

Institute for Plant Breeding, Genetics and Genomics Bylaws
Revision
June 2023

ARTICLE I. NAME AND PURPOSE

SECTION 1. *Name.* The name of the institute is The Institute for Plant Breeding, Genetics, and Genomics, hereafter referred to as IPBGG. 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.* The faculty is defined as all IPBGG personnel at The University of Georgia, tenure track and non-tenure track, who have been appointed by the Board of Regents to a faculty rank position. Membership and participation in the Institute is entirely voluntary but requires application as described in SECTION 7. 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 are expected to contribute to 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 upon request. “Faculty” membership in IPBGG 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.

SECTION 2. *Adjunct Faculty.* Adjunct faculty are defined as “individuals who are not employed by UGA, or are classified staff employed by UGA who have the credentials and/or overall qualifications to hold faculty status” (<https://provost.uga.edu/policies/academic-affairs-policy-manual/1-04-other-terminology/>). Adjunct faculty have been appointed to a rank by a departmental unit upon that department’s review and vote. Adjunct faculty may be appointed to the Graduate Program Faculty by their home department. Adjunct faculty may apply for membership in the IPBGG as described in SECTION 7. Adjunct faculty do not have voting rights but may participate in discussion.

SECTION 3. *Allied Members.* Allied members do not hold a formal appointment at the University of Georgia, but hold appropriate appointments within the USDA, other government agencies, foundations, or industry. Prospective allied members may apply for membership in

the IPBGG as described in SECTION 7. Allied members do not have voting rights but may participate in discussion..

SECTION 4 *Emeritus Faculty*. Emeritus faculty are defined as all former IPBGG members who express an interest in continuing their participation in the Institute and who have been appointed to an emeritus faculty rank by the Board of Regents. Emeritus members do not have voting rights but may participate in discussion.

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

SECTION 6. *Postdoctoral Members*. Postdoctoral scholars in an IPBGG's faculty member's program, and who perform research in plant breeding, genetics, or genomics, are eligible to become Postdoctoral members of IPBGG, if they so choose. Postdoctoral members are expected to be active members of the IPBGG community, participate in IPBGG events, serve in IPBGG committees, take advantage of some of the benefits available to members and contribute to the IPBGG mission. Postdoctoral members may participate in discussion but will not be eligible to vote. Postdoctoral scholars may join by completing an application, providing a CV, and a statement of support from their PI.

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 IPBGG faculty. A seminar by the applicant prior to a vote will be scheduled. An electronic vote of the IPBGG voting 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 IPBGG 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 IPBGG and become involved in its programs. Inactive members may be reinstated at their request and approval by majority vote of the IPBGG faculty.

ARTICLE III. STAFF

The staff is defined as all IPBGG classified personnel in non-faculty positions. This includes

administrative staff and research staff under the supervision of IPBGG faculty members. Staff are not eligible to vote but are encouraged to participate in IPBGG activities.

ARTICLE IV. DIRECTOR

SECTION 1. *Appointment.* The Director is the chief administrative officer of the Institute. The Steering Committee will administer a vote of IPBGG 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 CAES Dean and Director through the appropriate Associate Deans. The Director can be reappointed upon an affirmative vote from the membership.

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 IPBGG, 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 Director, Graduate Coordinator, and three members elected by the faculty. The Steering Committee will be required to have no more than two representatives from any one department (current participating departments are Crop and Soil Sciences, Horticulture, and Plant Pathology) and at least one representative from each of the Athens, Griffin, and Tifton campuses. The Steering Committee members will serve staggered three- year terms. Steering Committee members can be reelected.

SECTION 2. *Meetings.* The Steering Committee will meet when called by the Director but no less than twice each year prior to each regularly scheduled faculty meeting. Minutes of each meeting will be kept by the Director or his/her designee and will be available to the faculty after approval by the Steering Committee.

SECTION 3. *Responsibilities.* The Steering Committee will implement rules, regulations, and policies of IPBGG, 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 Associate Dean for Academic Affairs. The Graduate Coordinator is responsible for ensuring that graduate students satisfy the requirements specified by the IPBGG Graduate Program Faculty and the Graduate School. The Graduate Coordinator is responsible for all communications between IPBGG 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 IPBGG Graduate Committee. If approved by the Graduate Committee, then the Graduate Coordinator will distribute to the IPBGG Graduate Program 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. Conduct an annual assessment of PBGG majors as required by the University and a comprehensive review every seven years to coincide with the University's Academic Program Review process, of majors . Recommended changes will be considered by the Graduate Committee and voted on by the IPBGG Graduate Program 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 IPBGG Graduate Committee. If approved by the committee, then the Graduate Coordinator will distribute to the IPBGG Graduate Program 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 IPBGG retreat or a called virtual meeting of the Graduate Program Faculty.

4. Advise the Director on other curricula matters which may affect IPBGG.
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 in program requirements. The letter will be provided to the student's advisor and advisory committee. If approved, the request will be forwarded to the IPBGG graduate coordinator for consideration and approval/denial.
 - 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, and professional development.

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 instructor course assignments for PBGG courses to the relevant Department Head. The Director will also coordinate student and peer course 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 IPBGG 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 extra-curricular activities of their home department and of the PBGG Graduate Student Association. All Graduate School rules and guidelines apply.

ARTICLE IX. FACULTY MEETINGS

SECTION 1. *Frequency and Location.* The IPBGG Faculty will meet at least twice a year, when called by the Director, with at least one 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 at the retreat held at various locations within the state. The other meeting may be virtual 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. Items requiring a vote of the IPBGG Faculty must be made available to all IPBGG 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 voting faculty.

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

SECTION 4. *Voting.* Only UGA faculty members of the IPBGG are eligible to vote at an IPBGG faculty meeting, except on matters related to graduate programs and graduate courses, on which only members of the Graduate Program Faculty are eligible to vote, as per the Graduate School requirements. IPBGG Adjunct Faculty, Allied Faculty, and Emeritus Faculty Members are encouraged to participate in discussion at IPBGG Faculty Meetings, but are not eligible to vote except on matters related to graduate programs and graduate courses if the IPBGG Adjunct or Emeritus Faculty member is also a member of the Graduate Program 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 invite a graduate student representative, currently the Graduate Student Association Vice President, 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 AND AD HOC COMMITTEES

The Director has the authority to appoint committees within IPBGG.

ARTICLE XI. AMENDMENTS

A proposal to alter, amend, or abolish these bylaws must be made available to the IPBGG 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 <https://provost.uga.edu/policies/academic-affairs-policy-manual/>

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 01 June 2023.