

Immunobiology Governance Document

A. Mission Statement

1. Scope of Major

- a. The graduate Major in Immunobiology is an interdepartmental and interdisciplinary training program at the graduate level.
- b. It is an interdepartmental MAJOR for graduate studies in the multiple areas comprising Immunobiology, including but not limited to: immunogenetics, cellular and molecular immunobiology, infectious disease, neuroimmunology, and nutritional immunology.
- c. Degrees offered – MS, thesis format only; Ph.D.
Cooperating Departments: Animal Science; Biochemistry, Biophysics & Molecular Biology; Biomedical Sciences; Chemical & Biological Engineering; Entomology; Food Science & Human Nutrition; Kinesiology; Natural Resource Ecology & Management; Veterinary Clinical Sciences; Veterinary Diagnostic & Production Animal Medicine; Veterinary Pathology; & Veterinary Microbiology & Preventive Medicine.

2. Purpose of Major

- a. The Graduate Major in Immunobiology provides training based primarily on development and completion of a research project, aided by a core of coursework which supports the individual's research and provides the broader scope of graduate level education.

B. Administration

1. Relationship to Colleges

- a. The Interdepartmental Graduate Major in Immunobiology will be administered by the report to Graduate College rather than a particular department.
- b. The Interdepartmental Graduate Major in Immunobiology may derive a portion of its funding and support in various forms from the Graduate College, as well as from the Academic Colleges and cooperating departments.

2. Formal Relationship to Departments

- a. The Graduate Major in Immunobiology is *interdepartmental*, and is not governed by any single department. The Faculty of the Graduate Major in Immunobiology is separate and distinct from any similarly named group which may have a more formal departmental basis.
- b. Students apply to and may be accepted and admitted by the Interdepartmental Major in Immunobiology as asset forth in the Immunobiology Graduate Student Handbook.
- c. Each student has the responsibility (assisted by any research rotations or coursework provided through the Immunobiology Major) to identify an advisor from among the Immunobiology faculty who agrees to oversee and facilitate the student's acceptance by a cooperating department. Note

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that the student remains an Immunobiology major regardless of the department in which thesis research is pursued.

- d. Cooperative agreements between the Graduate Major in Immunobiology and each department in which a member of the Immunobiology Graduate Major Faculty has a primary appointment **will provide details of the relationship and responsibilities** for departmental participation in the Immunobiology Major.
3. Faculty meeting and voting
 - a. Faculty of the Interdepartmental Graduate Major in Immunobiology shall meet at least twice per year as determined by the Chair of the Major.
 - b. Each member of the faculty shall have one vote, with issues being decided by the majority, with at least 60% of the Immunobiology Faculty voting for a motion to be passed.
 4. Supervisory Committee
 - a. There will be a Supervisory Committee comprised of 5 members of the Faculty of the Graduate Major in Immunobiology, with the outgoing Chair acting as an *ex officio* member the year following their formal term.
 - b. Members of the Supervisory committee can be nominated by any member of the Faculty of the Graduate Major in Immunobiology, and will be elected by receiving votes from a majority of the Faculty of the Graduate Major in Immunobiology.
 - c. Supervisory Committee members will serve for 3 year terms; members shall serve no more than 2 consecutive terms unless elected as Chair; terms of the members shall be staggered, so as to provide for continuity and experience within the committee.
(Terms of the current Supervisory Committee members' terms shall continue, in a manner agreed upon by the Committee, for from 1 to 3 more years, to provide a staggered exit. Current members can then again stand for re-election.)
 - d. The Supervisory Committee will meet at least six times a year.
 - e. Each member of the Supervisory Committee, including the Chair, will have one vote; the Supervisory Committee may therefore overrule the Chair.
 - f. The Supervisory Committee will be responsible for the establishing policies and overseeing committees which perform the duties of the Major. Among the responsibilities of the Supervisory committee will be establishing and overseeing committees to:
 - recruit, admit and allocate support for graduate students
 - review potential new and current faculty members
 - evaluate student progress
 - develop and administer curricular and teaching issues
 - organize seminars, workshops, retreats
 - establish other committees as necessary

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5. Supervisory Committee Chair

- a. The Chair of the Graduate Major in Immunobiology shall be elected from among the Immunobiology Faculty members, from a ballot approved by the Graduate College. The Chair shall be elected by the Immunobiology faculty.
- b. The Chair shall be a voting member of the Supervisory Committee, and shall serve for a 3 year term with no more than 2 consecutive terms.
- c. The Chair shall be responsible for carrying out the policies established by the Supervisory Committee, and shall also:
 - administer the budget of the Graduate Major in Immunobiology
 - report on and advocate the activities of the Major to higher administration and act as a liaison to cooperating Colleges and departments
 - call faculty meetings twice yearly
 - call Supervisory Committee meetings
 - advise the Supervisory Committee on the availability of assistantship funds for graduate students
 - authorize admissions in concurrence with the Admissions committee

C. Faculty

1. New Members and Renewal of Membership

- a. Applicants will submit a letter of interest and credentials to the Membership Committee and the Committee will make these available for faculty review. It is recommended, but not required, that the applicant present a public seminar. If a seminar is given the Membership Committee will notify the Faculty of the time and place.
- b. New members will be elected by a majority vote of at least 60% of the Immunobiology Faculty.
- c. Applicants from a new department will, in consultation with the Immunobiology Membership committee and Executive committee, arrange the cooperative agreement between Immunobiology and the department.
- d. Expectations:
 - i. Members of the Faculty of the Graduate Major in Immunobiology should be dedicated to graduate education and to interdisciplinary training in particular; there should be evidence of the member maintaining high standards of scholarship both personally and in the graduate scholars trained in their laboratory; the members should be involved in research relevant to immunobiology.
 - ii. Members should have an active, high quality research program as judged by c.v., competitive research funding in the last 5 years, publications in the last 5 years that are in areas relevant to the mission of the Major.
 - iii. Members should have the potential and willingness to provide financial support for graduate students stipends and research expenses.

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- iv. For renewal of existing membership, members should meet the above criteria and in addition, demonstrate active participation in the IMBIO Major through teaching of useful courses within their home department, being willing to serve on POS committees of Immunobiology students, being willing to serve on other committees for the Major, and through attendance at IMBIO seminars or workshops, and faculty meetings.

2. Memberships shall be reviewed for renewal every 5 years.

Re-review of Current Members will be handled outside of the Governance document: Members will prepare a letter indicating if they have a current and ongoing interest in membership. Each current member will be reviewed by the membership committee within the next 3 years and renewal of membership voted on by the then current Faculty of the Major.

D. Students

1. Basic requirements for Admission to the Immunobiology Major

- a. Applicants are required to take the general GRE and provide scores to the Admissions Committee. Scores for a Subject GRE are not required but should be furnished if available.
- b. Applicants should also provide TOFEL scores as appropriate.
- c. Applicants will be evaluated by an Admissions committee appointed by the Supervisory Committee; the Admissions committee will provide recommendations for admission or rejection to the Chair who will make offers on behalf of the Major.

2. Evaluation of Progress

- a. Students will document their own progress by preparing a brief annual report of their coursework, research, exams and POS meetings and other professional activities.
- b. Each student's progress and activity report shall be reviewed annually by a Graduate Student Evaluation committee, in conjunction with the student's major professor, with a notation of progress and recommendations for continuance in the Major or corrections of deficiencies deposited in the student's file.

3. Graduate Student Handbook

- a. Graduate Student Handbook, separate from this Governance Document, will be prepared by a committee appointed by the Supervisory Committee and including at least one current graduate student and approved by Faculty vote.
- b. The Graduate Student Handbook provides procedures and criteria for coursework, rotations, examinations, terminations, changes in status from MS to PhD and other requirements as determined by this Committee and the Supervisory committee.

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4. Financial Support

- a. Financial support for each student shall be the responsibility of the major professor.
- b. Responsibility for the student shall be the responsibility of the major professor (not the Immunobiology Graduate Major) if the major professor should be unable to provide support.

E. Amendment of Governance Document

1. Changes can be proposed by Faculty of the Graduate Major in Immunobiology
2. Changes will be instituted by gaining a majority of the votes cast by at least 60% of the Immunobiology faculty.