

Microbiology Governance Document

This document was approved by a vote of the Interdepartmental Microbiology program faculty on July 9, 2003 and updated by majority vote of Microbiology program faculty on June 29, 2017.

I. Name of the Major

Microbiology

II. Mission Statement

Microbiology is integral to global well being through its central role in agricultural productivity, human health, environmental quality and restoration, industrial processes, and food production and safety, as well as its contribution to a basic understanding of all living systems. The mission of the Graduate Program at Iowa State University is to advance scientific discovery in microbiology by providing education and research opportunities for future microbiologists.

The objectives of the major are:

- To provide broad and robust graduate student training in Microbiology.
- To enhance the national and international reputation of Iowa State University in the field of Microbiology.
- To foster further intellectual exchange and research collaborations among Iowa State Microbiology faculty, students and staff.
- To provide a formal entity for seeking broad-based resources for the support of lecture series, retreats, graduate assistantships, postdoctoral fellowships and various graduate student prizes for excellence in Microbiological Research. This financial support will be sought from the participating Iowa State colleges, private donations, and national training grant awards.

III. Program Description

The program includes, *but is not limited to*, prokaryotic and eukaryotic microbiology, virology, the interactions between microbes and animal, plant, and arthropod hosts, and the responses of those hosts to the microbes.

The program includes faculty from a variety of disciplines, university departments, and national laboratories.

IV. Degrees Offered

Ph.D. in Microbiology
Graduate minor in Microbiology
M.S. in Microbiology, thesis format only

Details of the requirements for each degree are provided in the program handbook.

V. Relationship of the Interdepartmental Microbiology Major to Participating Departments

Any department may participate in the Interdepartmental Microbiology program by supporting departmental faculty and student participation in the Microbiology graduate major. Participating departments will benefit from new and stimulating research interactions with faculty and students from other cooperating departments and increased number and quality of graduate students.

Chairs of participating departments agree to support Microbiology in the following ways:

- 1) through recognition of time spent by faculty who actively participate in the operations of this interdepartmental major;
- 2) by support, as resources permit, of Microbiology graduate students working under the guidance of their faculty; and
- 3) by supporting and encouraging relevant course offerings by departmental faculty.

VI. Students

Graduate students are the most important component of the Microbiology graduate program. Students will be recruited and selected competitively according to procedures established by the Microbiology faculty. Details of admission procedures, curriculum, rotations, exams and other requirements will be provided in the program handbook. Responsibility for maintaining and revising the Graduate Student Policies Document will reside with the Chair and Supervisory Committee. Major changes in the document will require approval of the Microbiology faculty.

VII. Faculty

To be awarded a degree in Microbiology, a student's major professor must be a member of the Interdepartmental Microbiology program. Any faculty member at Iowa State University who is actively involved in microbiology research and graduate training may apply for membership in Microbiology. Membership must be renewed every five years.

Prospective faculty should submit applications to the Supervisory Committee, which will recommend actions to be taken to the Microbiology faculty at large. Information to be

contained in the application and recommended standards for acceptance will be established by the Supervisory Committee. Acceptance of membership will be determined by a vote of the Microbiology membership. Faculty will be asked every five years if they would like to renew their membership.

VIII. Administration

The Interdepartmental Microbiology graduate major is the responsibility of the Microbiology faculty and is administered by the Graduate College. The faculty elect a Chair, Associate Chair, and Supervisory Committee from their membership. The Chair is designated "director of graduate education" for the major and as such is the faculty member recognized by the Graduate College to be responsible for the day-to-day supervision of the major and the monitoring of student progress. The Chair signs for the major, appoints committees other than the Supervisory Committee and provides general leadership.

- ***Chair and Associate Chair***

A Chair elected by the Microbiology faculty will coordinate all activities of the Interdepartmental Microbiology program. The Microbiology Chair may reside in any participating department. The term of office for the chair will be two years.

The Chair's responsibilities include carrying out existing program policies, suggesting new policies, administering the budget, serving as a liaison with higher administration, coordinating the efforts of Microbiology committees, and supervising office staff. The Chair's responsibilities may be changed at any time at the discretion of the Supervisory Committee. The Chair may also assign responsibilities to other Microbiology Committees, the Associate Chair, faculty or staff; in this instance, however, the Chair will assume responsibility for assuring that the tasks are performed satisfactorily.

The duties of the Associate Chair are to share in administrative duties, as assigned by the Chair. This will relieve the Chair of some duties, provide training for the Associate Chair, and provide more administrative continuity in the program.

Elections for Associate Chair (future Chair) will be held every two years and will be administered by the Supervisory Committee. The Associate Chair serves for two years and then becomes Chair for a term of two years.

Nominations for Associate Chair/Chair will be solicited from the Microbiology membership and nominees willing to serve will be voted upon by the membership. The Supervisory Committee has responsibility for assuring high quality nominations. During this process the Supervisory Committee (or appointed nomination committee) will consult with the Graduate College. Elections should be held by May 15; terms will start on July 1.

- ***Supervisory Committee***

A Supervisory Committee will be responsible for review of all aspects of the program, for guiding the establishment of policy, for interpreting and implementing policies that have been established by the Microbiology membership, and for advising the Chair.

In all decisions, each member, including the Chair, will have one vote. In case of disagreements between the Supervisory Committee and the Chair, the Supervisory Committee will have final authority. In the case of disagreements between the Supervisory Committee and the faculty, the faculty view, as determined by referenda, will prevail.

Voting Membership - The Supervisory Committee will include the Chair, Associate Chair, *ex officio* chair, and the chairs of any sub-committees.

Terms will start on August 1. The Supervisory Committee may appoint a Microbiology member on a temporary basis to complete any unfinished term of a Committee member or Associate Chair, or to substitute for a Committee member or Associate Chair on leave.

Non-voting Membership –All Principal Investigators (PI) or Program Directors (PD) on all training grants obtained for the purpose of supplying stipends for majors in Microbiology will serve as non-voting members of the Supervisory Committee. The president of the Microbiology Graduate Student Organization (MGSO), or a designated representative, will also serve as a non-voting member.

Meetings - To ensure good communication between the Chair and the Supervisory Committee, the Supervisory Committee should meet monthly, preferably at a regularly scheduled time. It is the responsibility of the Chair to call the meetings; if the Chair is not available, the Associate Chair may call the meetings.

- ***Committees***

Committees of Microbiology Faculty will be established as needed to perform tasks and advise the Chair on matters such as student admissions, curriculum, academic standards and faculty membership. The Chair will appoint members and chairs of these committees. The number, membership, and responsibilities of the committees may be modified at any time at the discretion of the Chair. In cases of disagreement between a Committee and the Chair, the Supervisory Committee will have final authority.

- ***Faculty Meetings***

Full faculty meetings should be held at least once per year to update faculty on Microbiology activities and to discuss issues of importance to the group. It is the

responsibility of the Chair to call the meetings; if the Chair is not available, the Associate Chair may call the meetings.

- ***Establishment of Policies***

All policies modifying core-course requirements and changes to this document must be approved by a majority of the total Microbiology membership. All other policies may be established by a vote of the Supervisory Committee. However, the Supervisory Committee should consult with the faculty when making significant policy decisions and should hold referenda for policy changes likely to be controversial. In addition, all policy decisions by the Supervisory Committee must be announced to the faculty; if three or more faculty object to a policy, a referendum must be held to determine its acceptance or rejection. Referenda on such policies will be determined by a simple majority of the votes cast; at least 50% of the Microbiology faculty must vote for a referendum to be valid.

- ***Elections and Referenda***

All elections and referenda will be determined by a majority vote of the Microbiology faculty who respond to the call for votes; at least 50% of the membership must vote for an election or referendum to be valid.

IX. Amendment of Governance Document

Amendment of this document requires a simple majority vote of the total Microbiology faculty.