

Pharmacology Graduate Group Bylaws

The Pharmacology Graduate Group shall be a member of the Biomedical Graduate Studies at the University of Pennsylvania. Its function shall be to provide academic and research training for graduate students in modern approaches to Pharmacology leading to a Ph.D. in Pharmacology.

I. Organization

A. Graduate Group Chair

Responsibilities

Day-to-day operation of the Graduate Group

Preside over the Executive Committee

Preside over Graduate Group meetings

Serve as counsel and arbiter in matters of disagreement between students and faculty

Staff Graduate Group standing committees and serve on those committees in an ex officio capacity

Serve as the representative to the Biomedical Graduate Studies Advisory Committee

Prepare the resource document for the Graduate Group review

Election and Term

The Chair shall serve for a term of three years and may serve successive terms if re-elected by the members of the Graduate Group. During the third year of the Chair's term, the Graduate Group Executive Committee nominates one or more faculty members from the Graduate Group. Members of the Graduate Group will be requested to provide additional names for the ballot. The new Chair shall be elected by majority vote by closed ballot at the annual Graduate Group meeting.

B. Executive Committee

Responsibilities

Provide intermediate and long range planning for the Graduate Group

Serve as counsel and arbiter in matters of disagreement between students and faculty when either the faculty or the student feels a satisfactory solution has not been provided by the Chair or in matters involving the Chair

Coordinate efforts between standing committees

Respond to and implement guidelines initiated by Biomedical Graduate Studies

Serve as the Membership Committee for the Graduate Group

Review faculty service to the Graduate Group

Members of the Executive Committee shall include the Chair of the Graduate Group, the Chair of the Department of Pharmacology, Chairs of each of the Standing Committees, and a representative from each of the Training Tracks in the Graduate Group. In addition, up to two additional members can be appointed by the Chair of the Graduate Group. Terms will be for three years except for Chairs who shall remain on the Executive Committee as long as they continue to serve in the capacity of Chair.

C. Standing Committees

Curriculum

Responsibilities

Monitor courses and curriculum in the Graduate Group

Respond to course evaluations by students and implement necessary changes in courses

Help set course requirements for new tracks within the Graduate Group

Set yearly rotation schedules for course directors of Graduate Group courses

Help faculty organize and initiate new courses

Members of the Curriculum Committee shall be the course directors of classes being taught during the academic year, faculty volunteers appointed by the Chair of the Graduate Group in consultation with the Chair of the Curriculum Committee, and two students elected each year by the students in September. Membership to the committee shall reflect changes in course directors on a yearly basis. Additional faculty appointed to the committee shall be for a term of three years. Student membership shall be dependent on yearly election by the students.

Academic Review

Responsibilities

Review academic standings of all students

Advise first and second year students on course selection and other academic or personal issues as needed

Oversee post-rotational seminars

Ensure that students have met all requirements prior to taking the qualifying exam

Appoint Chairs of qualifying examinations

Approve thesis advisors, thesis committees, and monitor progress of thesis students

Members of the Academic Review Committee shall be faculty volunteers appointed by the Chair of the Graduate Group in consultation with the Chair of the Academic Review Committee. Membership to the committee shall be for a term of three years.

Admissions

Responsibilities

- Oversee public relations and marketing efforts of the Graduate Group

- Review applications for all students applying to the program; interview and recruit students

Members of the Admissions Committee shall be faculty volunteers appointed by the Chair of the Graduate Group in consultation with the Chair of the Admissions Committee and two students elected each year by fellow students. Membership to the committee shall be for a term of three years for faculty and dependent on yearly election for students.

D. Other Committees

Preliminary Examination Committees

The Chair of the Preliminary Examination Committee shall be appointed by the Academic Review Committee. The Chair of the Examination Committee in consultation with the student appoints three faculty members to complete the Examination Committee. This committee shall be responsible for evaluating the written proposal and its oral defense. Expertise in the field of the proposal should be considered in selecting members of the Examination Committee.

Thesis Advisory Committees

No more than six months after initiation of a research project, a Thesis Advisory Committee shall be appointed by the Academic Review Committee in consultation with the student and the thesis advisor. To this end, the student submits the name of prospective committee members to the Academic Review Committee together with a short paragraph describing the topic of the thesis research. If appointment of a faculty member who is not a member of Graduate Group is requested, the student should submit one copy of a complete curriculum vitae of this person. Appointment to the committee should be based on expertise in areas relating to the thesis research. The committee reviews the request, and notifies the student and thesis advisor of the appropriateness of the committee and any suggested modifications. The chair of the committee is chosen at the first meeting by the committee in consultation with the advisor and student. The Chair of the Thesis Advisory Committee must be a member of the Graduate Group. Ultimately, the advisory committee consists of 4-5 faculty, but may initially consist of 2-3 faculty in addition to the advisor. The thesis advisor is not an official member of the committee; although, she or he will provide important input at all meetings. Thesis Advisory Committees shall meet every 6-8 months.

II. Membership in the Graduate Group

Members of the Graduate Group shall be from the faculty of the University of Pennsylvania and associated organizations. A limited number of faculty from other institutions or organizations may be Associated Members of the Graduate Group. Associated membership shall not exceed 20% of the total membership in the Graduate Group.

Application for Membership

Faculty who wish to join the Graduate Group should send a letter to the Chair indicating the reasons for their interest in joining the Graduate Group along with a current curriculum vitae including a list of past trainees. A supporting letter from a current member of the Graduate Group is not required but can be included.

Term

Members are appointed for a term of three years. Membership may be renewed every three years. Renewal of membership by the Executive Committee is dependent on active participation in Graduate Group events and service to the Graduate Group.

Graduate Group Service

Continued membership in the graduate group is dependent upon involvement and service in Graduate Group activities. Service includes but is not restricted to the following:

- serving as course director or teaching in graduate group courses

- participating in graduate group committees

- training rotation or thesis students

- acting as a principal investigator on an appropriate training grant

III. Training and Academics

It is recognized that the training mission of the Graduate Group evolves and responds to the changing academic and research environment. The Student Information and Guidelines book shall serve as the guiding policy on the academic and training mission of the Graduate Group. Changes in academic and training policies shall be updated annually by the Chair of the Graduate Group in consultation with the Executive Committee and other committees as appropriate and published in the Student Information and Guidelines book.

IV. Graduate Group Meetings and Amendments to the Bylaws

Graduate Group meetings will be held annually. Amendments to these bylaws can be made at the annual graduate group meeting if approved by a majority of the members attending.