

By-Laws: Program in Molecular and Cellular Biosciences
Final Draft: March 17, 2005
Approved: April 11, 2005

This document describes the purpose, governance structure and domains of authority for the Program in Molecular and Cellular Biosciences (PMCB) in the School of Medicine (SOM) at the Oregon Health & Science University (OHSU). The policies and procedures outlined in this document are designed to complement and extend the Graduate Council By-Laws as they apply to Ph.D. programs that participate in the PMCB. The By-Laws governing the PMCB must remain consistent with the Graduate Council By-Laws. When conflicts exist, the Graduate Council By-Laws shall take precedence.

Article 1: Purpose

- A. *Graduate Education.* The PMCB is a non-degree-granting gateway designed to provide first- and second-year Ph.D. students in the SOM with rigorous training in fundamentals of modern biological sciences. The PMCB shall be empowered by these By-Laws to oversee the educational activities up to and including completion of the qualifying examination for graduate students admitted to pursue the Ph.D. degree in any of the Member Departments. This training will be accomplished through required and elective course work, seminars, laboratory rotations, and comprehensive examinations. Such training shall be designed to enable students to acquire the knowledge base and to develop the skills that are essential for conducting high quality biomedical research. Students are expected to gain an understanding of fundamental biological sciences at all levels, to develop the self-motivation and creativity needed to be productive, to acquire the critical thinking skills and detailed knowledge necessary to formulate testable hypotheses with modern research methods, and to learn to communicate effectively in both speech and writing.
- B. *Integration and Collaboration.* The PMCB shall promote integration of training activities among the participating Departments and work to improve the extent and quality of opportunities for pre-doctoral training in fundamental biomedical research. PMCB shall sponsor activities that cultivate interactions and collaborations among participating students, postdoctoral fellows, and faculty. More generally, PMCB is expected to provide unique opportunities for pre-doctoral students to form cross-disciplinary collaborations during their training and to gain an appreciation of the health relatedness of the fundamental biomedical research that they undertake.
- C. *Financial Support.* The PMCB shall provide a stable source of financial support (stipends and fees) for first-year graduate students, prior to mentor selection, using funds allocated by the Dean's Office. The PMCB is also expected to seek and obtain additional support from appropriate sources outside the university (e.g., NIH training grants).

Article 2: PMCB Member Departments

- A. *Member Departments.* The PMCB Member Departments are: Biochemistry & Molecular Biology, Cell & Developmental Biology, Medical & Molecular Genetics, Molecular Microbiology & Immunology, and Physiology & Pharmacology. As participants in the PMCB, Member Departments agree to maintain their responsibilities as degree granting units and to work with PMCB to enhance the training of Ph.D. students as described in these By-Laws.
- B. *Future PMCB Membership.* Any SOM educational program¹ that has been approved to provide training leading to the Ph.D. degree (as described in the Graduate Council By-

Laws) may petition to become a member of the PMCB. The petition must first be approved by a majority vote of the PMCB Steering Committee and by a majority of the Directors of the current Member Departments. The petition must then be submitted to the Graduate Council and Associate Dean for Graduate Studies for final approval.

- C. *Withdrawal from PMCB.* A Member Department may request to withdraw from the PMCB by providing written notification of the intent to withdraw to the PMCB Director and Associate Dean for Graduate Studies. The Associate Dean for Graduate Studies may approve the request after consulting the affected Member Department Faculty, other Member Departmental Graduate Directors, and the Steering Committee to determine the impact of withdrawal on the PMCB. Upon withdrawal, the Department will assume full responsibility for educating students admitted to that program, as well as for admissions.

Article 3: Participating Graduate Faculty and Mentors

- A. *PMCB Graduate Faculty.* Any member of the SOM Graduate Faculty is eligible to serve as a member of the PMCB Graduate Faculty. Appointment to the PMCB Graduate Faculty must be approved by at least one Member Program Director and by a majority vote of the PMCB Steering Committee. Members of the PMCB Graduate Faculty are expected to teach in PMCB core and elective courses, to serve on comprehensive and qualifying examination committees, to interact with graduate students in seminars and conferences, and to serve on other PMCB and graduate education committees. Individuals will be removed from the PMCB Graduate Faculty roster when they no longer hold an appointment at OHSU or by majority vote of the PMCB Steering Committee.
- B. *PMCB Mentors.* Each Member Department is responsible for providing the PMCB Director with an annually updated list of SOM Graduate Faculty approved to serve as mentors for PMCB students. The process of approval rests with the Departments that comprise the PMCB. Every mentor – student assignment is subject to final written approval by: (a) the student’s Ph.D. Departmental Graduate Program Director and (b) the Chair or Director of the mentor’s primary OHSU administrative unit. These approvals are indicated by signatures on the “Ph.D Mentor Assignment Form”.

Article 4: Opportunities and Expectations for PMCB Students

- A. *Student Research Opportunities.* Students select a dissertation mentor and affiliate with one of the PMCB Member Departments after completing three research rotations. If necessary, a student may petition the PMCB Director for permission to complete one additional rotation before making this decision. However, requests for a fourth rotation or delays in declaring a Departmental affiliation must be approved by a majority vote of the PMCB Steering Committee.
- B. *Expectations for Students.* PMCB students are expected to meet all of the requirements and academic standards specified by the PMCB, their selected Member Department and the Graduate Council.

Article 5: PMCB Director

- A. *Appointment.* The PMCB Director shall be appointed by the Dean of the School of Medicine. Nominations for PMCB Director will be solicited from PMCB Graduate Faculty.

- B. *Responsibilities.* The PMCB Director shall have primary responsibility for providing leadership, establishing priorities, codifying policies and procedures, developing plans for enhancements, and overseeing day-to-day administration, including monitoring of the budget. The Director will convene and serve as Chair of the PMCB Steering Committee. The Director will also appoint members and chairs of all standing and ad hoc committees in consultation with the Steering Committee as described in Article 7. The Director reports to the Associate Dean for Graduate Studies on all matters related to the PMCB.

Article 6: PMCB Steering Committee

- A. *Composition, Appointment, and Term.* The Steering Committee shall consist of the PMCB Director (who will serve as Committee Chair), one representative from each Member Department, and three at-large representatives. All members of the Steering Committee must be members of the PMCB Graduate Faculty. The representative for each Member Department shall be appointed based on nomination(s) provided by the Member Departmental Graduate Director. The PMCB Director, the Member Departmental Graduate Directors and the Chairs or Directors of other OHSU units affiliated with the PMCB shall provide nominations for the at-large representatives. At-large representatives may be affiliated with any OHSU Department or administrative unit. The Associate Dean for Graduate Studies will have responsibility for approving all appointments to the Steering Committee. The criteria used for evaluating nominations will include the individual's training experience and level of participation in graduate education. An effort will also be made to ensure a balanced representation among the participating graduate programs, departments, and research institutes. Department Chairpersons shall be ineligible to serve on the Steering Committee. Representatives will be appointed for 3-year terms. These appointments may be renewed for up to one additional 3-year term.
- B. *Responsibilities.* The Steering Committee shall have authority for overseeing the educational activities for PMCB students from admissions through completion of the qualifying examination. The Steering Committee is responsible for setting standards for admission, appointing rotation preceptors, establishing other requirements (including required coursework, laboratory rotations, and examinations) and overseeing the activities of PMCB standing and ad hoc committees (see Article 7). The Steering Committee shall also have responsibility for approving appointments to the Admissions Committee. All decisions will be based on a majority vote of the Steering Committee.
- C. *Meetings.* The Steering Committee shall convene at least once during each of the fall, winter and spring terms. The PMCB Director is responsible for convening meetings of the Steering Committee, setting the agenda, and keeping meeting records. The Director will provide written notice of scheduled meetings to all Committee members at least one week before each meeting.
- D. *Quorum.* Two-thirds of the Steering Committee's members shall constitute a quorum at all meetings of the Steering Committee.

Article 7: Committees and Domains of Authority

- A. *Committee Membership, Appointments, and General Responsibilities.* All members of standing or ad hoc committees must be members of the PMCB Graduate Faculty. Nominations for appointment to these committees may be solicited from all PMCB faculty members. The PMCB Director shall have responsibility for making appointments to all standing and ad hoc committees and for appointing committee chairs, except as noted below. The PMCB Director is expected to seek the advice of the Steering Committee when making these appointments. Appointments to the Admissions

Committee must be approved by a majority vote of the Steering Committee. Committee chairs are expected to convene meetings when necessary, set the meeting agenda, keep committee records, and provide periodic reports to the Steering Committee.

Appointments to standing committees will last 2 years and may be renewed by the PMCB Director for up to one additional 2-year term. Appointments to ad hoc committees will typically be of limited duration as determined by the PMCB Director.

- B. *Admissions.* The PMCB Admissions Committee shall be responsible for evaluating applications, conducting interviews, and making recommendations for admission of all first-year graduate students prior to their matriculation at OHSU. This standing committee will be composed of two representatives from each member Department and three at-large members. Based on the recommendations of the Admissions Committee, the PMCB Director shall be responsible for extending offers of admission in accord with Graduate Council By-Laws, policies and procedures. Students who have completed one or more years of full-time graduate training at another institution may be considered for direct admission to one of the Member Departments. Recommendations for admission of such students will be initiated by the appropriate Member Department and must be approved by a majority vote of the Steering Committee, which will also determine which (if any) PMCB requirements will be waived. Petitions for transfer of graduate credit earned elsewhere and petitions for admission with advanced status must be submitted to the Associate Dean for Graduate Studies for approval as specified in the Graduate Council By-Laws.
- C. *Qualifying Examination.* Training within the PMCB culminates with successful completion of the Qualifying Examination, which shall be given at the end of the second year. The outcome of the Qualifying Examination must be certified in writing both by the Member Departmental Graduate Director and by the PMCB Director, who will also confirm successful completion of all other PMCB requirements. After certification of successful completion of the Qualifying Examination, responsibility for overseeing fulfillment of remaining requirements for the Ph.D. degree resides with the Member Department. The Member Departmental Graduate Director shall have responsibility for recommending students for advancement to Ph.D. candidacy when all of the program's other academic requirements have been met, as specified in the Graduate Council By-Laws.
- D. *Other Standing Committees and Ad Hoc Committees.* The PMCB Steering Committee shall have the authority to establish additional standing committees or ad hoc committees as needed to meet its needs. The Steering Committee and PMCB Director will determine the composition and responsibilities of each committee.

Article 8: Approval of By-Laws and Amendments to By-Laws

- A. *Initial Approval.* These By-Laws will become effective upon approval by: (a) a majority of the current Member Departmental Graduate Directors, (b) the Associate Dean for Graduate Studies, and (c) the Dean of the School of Medicine.
- B. *Proposed Amendments.* Proposals for amending, repealing or adding new By-Laws may be initiated by any member of the Steering Committee, by a Member Departmental Graduate Director, or by the Associate Dean for Graduate Studies. Such proposals must be submitted to the PMCB Director and to the Associate Dean for Graduate Studies in writing at least 2 weeks before the Steering Committee meeting at which they are to be considered. The PMCB Director shall provide each member of the Steering Committee and each Member Departmental Graduate Director a copy of the proposed amendments at least 1 week before the meeting at which they are to be considered.

- C. *Adoption of Amendments.* Adoption of proposed amendments shall require a majority of affirmative votes of Steering Committee members whose votes were either received by e-mail prior to the meeting, or cast personally following discussion of the amendments at the meeting. Proposed amendments must also be approved in writing by a majority of the Member Departmental Graduate Directors. Final approval of amendments to these By-Laws is contingent upon approval by the Associate Dean for Graduate Studies and the Dean of the School of Medicine.

Article 9: Parliamentary Procedure

All proceedings at meetings of the Steering Committee and any questions of order not provided by these By-Laws shall be governed by the most recent edition of Robert's Rules of Order.

¹ The definitions of "Program" and "Program Director" used in these By-Laws are the same as those specified for Ph.D. programs in Article II, Section A, of the Graduate Council By-Laws (approved 9/04), and are as follows:

"The word "Program" shall refer to a department, interdepartmental committee or other School of Medicine administrative unit that has received approval from the Faculty Council and has been accredited to offer an educational program leading to the Master's or Ph.D. degree. A Program with a single administrative structure that oversees training for more than one degree (e.g., Master's and Ph.D.) shall be considered to be one program. "Program Director" shall refer to the department chair, chair of the interdepartmental committee, or director of the administrative unit responsible for overseeing the Program. Responsibility for representing the program may be delegated to a member of the program faculty when deemed appropriate by the Program Director."

PMCB By-Laws

Approval Signature Page

As specified in Article 8, Section A, the following individuals approve the PMCB By-Laws document dated March 17, 2005:

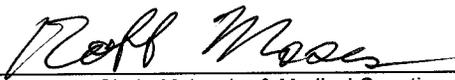
Member Department Chairs:



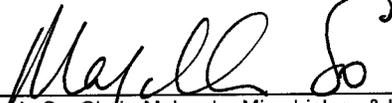
Peter Rotwein, Chair, Biochemistry & Molecular Biology
Date 4/6/05



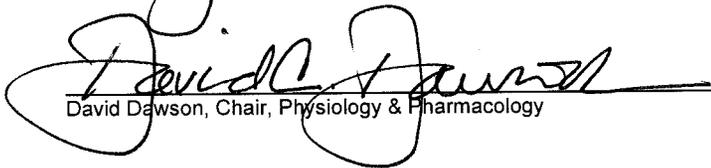
Bruce Magun, Chair, Cell & Developmental Biology
Date 4/6/05



Robb Moses, Chair, Molecular & Medical Genetics
Date 4/4/05

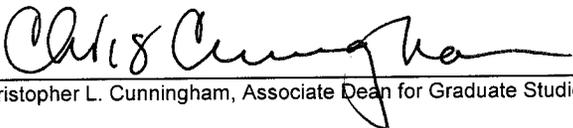


Maggie So, Chair, Molecular Microbiology & Immunology
Date 4/7/05



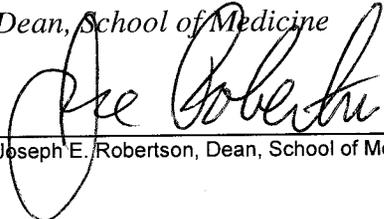
David Dawson, Chair, Physiology & Pharmacology
Date 4/07/05

Associate Dean for Graduate Studies



Christopher L. Cunningham, Associate Dean for Graduate Studies
Date 4-11-05

Dean, School of Medicine



Joseph E. Robertson, Dean, School of Medicine
Date 4/16/05