

**Institute of Molecular Biophysics, Kasha Laboratory
By-Laws**

Drafted Jan 2007

Approved by Institute Faculty on

1. Research Mission / Focus.

The mission for the Institute of Molecular Biophysics is to perform research and train future scientists in an interdisciplinary research environment where physical methods and theories are used to understand biological problems. The current focus of research in the Institute is Structural Biology and Computational Biophysics. However, the very nature of interdisciplinary research is ephemeral – today’s interdisciplinary research efforts form the established programs and disciplines of tomorrow. Therefore, the Institute must periodically evaluate the relevance of its research focus to meet its mission of performing truly interdisciplinary research.

2. Definitions

- A. *Institute Faculty.* Kasha Laboratory building (KLB or Institute) faculty includes those tenure track and non-tenure track faculty having office and research space in the Institute.
- B. *MOB Faculty.* Molecular Biophysics (MOB) faculty includes those tenure track faculty holding Doctoral Directive Status (DDS) in the Graduate Program in Molecular Biophysics.
- C. *Structural Biology Faculty.* One of the eight tenure-track faculty lines originating from the Markey foundation grant.
- D. *COE Faculty.* One of the three Computational Faculty lines originating from the Center of Excellence grant.
- E. *Voting Faculty.* Voting eligible faculty are defined below as relevant for particular procedures.

3. Executive Functions

- A. *Director.* The Director has responsibility for administration of the Institute, including that of the Molecular Biophysics Graduate Program (a.k.a. the MOB program). The Director calls and presides at all faculty meetings. The Director is required to present an annual budget to the Institute faculty in January and February of each year, and to provide a letter describing the progress towards promotion for all non-tenure track faculty in the Institute.
- B. *Executive Committee.* The Director is assisted by the KLB Executive Committee, which consists of a sub-set of faculty, appointed by the Director, who are housed in KLB. The committee provides advice and recommendations to the Director regarding budget allocations, space assignments, research focus, and faculty additions.
- C. *Graduate Program.* The Graduate Program in Molecular Biophysics (MOB Program) is a doctoral-degree granting program administered through the KLB. The program is administered by a faculty Program Director, who appoints a Graduate Program Committee consisting of faculty from the major departments contributing faculty to

the program. The Graduate Program operates on an annual budget approved by the Institute Director who, otherwise, provides no direct oversight of the program. The Institute Director is responsible for annual reporting to the administration regarding the program. The Program Director is responsible for advising the Director and for preparing necessary data and information required for the reports. The Program Director is responsible for graduate student recruiting and for all administrative functions required by the Graduate Program other than those specifically indicated above.

D. Facilities. The Kasha Laboratory Building (KLB) houses and staffs research facilities that support the research and training mission of the Institute. These facilities are directly administered by the individual Facility Directors who establish operating procedures for their facility to ensure that the facility provides a safe working environment for all users. The Facility Directors are responsible for training users, consulting with faculty and students regarding design and interpretation of experiments performed using facility equipment, providing for routine maintenance and coordinating service. Each facility operates on annual budget approved by the Institute Director prior to the beginning of each fiscal year. Facility Directors are required to provide an annual summary of use and productivity, as measured by the publications, theses, grants, etc., of their facility.

4. Administrative Functions

Administrative functions are carried out by the Institute Director or by persons or committees designated by the Director.

5. Graduate Program Curriculum and Degree Requirements

The Institute does not offer undergraduate or master's degrees. A doctoral degree in Molecular Biophysics is offered through the Graduate Program in Molecular Biophysics, which is administered through the Institute. The curriculum and degree requirements for this program have been established by MOB faculty in accordance with University regulations.

Changes to the curriculum must be presented to the MOB faculty by the MOB Program Director and the MOB Program Committee for approval. Curriculum changes must be distributed at least one week prior to any meetings called to discuss the changes. All changes require a majority vote by the Faculty attending the meeting or voting electronically.

6. Procedures

- A. Selection of Director.* The Institute Director serves a five year term with option for reappointment. The term starts on the first day of the Fall semester. Procedures for selecting the KLB Director are described in Section 1, KLB Faculty Handbook. Faculty eligible to vote for in selecting the KLB Director include IMB faculty, including non-tenure track faculty Facility Directors, the MOB Program coordinator, COE faculty, and Structural Biology faculty.
- B. Selection of MOB Program Director.* The MOB Program Director, who is appointed by the Institute Director, serves a three year term with an option for reappointment.

The term starts the first day of the Fall semester. Procedures for selecting the MOB Program Director are described in Section 2, KLB Faculty Handbook. Faculty eligible to vote for in selecting the KLB Director include all MOB faculty.

C. Faculty Additions.

As a multi-disciplinary research facility, the KLB does not have tenure-track faculty lines. However, KLB is home to the Structural Biology program and to the Computational Biophysics Center of Excellence. Procedures for faculty replacement in these programs are as follows:

Structural Biology Faculty. Procedures for initiating a faculty search involving appointed through the Structural Biology Program are described in the KLB Faculty Handbook, Section 4a.

Faculty hired through the Structural Biology program should be housed in the KLB, if possible. Otherwise, office and laboratory space must be provided by the home department. SRAD return will be split 50/50 with the home department and the KLB.

The KLB Director has responsibility for determining 50% of the annual assignments of responsibilities for faculty hired into the Structural Biology Program, including reaching and service assignments.

Computational Biophysics Center of Excellence. Procedures for initiating a faculty search involving faculty appointed through the Structural Biology Program are described in the KLB Faculty Handbook, Section 4b.

Faculty hired through the COE should be housed in the KLB, if possible. Otherwise, office and laboratory space must be provided by the home department or SCS. SRAD return will be split 34 / 33 / 33 with SCS, the KLB and the home department, respectively, regardless of where the candidate's research and office space is located. The Institute Director does not assign responsibilities for the COE faculty.

D. Promotion.

i. Tenure-track, primary appointment outside of KLB

The Institute Director will participate in the annual review of all tenure earning faculty who have not achieved the rank of Professor by writing annual evaluation letters to be submitted to the Chair of those faculty members' departments. In addition, the Director will perform the following:

1. *Mentor Committee.* Upon appointment in KLB, an Assistant Professor will be assigned by the Director a mentoring committee consisting of two tenured faculty with primary research space allocation in KLB. The Mentor Committee will provide guidance regarding grant preparation, graduate student / postdoctoral mentoring, publications, committee work, and teaching.

2. *Third-year Review.* Upon completion of the faculty candidate's third year, the Institute Director will provide to the home department a written evaluation of the progress made towards tenure. In preparing this letter, the Director will communicate with the home department regarding specific procedures follow for third- year review in that department.

3. *Tenure and Promotion.* Procedures pertaining to promotion and / or tenure of KLB faculty are described in the Faculty Handbook, Section 3a.

ii. Non-tenure track, primary appointment in KLB, E&G funded

Annual performance evaluation of non-tenure track faculty is performed by the Director, with a written summary of progress towards promotion provided annually. Each of the facilities performs a unique mix of research training support. A balance of research and training support appropriate to that Facility must be clearly defined in the annual Assignment of Responsibilities.

The University provides minimal criteria for promotion of non-tenure track faculty (see [OP-C-7-D6 PROMOTIONS](#) and [Minimal Requirements](#)). Additional criteria and procedures for promotion of non-tenure track faculty are described in the Faculty Handbook, Section 3b.

iii. Non-tenure track, primary appointment in KLB, C&G funded

Annual performance evaluation of non-tenure track faculty is performed by their immediate supervisor, in consultation with the KLB Director. The University provides minimal criteria (see [OP-C-7-D6 PROMOTIONS](#) and [Minimal Requirements](#)).

Additional criteria and procedures for promotion of non-tenure track faculty are described in the Faculty Handbook, Section 3c.

iv. Staff

Promotion for Institute staff will follow University regulations as outlined in the Faculty / Employee Handbook (see [OP-C-7-D6 PROMOTIONS](#)).

E. Research and Office Space in KLB

No faculty member is permanently assigned to the Institute. All faculty members have primary appointments in a home department and are assigned laboratory and office space in the Institute under temporary conditions.

i. *Reallocation of IMB Space.* The Institute is a research facility and space allocations are made by the Director.

ii. *Relocation out of KLB.* Under certain conditions, faculty may be asked to relocate their laboratory and office space to space assigned by their department chair.

F. Unit Review. University regulations require periodic review of each academic department and unit. The Director is responsible for completing University mandated reviews.

G. Modifying the By-Laws. The By-Laws can be amended by a two-thirds majority vote of the KLB faculty, including the Program Director if he / she does not reside in the Institute. Key procedures relating to the operation of the Institute are outlined in detail in the KLB Faculty Handbook. These procedures can be amended by a simple majority vote of the faculty.

H. Faculty Senate. The Institute does not have representation in the Faculty Senate.

I. Qualifying Candidates for Degrees. The Molecular Biophysics Graduate Program qualifies candidates for doctoral degree following procedures outlined in the MOB Student and Faculty Handbooks in accordance with University policy. The Doctoral Degree is conferred upon completion of all requirements including the successful presentation and defense of a dissertation describing the original body of research performed by the candidate. The Doctoral defense and exam are performed according to procedures described in the MOB Student and Faculty Handbook.