

**Institute for Plant Breeding, Genetics and Genomics**  
**Bylaws**  
**Revision**  
**May 2013**

ARTICLE I. NAME AND PURPOSE

SECTION 1. *Name.* The name of the institute is Institute for Plant Breeding, Genetics, and Genomics, hereafter referred to as PBGG. The Institute consists of faculty, staff and students, and facilities located in Athens, Griffin and Tifton.

SECTION 2. *Purpose.* The purpose of the IPBGG is to develop improved plant cultivars from agronomic and horticultural species of importance to Georgia, the US, and worldwide and to conduct research and train graduate students in modern plant breeding methodology and technique, including the application of genetic and genomic tools to cultivar development. As part of its mission, the IPBGG will also manage MS and PhD majors in PBGG.

ARTICLE II. FACULTY

SECTION 1. *Faculty.*

1. The faculty is defined as all PBGG personnel at The University of Georgia who have been appointed by the Board of Regents to a faculty rank position. Membership and participation in the Institute is entirely voluntary. No faculty time will be officially budgeted to the Institute. Salary dollars for faculty and their staff will be retained in departmental budgets. However, all members of the Institute will spend approximately 15% of their time on Institute activities related to cultivar development, collaborative research, graduate education, and organizational tasks. Annual evaluations and salary recommendations for participating faculty members will remain the purview of academic department heads, but the Institute Director will provide input concerning Institute activities to the appropriate department heads. "Faculty" membership in PBGG requires that the member's originating unit reallocate to the Institute 15% of that member's indirect cost returns and 15% of that member's royalty returns accruing to the originating unit.

2. Non-tenure track faculty, including research scientists and instructors, may choose to be based in the Institute. If these faculty generate indirect cost or royalty returns, 15% of the returns will be retained by the Institute and the remaining 85% of the returns will be transferred to the unit in which the faculty member's supervisor is a member.

SECTION 2. *Adjunct Faculty.* Adjunct faculty are defined as all PBGG personnel appointed to the rank of adjunct professor, adjunct research scientist, adjunct lecturer, instructor, public service faculty, or research scientist employed to do work of instruction, research, or service at the University of Georgia. Faculty in CAES cannot be adjunct faculty members. Adjunct members will not be eligible to serve on the Steering Committee or serve as director.

SECTION 3. *Affiliate Members.* Affiliate faculty are defined as PBGG personnel who do not hold a formal appointment at the University of Georgia, but hold appropriate appointments at other accredited universities or within the USDA. Affiliate members will not be eligible to serve on the Steering Committee or serve as director.

SECTION 4 *Emeritus Faculty.* Emeritus faculty are defined as all former CAES faculty members who express an interest in participating in the Institute and who have been appointed to an emeritus faculty rank by the Board of Regents. Emeritus members will not be eligible to serve on the Steering Committee or serve as director.

SECTION 5. *Graduate Faculty.* The PBGG Graduate Faculty consists of PBGG faculty members with Graduate Faculty appointments.

Section 6. *Industry Members.* Industry faculty are defined as PBGG personnel who do not hold a formal appointment at the University of Georgia, but hold appropriate appointments in Plant Breeding, Genetics, or Genomics positions in Industry. Industry members shall have all the rights and privileges of regular members, but will not be eligible to vote or serve on the Steering Committee or serve as director.

SECTION 7. *Application for membership.* Individuals wishing to join the Institute must send a letter stating the reasons why the individual would like to join the Institute and the benefits accruing to the Institute if the individual would become a member together with a current curriculum vitae to the Director. If the individual is applying for faculty status, the application must be accompanied by a letter from the applicant's chairman consenting to the indirect cost and royalty return reallocation described in Article II, Section 1. The Director will discuss the application with the Steering Committee, who will make a recommendation to admit or not admit to the PBGG faculty. A vote of the PBGG faculty will be taken and the applicant admitted if a majority of the membership vote yea.

SECTION 8. *Membership responsibilities.* Members are expected to be active in the institute by serving as Major Professors of graduate students in the program, serving as members of graduate student advisory committees, attending PBGG Program faculty meetings, conducting research in the various aspects of plant breeding, plant genetics and plant genomics in the context of plant improvement, attending seminars and programs, and participating in other activities organized by the program. Activity of members will be reviewed every 5 years by the Steering Committee, and inactive members will be asked if they wish to remain members of the PBGG faculty and become involved in its programs. Inactive members may be reinstated at their request and approval by majority vote of the PBGG faculty.

### ARTICLE III. STAFF

The staff is defined as all PBGG classified personnel in non-faculty positions.

#### ARTICLE IV. DIRECTOR

SECTION 1. *Appointment.* The Director is the chief administrative officer of the Institute. The Steering Committee will administer a vote of PBGG members for the position of Director. Based on the vote, the Steering Committee will make a recommendation for Director to the Dean of CAES, who appoints the Director. The director will serve a four-year term. The Director will be assigned appropriate administrative time to fulfill the duties associated with the position and will answer administratively to the Dean and Director through the appropriate Associate Deans. The Director can be reappointed.

SECTION 2. *Responsibilities.* The Director is responsible for providing a work environment that promotes effective use of the institute's resources, managing the Institute budget, and for providing leadership and focus for the Institute. The Director shall administer the rules, regulations, and policies of PBGG, CAES, University, and Board of Regents. The Director will serve as Chair of the Steering Committee.

#### ARTICLE V. STEERING COMMITTEE

SECTION 1. *Membership.* The Steering Committee will consist of three members elected by the faculty. The Steering Committee will be required to have at least one representative each from the Crop and Soil Sciences and Horticulture Departments and at least one representative from each of the Athens, Griffin, and Tifton campuses. The Steering Committee members will serve three-year terms, but initial appointments to the Steering Committee will be for one to three years to allow for an orderly transition of representation. Steering Committee members can be reelected.

SECTION 2. *Meetings.* The Steering Committee will meet when called by the Director, with at least 2 week's notice. Minutes of each meeting will be kept by the Director or his/her designee and will be distributed, after approval by the Steering Committee, to the faculty.

SECTION 3. *Responsibilities.* The Steering Committee will implement rules, regulations, and policies of PBGG, and serve on the Graduate Committee. Depending on availability of funds, the Steering Committee can manage the allocation of graduate fellowships and approval of faculty and student research grants.

#### ARTICLE VI. GRADUATE COORDINATOR

SECTION 1. *Graduate Coordinator.* The Graduate Coordinator shall be nominated by the Steering Committee, and appointed by the Dean of the Graduate School following a recommendation and approval by the Director and the CAES Dean for Academic Affairs. The Graduate Coordinator is responsible for ensuring that graduate students satisfy the requirements specified by the PBGG Graduate Faculty and the Graduate School. The Graduate Coordinator is

responsible for all communications between PBGG and the Graduate School. The Graduate Coordinator will be an ex-officio member of the Steering Committee.

SECTION 2. *Course Additions and Changes.* Proposals to create new graduate courses or make course changes to graduate level courses shall be submitted to the Graduate Coordinator, who will distribute to the PBGG Graduate Committee. If approved by the Graduate Committee, then the Graduate Coordinator will distribute to the PBGG Graduate Faculty for a vote via electronic means. The proposal shall be passed by a simple majority of the respondents voting yea.

## ARTICLE VII. GRADUATE COMMITTEE

SECTION 1. *Membership.* The Committee shall be composed of the Graduate Coordinator, who will serve as chair, and members of the Steering Committee.

SECTION 2. *Responsibilities.* The Graduate Committee shall:

1. Develop the graduate curriculum with input from the membership, set graduate admissions standards, recommend nationally competitive stipends, and coordinate student recruitment efforts.
2. Review all majors offered in PBGG at least every seven years to coincide with the University Review process, and complete a major assessment on a three-year basis as required by the University. Recommended changes will be considered by the Graduate Committee and voted on by the PBGG faculty.
3. Review proposed course changes and new course applications. Proposed new courses or course changes shall be submitted to the Graduate Coordinator, who will distribute to the PBGG Graduate Committee. If approved by the committee, then the Graduate Coordinator will distribute to the PBGG Graduate Faculty for a vote via electronic means. The proposal shall be passed a simple majority of the respondents voting yea.
4. Act on proposals for changes in and/or additions of majors or areas of emphases coordinated by the Institute. Proposed changes to majors or areas of emphases must be submitted to the Director who will review and transmit them to the Graduate Coordinator. Such proposals will be distributed to the Graduate Committee 14 days prior to a meeting to discuss the proposal. Proposals that are supported by a simple majority of graduate curriculum committee members shall be forwarded to the faculty for discussion and vote at the annual PBGG retreat.
4. Advise the Director on other curricula matters which may affect PBGG.
5. Make recommendations concerning academic advising.
6. Review student requests, appeals and petitions.

- a. The student needs to write a letter of petition providing a rationale for waivers or substitutions. The letter will be provided to the student's advisor and advisory committee. If approved, the request will be forwarded to the PBGG graduate coordinator for final approval.
  - b. Academic Dismissal: For students desiring to return to the University of Georgia from academic dismissal, a letter of intent needs to be submitted to the Institute director. The Institute director will make a decision in consultation with the graduate coordinator. If approved, the letter must be submitted to the Associate Dean of Academic Affairs for CAES.
- 7. Make recommendations concerning improvement of teaching and learning.
  - 8. Make recommendations concerning student Recruitment/Retention/Life.

SECTION 3. *Teaching faculty matters.* The Institute does not have teaching faculty or teaching EFT, both of which are maintained by each member's home department. However, the Director may recommend course assignments for PBGG courses to the relevant Department Head. The Director will also coordinate student and peer evaluations with the corresponding Department Head, if the Department Head wishes to do so.

## ARTICLE VIII. STUDENTS

Prospective graduate students will apply for admission to the PBGG program, and must comply with all PBGG requirements as approved by the PBGG Graduate Committee and faculty. Graduate students will be housed in the academic department of their major professor and are expected to participate fully in the non-curricular activities of their home department and of the PBGG program. All Graduate School rules and guidelines apply.

## ARTICLE IX. FACULTY MEETINGS

SECTION 1. *Frequency and Location.* The PBGG Faculty will meet at least twice a year, when called by the Director, with at least two month's notice. Along with other institute business, academic matters related to graduate courses, degree requirements, and student admission requirements will be discussed at these meetings. Meetings of all faculty will be held in the Spring and Fall of each year. One meeting will be a retreat held at various locations within the state. The other meeting may be a video conference or may be held face-to-face. The Director shall keep a written record of motions passed during the Spring and Fall faculty meetings.

SECTION 2. *Agenda.* The meetings will focus on research activities, the graduate program, and student performance and standards. Faculty participation will be examined and new members will be elected. Items requiring a vote of the PBGG Faculty must be made available to all PBGG Faculty

at least seven days prior to the meeting. Only informational, non-action items can be placed on the agenda after this period prior to the scheduled meeting. Other items can be proposed for discussion at the meeting. Emergency meetings can be called without the necessary seven-day period; however, a quorum for these meetings will be 51% of the eligible faculty.

SECTION 3. *Quorum.* A simple majority of PBGG Faculty shall constitute a quorum. Motions may be passed by a majority of those present and voting. A PBGG faculty meeting may not conduct normal business if a quorum is lacking.

SECTION 4. *Voting.* All members of the PBGG Faculty are eligible to vote at a PBGG faculty meeting, except on matters related to graduate programs and graduate courses, on which only members of the PBGG Graduate Faculty are eligible to vote, as per the Graduate School requirements. PBGG Adjunct Faculty, Affiliate Faculty, and Emeritus Faculty Members are encouraged to participate in discussion at PBGG Faculty Meetings, but are not eligible to vote except on matters related to graduate programs and graduate courses if the PBGG Adjunct or Emeritus Faculty member is also a member of the PBGG Graduate Faculty. A simple majority of the quorum will constitute a standard except for proposals to alter, amend, or abolish these bylaws (see Article XI).

SECTION 4. *Graduate Representative.* The Director will appoint a graduate student representative to attend the faculty meeting. Should there be a topic deemed to be sensitive by the Director, the student will be asked to leave.

## ARTICLE X. STANDING COMMITTEES

The Director has the authority to appoint committees within PBGG.

## ARTICLE XI. AMENDMENTS

A proposal to alter, amend, or abolish these bylaws must be made available to the PBGG Faculty at least one month prior to the vote on the bylaws change. Approval of a change requires a two-thirds majority of the eligible faculty on a written ballot.

The above bylaws are intended to augment and provide for specific needs of the Institute. They should be viewed as a supplement to University of Georgia Academic Affairs Policy Manual which can be found at [www.uga.edu/provost/polproc/aapm/faculty/main.html](http://www.uga.edu/provost/polproc/aapm/faculty/main.html).

In case of conflict with current University, Graduate School, or CAES policies and procedures, the University, Graduate School, or CAES policies and procedures will take precedence over IPBGG guidelines and bylaws.

These bylaws replace the bylaws previously instituted for the MS and PhD programs in PBGG, and were voted into effect on 1 June 2009.