

SCIENCE OF ADVANCED MATERIALS INTERDISCIPLINARY COUNCIL BYLAWS

1. Council Charge

The Science of Advanced Materials (SAM) Program is an interdisciplinary Ph.D. program, in which qualified faculty members from all the departments in the College of Science and Technology may participate. Consistent with the final authority vested in the University for all academic programs, the SAM Interdisciplinary Council is charged with overseeing the Ph.D. Program. Specific activities of the Council include the following.

a) Curriculum

The Council will initiate and recommend the initial curriculum for the program and recommend any subsequent changes. Curricular items approved by the program faculty will be sent forward to the College of Science and Technology Curriculum Committee and from there to the Graduate Council, in accordance with CMU policies. Affected departments will be notified of proposed curricular changes by copy of Council minutes.

b) Faculty

The Council will establish qualifications for, and will recommend dissertation advisors and faculty appointments in, the program to the Dean of the College of Science and Technology. These qualifications shall not be less than those established by the Graduate College for appointment to graduate faculty status.

c) Program Director

The Program Director will be a voting member of the council, elected by a majority vote of the full and associate program faculty. The Director chairs the Council and is the primary representative of the program to the academic community. The complete duties of the Director are spelled out in item (3) below.

d) Students

The Council will establish and maintain criteria and standards for students to enter and continue in the program and will develop and define the standards associated with satisfactory performance for students in the program. Related duties include preparing all qualifying examinations, cumulative examinations and developing all oral and written standards associated with a student's doctoral dissertation.

e) Program Procedures and Guidelines

The Council will create and/or modify policies and procedures required for the successful administration and assessment of the program. The Program Director, in conjunction with the Council, will share responsibility for internal and external program reviews. The Council reviews and makes recommendations to the Director and program faculty concerning plans for assessing student learning in the program. The Director coordinates assessment activities of the faculty and prepares annual assessment reports for the review of the Council. In addition, the Director will assemble and prepare an annual report summarizing all academic (teaching and scholarship)

activities of faculty and students involved in the program. The report will be distributed to the Chairs of the various departments in the College of Science and Technology (CST), the Dean of CST, and the Provost.

f) Committees

The Council will establish committees to carry out the objectives of the Council. Committees shall be formed at the request of the Director or majority vote of the Council.

g) Parliamentary Authority

Council meetings will operate democratically according to Roberts Rules of Order. The program director will convene meetings as needed to carry out program business. A quorum for these meetings is a majority of the Council members.

2. Council Membership

The Council shall consist of five full or associate program members who are elected to staggered two-year terms that may be renewed. The Dean of Science and Technology will propose an initial membership of the Council (with staggered terms) that will be as representative of the departments participating in the program as possible. After its initial formation, Council members will be elected from a slate of nominees to renewable two-year terms by a vote of full and associate program faculty. The Council shall establish the nomination process and other necessary procedures for filling vacant seats. Generally, new members will be elected during the spring semester for service in the following academic year.

3. Program Director

a) Duties of the Director

The program director is responsible for the day-to-day operation of the program. The Director is advised by the other members of the Council, and reports to the Dean of the College of Science and Technology.

The Director will receive an adjusted workload of 6 hours/semester and will be given a stipend to support administrative duties during the summer months. The stipend amount will reflect the expected time commitment of one month during the summer months; the initial amount will be equivalent to one 12th of base salary recalculated on an annualized basis.

Specific duties of the director include the following.

- i. Convene full meetings of program faculty as needed, but no less frequently than once per semester and convene regular meetings of the SAM Council.
- ii. Schedule courses with the SAM designator and assign faculty to teach these courses. These assignments will normally be part of one's teaching load and will be coordinated in a timely way with the relevant department chairs. Any conflicts that arise in making teaching assignments will be resolved in consultation with the Dean of CST. Resolution of any conflict after consultation with the Dean is final. It is expected that funding for all load reductions assigned by the Director will derive from a) revenue available from courses offered under the SAM designator, b) sections/FTE made available by SAM

graduate students teaching in academic departments, c) indirect cost returns that include external/internal grant funding associated with grants written by SAM faculty, and d) hiring of additional SAM faculty members beyond existing departmental complements. In all respects faculty members are subject to the section on *Faculty Workload* in the current **Agreement** and adjustments to workload must receive **prior** approval by the dean.

- iii. Assume responsibility for developing recruiting materials and recommending students to the Council for graduate appointments.
- iv. Advise program students on curricular matters and approve dissertation committee assignments; assist in resolving conflicts between students and their dissertation advisors.
- v. Assume responsibility for and manage all program resources. This responsibility includes all assigned budgets and graduate assistantships. Represent the program in the broader university community and beyond.
- vi. Assume responsibility for program assessment activities, including recommending appointments to the external review board and coordinating external review board activities (See item 7 below); supervising internal program review as needed, with the assistance of the SAM Council; and directing student outcomes assessment activities.
- vii. Conduct necessary day-to-day administrative duties, and report on program matters to the Dean of the College of Science and Technology. The director will attend meetings of the College of Science and Technology Dean's Advisory Council as needed or desired by the Dean.

b) Selection of the Director

Subject to approval by the Dean of the College of Science & Technology and the Provost, the Director will be elected from a slate of nominees to a renewable two-year term by a majority vote of full and associate program faculty. Prior to the end of the final spring semester of the incumbent's term, the Council will solicit applications and/or nominations from the program faculty. If this process fails, the Dean of the College of Science and Technology will appoint an interim director.

4. Faculty Program Membership

Faculty must meet both service/teaching and research/funding requirements to have membership status in the program. Full, associate and participating members will be recognized according to the criteria specified below. All may participate in all program activities and teach program courses, but the needs of full members will be given priority in the use of program resources. Associate and full program members must be members of the graduate faculty. Full membership is granted for three years and may be renewed. Associate and participating members must renew their membership status in the program at the end of each spring semester for the following academic year. Membership status applications are reviewed by the SAM council and are recommended to the dean of the college by June 30 of each year for the following academic year.

a) Full faculty membership

All full program faculty members will be recommended by the Director to the Dean of the College for an adjusted workload that includes a teaching load of 6 hours/semester to promote the expected scholarly and grant-writing productivity described below.

Full faculty membership status in the SAM program will be accorded to all those who

- i. commit to supervising a Ph.D. dissertation
- ii. commit to teaching a SAM course when requested by the Director (once/2 years)

- iii. commit to serving on SAM related committees, assessment activities and reviews
- iv. commit to regular participation in SAM program sponsored seminars
- v. publish an average of one refereed journal article/year on SAM topics in quality journals
- vi. receive, on average, sufficient external/internal (ORSP) grant funding to provide full support for a Ph.D. student. Initial membership may be based on overall existing grant funding, whether or not explicit support for Ph.D. students is included in the grant(s)
- vii. new faculty hired explicitly for the program will be awarded full faculty membership for their first three years at CMU, independent of criteria v and vi above. (To renew their membership, these faculty must meet these productivity standards.)

b) Associate faculty membership

Associate faculty members may be recommended by the Director to the Dean of the College for an adjusted workload that includes a teaching load of 6 hours/semester based upon a significant level of activity in the categories listed below and on a funds-available basis.

Associate faculty membership status in the SAM program will be accorded to all those who

- i. commit to serving on Ph.D. dissertation committees
- ii. commit to teaching a SAM course when requested by the Director
- iii. commit to serving on SAM related committees, assessment activities and reviews
- iv. commit to regular participation in SAM program sponsored seminars
- v. publish an average of one refereed journal article/year on SAM topics in quality journals
- vi. submit at least one proposal annually for external/internal (ORSP) funding sufficient to provide full support for a Ph.D. student

c) Participating faculty membership

Participating faculty members status in the SAM program will be accorded to all those who

- i. commit to serving on Ph.D. dissertation committees
- ii. commit to teaching a SAM course when requested by the Director
- iii. commit to serving on SAM related committees, assessment activities and reviews
- iv. commit to regular participation in SAM program sponsored seminars
- v. publish refereed journal articles on a periodic basis on SAM topics in quality journals

5. Internal Program Review

Internal program review will be conducted by the Director, with the assistance of the Council, in accordance with university policy.

6. Student Learning Assessment Procedures

The Director, with the advice of appropriate committees, will coordinate Council assessment activities, including collection of assessment data, and preparation of annual assessment reports for the review of the Council and for wider distribution as required by university policies.

7. External Review Board

An external review board consisting of three to six members from outside the university will be established to provide an independent review of the program. Board members will be representatives from industry, other universities and/or government laboratories and will have clear expertise in some aspect of materials research and/or development. The program Director will recruit and, with the concurrence of the Dean, appoint members to the advisory board. The board will meet at least once each year, at a location recommended by the director and approved

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by the Dean, to review the operation and progress of the program. The costs of this meeting will be borne by the program. The board will present its comments and recommendations at a special meeting of the SAM Council convened for that purpose. A written report of these comments and recommendations will be distributed to all SAM faculty members and to the Dean of the College of Science and Technology.

8. Procedures for Amending these By-laws

Amendment(s) to these by-laws can be proposed by a majority vote of the Council and made by a two-thirds vote of full and associate program members in attendance at a full meeting of program faculty. The proposed amendments will be announced at least two weeks in advance of the meeting at which the amendment(s) will be considered.

9. Termination Provision

Should the Science of Advanced Materials Council fail to meet at least two times/semester, and/or fail to report its meetings with formal approved minutes (distributed to participating departments, CST Dean's Office and the Office of the Provost) and/or if the Council/Director responsibilities described above are not met, the Dean of the College of Science and Technology will be required to propose appropriate action in order to provide for future supervision of the Science of Advanced Materials Program.