

## **PROCEDURES AND POLICIES FOR COMMITTEES**

### **Department of Pharmacology and Toxicology**

#### **Michigan State University**

**APPROVED BY VOTING FACULTY: 16 October 2019**

#### **Introduction**

This document describes the structure and charges of all Standing Committees for the Department, except the Faculty Advisor Committee (FAC) and the Reappointment, Promotion and Tenure Committee (RPTC), as required in the Department Bylaws, updated 2 May 2019;

([https://phmtox.msu.edu/sites/\\_phmtox/assets/File/PDF/2019%20BYLAWS%20OF%20THE%20FACULTY%20Oct%2016.pdf](https://phmtox.msu.edu/sites/_phmtox/assets/File/PDF/2019%20BYLAWS%20OF%20THE%20FACULTY%20Oct%2016.pdf) .) (The structure and charges of the FAC and the RPTC are described in those Bylaws.)

#### **All Standing Committees**

The faculty members and Chair of each Standing Committees (except FAC and RPTC) will be selected by the Chair of the Department in consultation with members of FAC.

The student members of any Standing Committee with student representation (FAC and RPTC do not have student representation) except the Online MS Program Committee will be selected by the Student Advisory Committee.

The Chair, and faculty and student members of all Standing Committees (except FAC and RPTC) will be appointed for one year. Selection of Committee members will be completed by the regularly scheduled September meeting of Department faculty. Members of these Committees may serve more than one consecutive one year term.

The Directors of the PhD Program, the Online MS Program, and the Undergraduate Minor are expected to serve multiple years in these capacities and also to serve as Chair of the PhD Program Committee, the Online MS Program Committee, and the Undergraduate Education Program Committee, respectively.

#### **Student Advisory Committee**

The Student Advisory Committee shall consist of three Pharmacology and Toxicology PhD Program students, one representative from each of the second through fourth year classes.

The Chair of this Committee will be chosen from the fourth year class by the Director of the PhD Program. The remaining two members of this Committee shall be elected during the Fall semester at an appropriate student meeting. Nominees and voters shall be registered full-time students in the PhD Program. The election will be coordinated by the Chair of the Student Advisory Committee.

This Committee shall function to advise the Chairperson of the Department concerning the discharge of his/her responsibilities by a direct representation of student opinion. It shall transmit information, queries and opinions from the student body to the Chairperson of the Department or his/her representative, and *vice versa*. Mutual confidence shall be respected.

This Committee assigns student representatives to Departmental Committees with student representation and proctors for departmental course examinations. The student representative on a Department Committee has voting rights on matters addressed by that Committee.

### **PhD Program Committee**

The PhD Program Committee shall consist of four faculty members and one doctoral student member. The Chairs of the Online MS Program Committee and the Course and Curriculum Committee will serve as *ex officio* members of the PhD Program Committee.

This Committee shall examine applications for direct admission to the Department Ph.D. program and make recommendations to the Departmental Chairperson regarding applicants. It should be recognized that this function is limited, and that most admissions to the Departmental Ph.D. program will continue to be through the Biomolecular Sciences Gateway.

This Committee shall recommend to the faculty required courses for students in the Department Ph.D. program (in conjunction with the Course and Curriculum Committee), coordinate the administration of the comprehensive examination, develop and administer enrichment activities, review applications for departmental fellowships, recommend nominees for non-departmental fellowships, various honors and scholarships, and report student awards to the Department.

The Chair of this Committee will provide an annual report on the status of the PhD program, on progress of students enrolled in the PhD program, and on activities of the Committee to the faculty.

The Chairs of the Online MS Program Committee and the Course and Curriculum Committee will serve as *ex officio* members of this Committee.

The Chair of this Committee will be an *ex officio* member of the Course and Curriculum Committee and of the Online MS Program Committee.

### **Online MS Program Committee**

The Online MS Program Committee will be composed of a minimum of three regular PHM/TOX faculty

members. Fixed-term faculty and other individuals (e.g., specialists) involved in teaching and advising Online MS Program students are also eligible for service on this Committee.

A student representative to this Committee will be chosen by majority ballot of students enrolled in the two Online MS Programs: "Pharmacology & Toxicology" and "Integrative Pharmacology". Candidates will be solicited from among students enrolled in these two online programs and must have completed at least 12 credits in their program to be eligible to stand for election. Voting will be conducted by email.

This Committee will make admissions decisions for applicants to the two Online MS Programs.

This Committee will make recommendations regarding revisions for requirements for completion of the two Online MS Program degrees, and will make recommendations for development and inclusion of new courses and for termination of current courses in the two Online MS Programs.

Faculty members of this Committee will serve as advisors for students enrolled in the two online MS programs.

The Chair of this Committee will provide an annual report on the status of the two online MS programs, on progress of students enrolled in the two online MS programs, and on activities of the Committee to the faculty.

The Chairs of the PhD Program Committee and the Course and Curriculum Committee will serve as *ex officio* members of this Committee.

The Chair of this Committee will be an *ex officio* member of the Course and Curriculum Committee and the PhD Program Committee.

### **Course and Curriculum Committee**

The Course and Curriculum Committee shall consist of a minimum of three faculty members and one student member enrolled in the PhD Program.

This Committee shall review proposals for all new courses and programs offered by the Department, and shall recommend revisions in requirements to complete the PhD, Online MS, and undergraduate Minor curricula, in conjunction with the PhD Program, Online MS Program, and Undergraduate Education Committees.

The Chair of this Committee will provide an annual report on the activities of the Committee to the faculty.

The Chairs of the PhD Program Committee, the Online MS Program Committee, and the Undergraduate Education Committee will serve as *ex officio* members of this Committee.

### **Committee on Inclusion and Intercultural Initiatives**

The Committee on Inclusion and Intercultural Initiatives shall consist of three faculty members and one PhD program student member.

This Committee shall promote inclusion in all departmental activities.

### **Alumni Relations & Development Committee**

The Alumni Relations & Development Committee will consist of three faculty members and one PhD program student member. Ideally, the Committee will include one faculty member each appointed in the College of Human Medicine, the College of Osteopathic Medicine, and the College of Veterinary Medicine.

This Committee will promote communication between current members of the Department, its alumni and former faculty, and other individuals and institutions whose expertise may be of benefit to the Department.

The Chair of this Committee will provide an annual report on the activities of the Committee to the faculty.

### **Awards Committee**

The Awards Committee will consist of six faculty members and one PhD program student member. Ideally, the Committee will include two faculty each appointed in the College of Human Medicine, the College of Osteopathic Medicine, and the College of Veterinary Medicine.

This Committee will help provide recognition for deserving department faculty and staff by overseeing their nominations for College or University awards with the assistance of other Department faculty or faculty from other institutions, as appropriate.

This Committee will assist and coordinate the process for nomination of Department faculty for appropriate national and international awards.

This Committee will solicit nominations for and select the awardee for the annual "Kenneth E Moore Distinguished Alumnus" award given to a former PhD Program student who obtained their degree at least ten years previously. The Awards Committee will solicit nominations for and select the awardee for the annual "Theodore M Brody Distinguished Lecturer" award given to an individual who has made outstanding research

contributions in the fields of Pharmacology and/or Toxicology.

The Chair of this Committee will provide an annual report on the activities of the Committee to the faculty.

### **Medical Education Committee**

The Medical Education Committee shall consist of three faculty members and one PhD program student member. Ideally, the Committee will include one faculty member appointed in each of the College of Human Medicine, the College of Osteopathic Medicine, and the College of Veterinary Medicine.

This Committee will assist the three colleges of medicine (CHM, COM, and CVM) to identify appropriately qualified Department faculty to teach topics within Pharmacology and Toxicology in each of their curricula.

This Committee will assist the three colleges of medicine (CHM, COM, and CVM) to ensure that appropriate content in Pharmacology and Toxicology is provided to their students in their curriculum in a timely manner.

The Chair of this Committee will provide an annual report on the activities of the Committee to the faculty.

### **Undergraduate Education Committee**

The Undergraduate Education Committee shall be composed of at least four (4) faculty members (tenure-track or fixed-term) and one (1) student (undergraduate or graduate) that has participated in research in a PHM/TOX lab as an undergraduate and/or graduated from the Pharmacology Minor. One (1) such faculty member will be selected by the Committee Members to serve as Chair of the Committee.

The Chair of this Committee will report annually to the faculty regarding student enrollment in undergraduate courses offered by the Department and in the Minor, progression of students in the Minor towards completion, and research efforts made by undergraduate students.

### **Curriculum**

This Committee will examine undergraduate courses offered by the Department and make recommendations for additions to or terminations of those courses to the faculty.

This Committee will consider and recommend changes to course offerings within and requirements for completion of the Minor in Pharmacology and Toxicology to the faculty.

This Committee will be responsible for advising undergraduates who are considering enrollment in or are enrolled in the Minor in Pharmacology and Toxicology, with regard to the Minor requirements and other issues germane to completion of the Minor.

### **Research**

This Committee will be responsible for consolidating departmental undergraduate research efforts (both in summer and academic year), to:

Publicize research opportunities within the Pharmacology and Toxicology Department;

Assist undergraduates in finding an appropriate laboratory in which to perform research;

Connect with programs around the campus that have similar missions to coalesce resources;

Manage and report the accomplishments of undergraduate students engaged in research.

The Chair of this Committee will report annually to the faculty regarding student enrollment in undergraduate courses offered by the Department and in the Minor, regarding progression of students in the Minor towards completion, and regarding research efforts made by undergraduate students enrolled in the Minor and/or undertaking research in Department laboratories.

The Chair of this Committee will be an *ex officio* member of the Course and Curriculum Committee and the PhD Program Committee.