

**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

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 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.

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 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. 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 with the Vice Provost for Undergraduate Affairs for matters pertaining directly to the undergraduate degree program.

III. Membership in the MCIN Program

- A. Regular Faculty: Faculty members holding full time, regular academic appointments in an academic department or 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. Within two weeks following the seminar, the Executive Committee will vote on admission into the program. 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 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 Neuroscience 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 VI. 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 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.

- 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 and Curriculum Committees. 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, Associate Director for Undergraduate Affairs, Executive Committee or the Graduate Academic Committee. The Neuroscience 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 Neuroscience 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 Graduate Academic Committee (Senior Special Appointments and Regular Special Appointments with teaching duties).
5. Advising and mentoring of undergraduate researchers and serving as research advisors for undergraduate thesis.

Responsibilities:

1. Maintain or help maintain a productive research program that is conducive to the training of undergraduate students, graduate students and postdoctoral trainees.
2. Sustain an active participation in Neuroscience 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. Should a Special Faculty receive a regular faculty appointment in their home department, that person will automatically be moved to a regular faculty member in MCIN.

- C. 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.
- 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 (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 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 Neuroscience Regular and Special Appointment Faculty, the appointment of the Director will be confirmed in writing by the AOC, who will notify the Provost and the Vice President for Research of the new appointment.

Should the AOC not approve the elected Director, they will inform the Neuroscience 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 AOC 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 AOC, 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.

V. Associate Director

- A. The Neuroscience 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 Graduate Academic Committee, and prepare 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).

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 hold the rank of Associate Professor or Professor and shall be elected by a majority vote of the Regular (tenured and tenure-track) Faculty of the Program to a three-year term beginning July 1 of the year he/she is elected. 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 voting member of the Neuroscience executive committee.
- 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 demonstrate the existence of 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 shall work with the AOC to develop the written documents required by the AOC for college, departmental, and individual 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.
- 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 Neuroscience 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.

VII. MCIN Program Assignments

- A. Executive Committee: The Executive Committee shall be composed of the Director, Associate Director, and Associate Director for Undergraduate Affairs and two 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 semester in a faculty meeting, or more often at the committee's discretion.
 - 1. The two 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. If the results of an election would lead to all 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 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.

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.
- B. Graduate Academics Committee (GAC): The GAC 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 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 graduate student representative will be selected annually by the Neuroscience graduate students and will be asked to participate in discussions of recruitment policy strategies.

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.

Undergraduate Academics Committee (UAC): The UAC shall be composed of two elected faculty members, the ADUA, and a graduate student representative. At least one UAC member (including the ADUA) shall be from the College of Veterinary Medicine and Biomedical Sciences and at least one member 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 graduate student representative will be selected annually by the Neuroscience graduate students and will be asked to participate in discussions of curricular issues and the role of graduate students in undergraduate education.

Duties of the UAC:

1. To oversee 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 select and evaluate the advisors for the undergraduate major, based on annual surveys of the effectiveness of program advisors.
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 Executive Committee.
6. To suggest and/or develop proposals for enhancing scholarships, research fellowships, or other undergraduate instructional innovations. These are all to be sent to the Executive Committee for approval before being taken to the Neuroscience faculty for discussion and a vote on their implementation.

- D. 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 Neuroscience 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).

Duties of the Seminar Committee:

1. Solicit suggestions and nominations from the Neuroscience 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.

- E. 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 Neuroscience graduate students.

Duties of the Research Committee:

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

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 core courses, service on graduate committees of students recruited through the MCIN Program, inviting and hosting seminar speakers, attending Neuroscience seminars, voting in Neuroscience elections, 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. 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 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 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 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. Changes will be adopted upon approval by a 2/3 majority of the Regular Faculty members eligible to vote.