentoring students through their senior thesis. The Director and Executive Committee will be informed of all developments regarding faculty commitments to the program.

- G. The ADUA shall prepare proposals and outcomes assessment reports related to the undergraduate curriculum.
- H. The ADUA will implement changes in the undergraduate degree program that are recommended by the Executive Committee and approved by the AOC and Vice Provost for Undergraduate Affairs by working with representatives on the curriculum committees of the College of Natural Sciences and the College of Veterinary Medicine and Biomedical Sciences.
- I. The ADUA will evaluate course offering times, numbers of sections and enrollment projections to provide information to key departments for budgeting and course planning to meet the needs of neuroscience majors.

VII. MCIN Program Assignments

- A. Undergraduate Neuroscience Degree Advisory Committee (UNDAC): The UNDAC shall be composed of the MCIN Director, the ADUA, the Director of the LIFE Core and the Heads or Chairs of the Biomedical Sciences, the Biochemistry and Molecular Biology, and the Psychology Departments. The MCIN Director shall chair this committee. The goal of this committee shall be to ensure that the MCIN Director receives timely information regarding the resources required to support both the undergraduate neuroscience student enrollment in departmental courses and the departmental activities required for neuroscience thesis students.
  - 1. The UNDAC will confer at least once per semester to assess programmatic needs. This requirement may be fulfilled by a meeting or exchange of information via email.
  - 2. The ADUA shall provide projections of anticipated Neuroscience student enrollments in classes required for the undergraduate major to all members of the UNDAC each semester.
  - 3. Using the projections provided by the ADUA, Department Heads/Chairs and the Director of the LIFE Core will provide information and advice to the MCIN Director with regard to projected departmental personnel and budgetary needs required to serve the students in the undergraduate Neuroscience degree program.
- B. Executive Committee: The Executive Committee shall be composed of the Director, Associate Director, and Associate Director for Undergraduate Affairs and

three additional at-large members. At least one at-large member of the Executive Committee must have their home department in the College of Natural Sciences and at least one at-large member must have their home department in the College of Veterinary Medicine and Biomedical Sciences. Student and postdoctoral representatives may serve as non-voting advisory members of the Executive Committee, as specified in the Policies and Procedures Manual. 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 semester 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 Faculty Members (Tenured, Tenure-Track, Contract, and Continuing) casting a vote. A member of the Executive Committee whose term is completed may be a candidate for re-election. If the results of an election would lead to all at-large members of the Executive Committee having their home department in one college, the candidate from the unrepresented college with the next lowest aggregate Hare system vote total will be appointed in place of the candidate from the same college.
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 needed, nominating the members of the committees, and delineating their responsibilities.
3. The Executive Committee shall conduct a review of Program participation by all Faculty Members (Tenured, Tenure-Track, Contract, and Continuing) every three years 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.
4. Any recommendations relating to establishment of new courses or altering teaching assignments for the graduate curriculum 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. Recommendations pertaining to alterations in the undergraduate major should come through the Executive Committee for discussion. Recommendations are then made to the ADUA, who will discuss them with the Undergraduate Academic Committee (UAC; see below) before taking them to the AOC through the Vice Provost for Undergraduate Affairs for final approval before revisions are prepared for submission through the appropriate curriculum committees.
  6. 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.
  7. The Executive Committee will oversee the search and nomination process for the Director position as described above in IV B.
- C. Graduate Academics Committee (GAC): The GAC shall be composed of two elected faculty members and the Associate Director. Student and/or postdoctoral representative(s) will be selected as specified in the Policies and Procedures handbook. At least one of the faculty members of the GAC (elected members or Associate Director) must have their home department in the College of Natural Sciences and at least one of the faculty members (elected members or Associate Director) must have their home department in the College of Veterinary Medicine and Biomedical Sciences. 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 GAC annually. The Associate Director will serve as the Chair of the GAC. Nominations for elected membership on the GAC will be gathered from the Program membership. All nominees must indicate a willingness to serve on the GAC. Members of the GAC may be candidates for re-election. The election shall be by written ballot via the Hare system with at least 2/3 of the Faculty Members (Tenured, Tenure-Track, Contract, and Continuing) casting a vote. If the results of an election would lead to all faculty members of the GAC having their home department in one college, the candidate from the unrepresented college with the next lowest aggregate Hare system vote total will be appointed in place of the candidate from the same college.

The GAC 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 GAC:

1. To oversee the preparation and distribution of material describing the graduate Program.
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 Neuroscience graduate students and to collect written evaluations on the performance of the students in these rotations.
8. Curricular proposals from the Graduate Academic Committee shall be sent for review to each of the college curriculum committees for the colleges having deans on the Administrative Oversight Committee. Any one of these college curriculum committees may forward the proposal, together with the results of the reviews from all participating college curriculum committees, to the University Curriculum Committee.

- D. Undergraduate Academics Committee (UAC): The UAC shall be composed of two elected faculty members and the ADUA. Graduate and undergraduate student representative(s) will be selected as specified in the Policies and Procedures Manual. One of the two elected UAC members shall be from the College of Veterinary Medicine and Biomedical Sciences and one shall be from the College of Natural Sciences. 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 UAC annually. The ADUA will serve as the Chair of the UAC. Nominations for elected membership on the UAC will be gathered from the Program membership. All nominees must indicate a willingness to serve on the UAC. Members of the UAC may be candidates for re-election. The election shall be by written ballot via the Hare system with at least 2/3 of the Faculty Members (Tenured, Tenure-Track, Contract, and Continuing) casting a vote. If the results of an election would lead to both elected faculty members of the UAC having their home department in one college, the candidate from the unrepresented college with the next lowest aggregate Hare system vote total will be appointed in place of the candidate from the same college.

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

Duties of the UAC:

1. To provide input to the ADUA for the preparation and distribution of material for the recruitment of undergraduates to the neuroscience major. This may include an occasional trip to in-state or out-of-state high schools for recruitment talks with guidance counselors.
2. To work with college curriculum committees to implement suggested changes in the undergraduate curriculum and to provide feedback to the advisors with the MCIN Program on other approved curricular changes that might impact the neuroscience undergraduate program of study.
3. To evaluate the advising for the undergraduate major, based on annual surveys of the effectiveness of program advising and to provide feedback to the ADUA.

4. To conduct periodic surveys of the students in the major on the effectiveness of teaching in the core courses and to provide the ADUA with recommendations for changes in the curriculum or in the assigned instructors for courses that are supported in whole or in part through funding returned to departments through the written agreements established by the AOC.
  5. To recommend changes in any policy for undergraduate admission, curricular issues, or undergraduate research training to the ADUA for communication to Executive Committee and/or the AOC.
  6. To suggest to the AUDA proposals for enhancing scholarships, research fellowships, or other undergraduate instructional innovations. These are all to be presented by the ADUA either to the Director and the AOC for implementation or to the Director and the Executive Committee if they require discussion or approval by the MCIN faculty before a vote on their implementation.
  7. To oversee the development and implementation of BS/MS integrated degree programs, certificate programs, or other programs that involve the neuroscience BS degree.
  8. Curricular proposals from the Undergraduate Academic Committee shall be sent for review to each of the college curriculum committees for the colleges having deans on the Administrative Oversight Committee. Any one of these college curriculum committees may forward the proposal, together with the results of the reviews from all participating college curriculum committees, to the University Curriculum Committee.
- E. Seminar Committee: The Seminar Committee will be composed of one member of the Executive Committee and two elected faculty members. Student/postdoctoral representative(s) will be selected as established in the Policies and Procedures manual. 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 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).

Duties of the Seminar Committee:

1. To solicit suggestions and nominations from the Neuroscience membership for seminar speakers.
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.

- F. 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 Neuroscience activities. However, over any three-year period it is expected that every Neuroscience faculty member make some direct contribution to the goals of the MCIN Program. Evidence of participation may come from committee service, teaching in Neuroscience courses (NB), service on graduate committees of students recruited through the MCIN Program, inviting and hosting seminar speakers, attending MCIN seminars, voting in MCIN elections, mentoring Neuroscience undergraduates in laboratory research, supervising Neuroscience undergraduate theses, or some other commitment that requires an expenditure of effort to enhance the Program.

## VIII. 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. If the issue directly concerns the Director, the faculty member is encouraged to call this to the attention of any member of the Executive Committee. 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).

## IX. Student Grievance Procedures

Students may appeal instructors' grading decisions for NB courses. Before making an appeal, the student should discuss the situation with the instructor(s) involved in the decision. To appeal a grading decision, the student shall submit a written request to the Director. The request must set forth the basis for the appeal, identifying one of the three categories below.

1. A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
2. A grading decision was based on standards unreasonably different from those which were applied to other students.
3. A grading decision was based on a substantial, unreasonable, or unannounced departure from previously articulated standards.

The request must be submitted or postmarked, if mailed, no later than 30 calendar days after the first day of classes of the next regular semester following the date the grade was recorded. Within 30 days of receipt of the request for an appeal, the student's appeal shall be provided to the instructor(s) who assigned the grade and an appeals committee formed by two faculty members and two students from within the SAU, and one faculty member from outside the SAU who shall serve as the voting chair.

The appeals committee will review the written appeal and response of the instructor(s). They may elect to separately interview both the student and the instructor(s) before rendering a decision. The decision of the appeals committee will be based upon whether

one of the conditions for an appeal set forth above has been met. At the conclusion of the deliberations, the committee shall render one of the following decisions: 1) the original grading decision is upheld, or 2) the department chair or his/her designee(s) will reevaluate the student's achievement of the instructional objectives of the course and assign a grade accordingly.

Written notice of the committee's decision and the reasons for the decision normally will be sent to the student and the instructor(s) within 30 calendar days of the appointment of the committee. The appeal committee's decision is the final decision of the University. Written summaries of the hearing and decision, together with a rationale for that decision, shall be provided to the student and the instructor who assigned the grade and shall be retained in the SAU office for a period of one year.

X. Evaluation of Program Operations

- A. Every sixth year as described by the CCHE or at the direction of the AOC, the MCIN Program members 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 Neuroscience 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.
- 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.

XI. Revisions of the MCIN Program Code

Revisions of the MCIN Program Code may be initiated at any time by any faculty member (Tenured, Tenure-Track, Contract, and Continuing) of the Program. 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. MCIN members eligible to vote on code changes are: 1) tenured and tenure-track faculty. 2) contract and continuing faculty with major teaching responsibilities who have held an appointment in an academic unit at CSU for 5 years or longer. Changes will be adopted upon approval by a 2/3 majority of the Members eligible to vote.

XII. Procedures Manual

The Policies and Procedures Manual for MCIN is posted online and available in paper format from the program staff. Changes to the Policies and Procedures may be initiated by any faculty member. Changes to the Policies and Procedures must be approved by one half of the MCIN Faculty members (Tenured, Tenure-Track, Contract, and Continuing).

## XII Procedures for Appointment of Student Advisors and Graduate Student Advisory Committees (GAC)

### A. Undergraduate students.

Undergraduate students are advised during their entire course of study by the Neuroscience advising staff. The ADUA will oversee assignment of students to advising staff members.

### B. Graduate students

The GAC will advise students concerning course work and other academic requirements during the first year. After registering, a graduate student must obtain approval from the GAC before adding or dropping a course. More information regarding the role of the GAC can be found in the Policies and Procedures Manual.