

Administrative Structures

I. OVERVIEW

There is an established administrative structure for the graduate degree program in Biomathematics. It will continue to operate, for the program as a whole and all of its students. If support is awarded for a Systems and Integrative Biomathematics Training Program, an Executive Committee will be appointed to administer those aspects of it that should be distinct from the graduate degree program.

II. GRADUATE DEGREE PROGRAM IN BIOMATHEMATICS

The department chair appoints the committees that administer this program and typically serves on some of them in his or her capacity as a faculty member. However, the faculty as a whole is responsible for developing and approving the major policies under which the program operates. (See, "How Policy Decisions are Made for the Biomathematics Graduate Program.")

Two standing committees, Admissions and Graduate Advising, assume much of the responsibility for operating the program. A third, the Curriculum Committee, is convened by the department chair whenever it seems appropriate to study matters of policy and, if indicated, to develop proposals for statements on policy or revisions of policy. These proposals are debated, refined, and voted on by the faculty as a whole.

An additional standing committee, Student Support, will be introduced this year. It will assume some of the responsibilities that have been assigned previously to Admissions and Graduate Advising. The assignments described below reflect this new organization.

A. Admissions Committee

1. Responsibilities of the Chair

These tasks are performed or specifically delegated by the Chair of Admissions.

- a. Prepare materials for correspondence with prospective applicants.
- b. Correspond with applicants by mail and telephone.
- c. Monitor material received from applicants; send reminders to them.
- d. Arrange for applicants to visit here or with graduates of the program.
- e. Prepare dossiers and summaries for Admissions Committee meetings.
- f. Detect high-priority applicants; muster resources, early Committee meetings, etc. for active recruitment.
- g. Communicate with and provide information to Student Support Committee and, if grant is funded, the Executive Committee of the Systems and Integrative Biomathematics Training Program.

- h. Be a member of the Student Support Committee.
- i. Be a member of the Executive Committee of the S & IB Training Program. Provide materials for its meetings.
- j. Correspond with Graduate Division concerning acceptance/rejection of applicants. Prepare requests to Graduate Division for support to recruitment activities, and reports on recruiting activities.

2. Responsibilities of the Committee

- a. Review dossiers for applicants, prior to and at Admissions Committee meetings.
- b. Suggest additional information to obtain.
- c. Decide upon acceptance/rejection of applicants, and whether acceptance is into the doctoral or master's program. (More than one negative vote suffices to reject an applicant.)
- d. Recommend on priorities for support of incoming students.
- e. Assist the chair in performance of delegated tasks.

B. Graduate Advising Committee

1. Responsibilities of the Chair

These tasks are performed or specifically delegated by the Chair of Graduate Advising.

- a. Help selected applicants to estimate their course of study in the program, discuss its requirements, as requested by chair of Admissions.
- b. Advise students on selection of courses, individual study under various faculty members, importance of research training, etc., prior to their pursuit of dissertation research. Draw upon faculty within and outside of the department, as needed.
- c. Help to arrange research opportunities, special advising committees (e.g., for students pursuing a biomedical specialty that does not have a doctoral program), etc., for students in the program.
- d. Supervise department secretary's maintenance of student data folders.
- e. Prepare student progress reports, data summaries, etc. as requested by the department chair or by chairs of the Student Support Committee or the Executive Committee for the Systems and Integrative Biomathematics Training Program.
- f. Sign study lists, other appropriate campus documents pertaining to students in the program.

- g. Consult with department chair on approval of proposed doctoral committees.
- h. Be a member of the Student Support Committee.
- i. Be a member of the Executive Committee for the S & IB Training Program.
- j. Transmit advice of Examining Committees, other faculty, to individual students. Bring expressions of student concerns to the attention of the department chair, other faculty.

2. Responsibilities of the Committee

- a. Decide whether all or part of an incoming doctoral student's previous graduate mathematics training will count toward completion of the program's graduate mathematics requirement.
- b. Decide whether an M.D. entering the doctoral program will be held for the requirement to prepare in and pass the written comprehensive examinations for a field of major biomedical emphasis.
- c. Discuss and decide on other non-routine student advising matters, which can be managed under existing program policies.
- d. Recommend convening of a Curriculum Committee when a need is felt to develop new policies or to better articulate existing policies and guidelines for the graduate program.
- e. Perform tasks delegated by the Committee's chair.

C. Student Support Committee

1. Responsibilities of the Chair

These tasks are to be performed or specifically delegated by the chair of the Student Support Committee:

- a. Prepare proposals for and negotiate with Campus agencies, primarily the Graduate Division, concerning general awards of support to students in the Biomathematics graduate program, -- e.g., stipends, out-of-state tuition waivers, rooms in the graduate dormitory, Hershey Hall, close to the Medical School.
- b. Prepare reports as requested by these campus agencies, on student support and demographics.
- c. Be alert for special fellowship or other sources of support for students, including federally funded fellowships and traineeships, exclusive of the S and IB program. Contact appropriate applicants. Prepare dossiers for and otherwise assist them in applying for support provided by these sources.
- d. As requested by the department chair, aid in preparation of year-end reports, support renewal requests, etc., to various agencies that provide financial support for students.

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- e. With contributions from the chairs of Admissions and Graduate Advising, prepare dossiers and reports for meetings of the Student Support Committee.
 - f. Be a member of the Executive Committee of the Systems and Integrative Biology Training Program. Prepare materials for its meetings, as requested by the department chair.

2. Responsibilities of the Committee

Note: Awards of support under the Systems and Integrative Biomathematics Training Program will be discussed and made by its Executive Committee. The department chair has ultimate responsibility to award teaching associateships to students who are expected to perform well in their teaching assignments, but in general will make these awards after conferring with the Student Support Committee.

- a. Meet to review incoming and continuing students for awards of support that are under its jurisdiction. Decide upon these awards for the coming year and, if required, any long-term assurances.
- b. Actively aid the chair in searching for and pursuing sources of support for students, including educationally rich job opportunities.
- c. Perform tasks delegated by the chair.

III. (Proposed) SYSTEMS AND INTEGRATIVE BIOMATHEMATICS TRAINING PROGRAM

The Department of Biomathematics faculty have built the graduate program in Biomathematics, are committed to its continuing quality and emphasis on biomedical relevance, and are responsible for the policies that govern it. It would be appropriate to consider them all as co-investigators for this proposal. The department chair is the appropriate principal investigator, so this responsibility will pass from Professor Newton to Professor Lange this July. He will chair the Executive Committee for the Systems and Integrative Biomathematics Training Program. Its members will be representative of faculty holding their primary appointment in the Department of Biomathematics, joint appointees, and faculty outside of this department who have provided substantial help to and indicate a continuing interest in the graduate program.

A separate Executive Committee for the S & IB Training Program is being created for the following reasons:

- (1) The Training Program will be concerned only with doctoral students.
- (2) Awards will be made on a strictly meritocratic basis to students who consistently demonstrate top academic performance and promise for independent research. (This comes close to policies guiding other awards to students, but sometimes the latter initially are based on estimates of substantial promise rather than demonstrations of consistent performance.)
- (3) Special educational opportunities may be recommended and developed for its participants, -- e.g., as enabled by the availability of trainee support during the summer.

(4) The Executive Committee may wish in the future to consider extension of the S & IB program beyond the Department, and to apply for an NIH review and supplemental support to enable this.

A. Responsibilities of the Executive Committee for the Systems and Integrative Biomathematics Training Program

1. Discuss, develop, regularly review, and announce program policies.
2. Review applicants for traineeship awards, and award renewals. Make the immediate awards and, where appropriate, make conditional or long-term commitments.
3. Review yearly the progress of trainees.
4. Recommend on special educational opportunities, extensions of the program, etc.
5. Help prepare and evaluate reports to be issued on behalf of the program.

B. Executive Committee Membership

1. Principal Investigator, Chair.
2. Chairs of the Admissions, Graduate Advising, and Student Support Committees for the graduate program.
3. Two or more faculty holding joint appointments and active in the graduate program.
4. Two or more faculty outside of the department who have contributed to and have a continuing interest in the graduate program.
5. Additional members, as needed and appointed by the Principal Investigator.