

BYLAWS OF THE GRADUATE PROGRAM IN EARTH AND PLANETARY SCIENCES

I. GRADUATE PROGRAM DIRECTOR (GPD)

The GPD serves as a coordinator of the graduate program. The GPD must be a tenured faculty member and a full member of the Graduate Program. The GPD is appointed by the Chair of the Department of Earth and Planetary Science (EPS) as approved by the Executive Dean of the Rutgers School of Graduate Studies (RSGS) and serves at the pleasure of the chair, typically for a three-year term. The GPD oversees all matters pertaining to policies of the program, graduate admissions, scheduling of graduate classes, graduate funding (appointments, travel, and other funding), degree monitoring and supervision (including student-advisor relations), student evaluation, managing routine program administration, maintaining relations with the Graduate School, and overseeing completion of degrees in conformance with the regulations of the RSGS and the bylaws of the Graduate Program. The GPD works with the Graduate Advisory Committee, advisors, student committees, and department staff in implementing these tasks. The GPD will present a summary report to members of the graduate program and to the RGS annually.

II. THE GRADUATE ADVISORY COMMITTEE

A. The Graduate Advisory Committee consists of the GPD and three additional appointed members. Appointment is made by the Department Chair in consultation with the GPD and with the consent of the Graduate Faculty and the appointee. The Department Chair serves on the committee as an ex officio, voting member. The GPS chairs the committee.

B. The Graduate Advisory Committee processes applications for admission into the program and makes all admission decisions in consultation with the graduate faculty. The Committee advises all new graduate students on course work and continues to advise graduate students until a research advisor is selected from the faculty. The Committee makes recommendations to the Chair and GPD on the appointment of teaching assistants and, when appropriate, makes recommendations on other assistantships and fellowships.

C. Members of the Graduate Advisory Committee will be full members of the Graduate Faculty and other than the Graduate Director will serve a term of three years, with the possibility of renewal.

D. The Graduate Advisory Committee will take on further responsibilities pertaining to the Graduate Program as may be designated by the Graduate Director or the Graduate Faculty.

III. MEMBERSHIP IN GRADUATE PROGRAM

A. Levels of Membership

1. **Full members** are appointed by the graduate program and remain members until they withdraw from the program or leave the University. Full Members may serve on masters and doctoral committees and other program committees and teach graduate courses. Full Members may chair master's committees and doctoral committees. Full Members have voting rights in the affairs of the graduate programs and at meetings of the RSGS. Full Members may serve on RSGS standing committees and are eligible to serve as representatives of the RSGS to the Faculty Council of Rutgers-New Brunswick or the University Senate.

2. **Associate Member** are appointed by a graduate program to 5-year terms. Associate Members may serve on masters and doctoral committees and other program committees and teach graduate courses. Associate Members may chair master's committees but may not chair doctoral committees. Associate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the RSGS. Associate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the RSGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. In some instances it may be desirable for an Associate Member to supervise a Ph.D. student's thesis or dissertation research. In such instances, and with approval of the program director, the RSGS Dean, or the Dean's designate, will appoint a Member of the RSGS and of the student's graduate program to serve as "mentor of record." The "mentor of record" is responsible for the academic progress of the student. Associate Memberships may be terminated by the Dean of the RSGS upon request of the Graduate Director on the advisement of the Graduate Committee.

3. **Affiliate Members** are appointed by a graduate program to 5-year terms. Affiliate Members of a graduate program at Rutgers may serve on masters committees but not doctoral committees. Affiliate Members may not chair masters committees. Affiliate members may serve on graduate program committees and teach graduate courses. Affiliate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the RSGS. Affiliate Members may not serve on RSGS standing committees and are not eligible to serve as representatives of the RSGS to the Faculty Council of Rutgers-New Brunswick or the University Senate.

B. Application for Membership

1. Applications for Affiliate, Associate or Full Membership must be made in writing and circulated to all of members of the Graduate Program in advance of a meeting.

2. The application will consist of the Graduate School application form and a complete curriculum vitae.

3. Discussion of the application and voting will be carried out at a regularly scheduled graduate faculty meeting. Approval requires a two-thirds majority vote.

C. Continuation and Review of Membership

1. All members who are already members of the program prior to these bylaws taking effect shall be deemed to be starting their 5 year terms upon adoption of the bylaws.
2. membership shall be reviewed every five years. The criteria used in the review shall gauge the member's involvement in the program and whether it is appropriate for their continued membership at their current level. The key criteria are:
 - i. active advising/mentoring of graduate students
 - ii. active research projects or scholarly accomplishments
 - iii. active teaching of graduate students
 - iv. serving on thesis and/or dissertation committees
 - v. service on graduate program committees (like admissions or annual review)
 - vi. regular participation in program graduate faculty meetings
3. Changes in membership level as a result of the review can be recommended. The program can vote to continue a faculty member's membership at the same level, or "upgrade" or "downgrade" their membership level. A faculty member may also be asked to withdraw from membership in their graduate program.
4. Faculty who leave the University may retain Membership in the program for a period of 4 years after the official termination of their appointment at the University. The program's GPD shall request that such faculty be appointed as an Associate Member by the Dean of the RSGS for the specified period (for instance 4 years).

IV. MEETINGS

The Graduate Director will call meetings of the graduate faculty at least once a semester with two weeks advance notice; these meeting may be part of regular faculty meeting with a separate agenda. Items for inclusion on the agenda must be submitted to the Graduate Director at least one week in advance of the meeting. The Graduate Director will distribute the meeting agenda at least three days in advance. Ordinarily, items that are not included on the agenda may be introduced as new business, but will not be voted on until a subsequent meeting where they are formally on the agenda or by emergency ballot. Special meetings of the Graduate Faculty may be convened on the written request of three or more faculty members. They must observe the same deadlines as above – at least two weeks in advance with an agenda to be distributed at least three days in advance. A quorum is one third of the graduate faculty membership, excluding faculty members on leave that year. All votes will be taken by a show of hands, or by ballot if one member so requests. Proxy opinions may be reported, but proxy votes for instance by email will in general not be permitted (unless the graduate faculty have previously voted that this method should be used for determining support on a specific issue). Meetings will be conducted following general parliamentary procedure. Except where otherwise stated, a majority vote will be considered at least 51% of those present at a graduate faculty meeting. Minutes will be recorded by the Graduate Director or an attending faculty member, distributed to all graduate faculty at least two weeks before subsequent meetings.

Graduate student representatives are entitled to attend and have full voice at Graduate faculty Meetings. Student representatives are not able to attend meetings that involve evaluations of students or faculty. A designated student representative is encouraged.

V. STUDENT AFFAIRS

Advising: Entering students register for classes on-line based on advice from the advisor, other committee members, and the GPD. If an entering student has no major advisor, the student is encouraged to obtain one as soon as possible and may be temporarily assigned a course advisor by the GPD.

Thesis and Dissertation Committees: Thesis and Dissertation committees are selected by the major advisor in consultation with the student and the GPD. Disagreement related to composition of Thesis and Dissertation committees may be settled by the GPD or in cases of conflict, by appeal to the RSGS.

The MS thesis committee consists of the major advisor and at least two other Full, Associate, or Affiliate Members of the Graduate Faculty.

The Ph.D. Qualifying Exam Committee must have at least three members of Graduate Program faculty. The external member may or may not participate at the discretion of the exam committee and the GPD.

The final Ph.D. defense committee must consist of at least three members of the Graduate Program faculty and at least one member from outside the Graduate Program faculty.

Curriculum: All major curricular reviews are undertaken by the graduate faculty members acting as a committee of the whole. Special curriculum committees may be appointed by the GPD to make recommendations to the program members. Topics to be considered by such committees include recommendations on new courses, course revisions, dropping of courses, and distance learning activities.

Reviews of Students' Progress: Students' academic performance is reviewed by the student's committee and may be reviewed by the GPD. A student who receives a grade below "B" is reviewed by the Graduate Director. Should a student receive two grades below a B during their program, their aptitude and ability to remain as a graduate student will be reviewed by the GPD, their advisor, and their committee. The final decision as to continuation as a graduate student in the program rests with the faculty of the Graduate Program.

VI. APPEALS AND GRIEVANCES

Students with problems and concerns should speak to the GPD who will then reviews them with the Program Faculty, and where applicable, with the Department Chairman. If a student has differences with other students or with a faculty member, the student should speak in confidence with the GPD, or the Chairman of the Department, or the Academic Dean of SAS, or appropriate personnel in the RSGS.

Graduate Faculty with problems and concerns should speak to the GPD and may then appeal to the Department Chair and the RSGS. If the faculty is not satisfied, an ad hoc committee of at least 3 members of the Graduate Faculty should be appointed by the Department Chair to review the issues.

VII. RULE CONFLICTS

Should any information in these by-laws be found in conflict with the policies and procedures of the SAS, the RSGS, or Rutgers University, those policies and procedures will take precedence.

VIII. AMENDMENTS

These bylaws may be amended by the Graduate Faculty following discussion and electronic voting. Written notice of the intent to amend and the text of the proposed amendment must be sent to all members at least one week prior to a meeting of the Graduate Faculty where a discussion of the proposed bylaws will take place. Amendments may be initiated by the GPD, by a simple majority of the Graduate Committee, or by the written petition of three voting members of the Graduate Faculty. Voting on proposed Amendments will be by either in person or electronic polling of Full Members Graduate Faculty and must be approved by two-thirds of the members voting.

Approved by the faculty 18 September 2019
22-0-1

**Full Members of the Graduate Faculty
As of November 2020**

Marie-Pierre Aubry, Professor of Earth and Planetary Sciences, SAS; D.Sc., Université Pierre et Marie Curie (France); Biostratigraphy; calcareous nanoplankton evolution; geological time and the stratigraphic record

William A. Berggren, Distinguished Visiting Professor of Earth and Planetary Science, SAS; Ph.D., Stockholm; Micropaleontology and marine geology

Katherine Bermingham, Assistant Professor of Earth and Planetary Sciences, SAS; Ph.D., Westfälische Wilhelms-Universität; High precision isotope geochemistry and cosmochemistry

Paul G. Falkowski, Distinguished Professor of Earth and Planetary Sciences and Marine and Coastal Sciences, SAS/SEBS; Ph.D., British Columbia (Canada); Biogeochemical cycles; evolution; astrobiology

Craig S. Feibel, Professor of Earth and Planetary Sciences and Anthropology, SAS; Ph.D., Utah; Geoarchaeology; paleoenvironments; paleoecology; microstratigraphy; geochronology

Mark D. Feigenson, Professor of Earth and Planetary Sciences, SAS; Ph.D., Princeton; Geochemistry of igneous rocks and other geologic samples

Juliane Gross, Associate Professor of Earth and Planetary Sciences, SAS; Ph.D., Ruhr-University Bochum (Germany); Planetary geology; formation and evolution of differentiated planetary bodies

Claude T. Herzberg, Professor of Earth and Planetary Sciences, SAS; Ph.D., Edinburgh (UK); Solid and liquid silicate solutions; applications to planetary interiors

Robert Kopp, III, Associate Professor of Earth and Planetary Sciences, SAS; Associate Director of Rutgers Energy Institute; Ph.D., California Institute of Technology; Earth system science; environmental magnetism; climate and energy policy

Vadim Levin, Professor of Earth and Planetary Sciences, SAS; Ph.D., Columbia; Origin and evolution of continents; mantle dynamics at convergent plate margins; seismological techniques for studies of structure and texture at depth

Kenneth G. Miller, Sr., Distinguished Professor of Earth and Planetary Sciences, SAS; Ph.D., Massachusetts Institute of Technology/Woods Hole Oceanographic Institution; Late Cretaceous to Cenozoic sea-level and paleoceanographic changes; integration of isotope, bio-, magneto-, and seismic stratigraphy

Gregory S. Mountain, Chair and Professor of Earth and Planetary Sciences, SAS; Ph.D., Columbia; Seismic stratigraphy; paleoceanography; sea-level studies; continental margin evolution

Lujendra Ojha, Assistant Professor of Earth and Planetary Sciences, SAS; Ph.D., Georgia Institute of Technology; Planetary science; volcanology

Ying Fan Reinfelder, Associate Professor of Earth and Planetary Sciences, SAS; Ph.D., Utah State; Hydrogeology; groundwater modeling

Yair Rosenthal, Distinguished Professor of Earth and Planetary Sciences, and Marine Sciences, SAS/SEBS; Ph.D., Massachusetts Institute of Technology/Woods Hole Oceanographic Institution Geochemistry; Paleoceanography; trace metal biogeochemistry; metal cycling in estuarine and coastal sediments

Roy W. Schlische, Professor of Earth and Planetary Sciences, SAS; Ph.D., Columbia; Extensional tectonics; structural and stratigraphic development of rift basins; growth of faults

Robert M. Sherrell, Professor of Earth and Planetary Sciences and Marine and Coastal Sciences, SAS/IEOAS; Ph.D., Massachusetts Institute of Technology/Woods Hole Oceanographic Institution; Geochemistry of marine and fresh waters; paleochemical records in ice cores

Carl Swisher, III, Professor of Earth and Planetary Sciences, SAS; Ph.D., California (Berkeley); Geochronology; vertebrate paleontology; human origins

James D. Wright, Professor of Earth and Planetary Sciences, SAS; Ph.D., Columbia; Marine geology; paleoceanography; stable isotope geochemistry; stratigraphy

Nathan Yee, Professor of Environmental and Earth and Planetary Sciences, SEBS/SAS; Ph.D., Notre Dame; Aqueous geochemistry; mineralogy; environmental geology

Associate Members of the Graduate Faculty

Lauren Adamo, Assistant Teaching Professor, Co-Director of the Rutgers Geology Museum, SAS; Ph.D., Rutgers; Paleoceanography; stable isotope stratigraphy

Gail M. Ashley, Emeritus Distinguished Professor of Earth and Planetary Sciences, SAS; Ph.D., British Columbia; Sedimentology; geomorphology; quaternary geology; modern processes

Karen Bemis, Research Associate, IEOAS; Ph.D., Rutgers; Marine geophysics; hydrothermal plume behavior; volcano morphology; visualization

Kay Bidle, Professor of Marine and Coastal Sciences, SEBS; Ph.D., California (San Diego); Molecular evolution and ecology; marine microbial ecology; biogeochemistry

Anthony J. Broccoli, Professor of Atmospheric Science, SEBS; Ph.D., Rutgers; Climate modeling; climate change

James V. Browning, Assistant Research Professor of Earth and Planetary Sciences, SAS; Ph.D., Rutgers; Micropaleontology; sequence stratigraphy; sea-level change

Katherine Dawson, Assistant Professor of Environmental Sciences, SEBS; Ph.D., Pennsylvania State University; Geomicrobiology; organic geochemistry

Charles Dismukes, Distinguished Professor of Earth and Planetary Sciences, SAS; Ph.D., University of Wisconsin; Renewable solar-based fuel production; photosynthesis; metals in biological systems

Alexander E. Gates, Professor of Geology, FAS-N; Ph.D., Virginia Polytechnic; Tectonics; structural geology; deformational-chemical interactions in orogenic belts

Linda Godfrey, Associate Research Professor of Earth and Planetary Sciences, SAS; Ph.D., Cambridge; Paleoclimate; groundwater; nitrogen cycle; geochemistry

Gregory F. Herzog, Emeritus Professor of Chemistry, SAS; Ph.D., Columbia; Meteoritics: radiometric dating and cosmic ray exposure; trace elements

Dennis V. Kent, Emeritus Board of Governors Professor of Earth and Planetary Sciences, SAS; Ph.D., Columbia; Paleomagnetism; paleogeography; stratigraphy

Christopher J. Lepre, Assistant Instructor in Earth and Planetary Sciences, SAS; Ph.D., Rutgers; Geoanthropology; hominid evolution

George R. McGhee, Emeritus Distinguished Professor of Earth and Planetary Sciences, SAS; Ph.D., Rochester; Evolutionary theory; mass extinction; community paleoecology and evolution; functional and theoretical morphology; Paleozoic stratigraphy

Donald H. Monteverde, Research Scientist 2, New Jersey Geological Survey; Ph.D., Rutgers; New Jersey geology; seismic and sequence stratigraphy of nearshore New Jersey

Richard Mortlock, Assistant Research Professor of Earth and Planetary Sciences, SAS; Ph.D., Rutgers; Stable isotope geochemistry

Richard K. Olsson, Professor Emeritus of Earth and Planetary Sciences, SAS; Ph.D., Princeton; Micropaleontology; stratigraphy; paleoecology; paleobathymetry of Cretaceous and Cenozoic foraminifera

Christopher J. Potter, Research Geologist, U.S. Geological Survey; Ph.D., Washington; Structural geology; regional tectonics

Rhonda L. Quinn, Associate Professor of Sociology, Anthropology, and Social Work, Seton Hall; Ph.D., Rutgers; Paleoecology; climate; human evolution; bioarchaeology; isotope geochemistry

John R. Reinfelder, Professor of Environmental Sciences, SEBS; Ph.D., SUNY (Stony Brook); Metals in marine phytoplankton and coastal waters

David A. Robinson, Professor of Geography, SAS; Ph.D., Columbia; Climatology; cryosphere; solar radiation; physical geography

Silke Severmann, Associate Professor, Marine and Coastal Sciences, SEBS; Ph.D., University of Southampton; Stable isotope geochemistry

Peter Sugarman, Supervising Geologist, New Jersey Geological Survey; Ph.D., Rutgers; Sequence stratigraphy; hydrogeology

Sonia M Tikoo-Schantz, Assistant Professor of Earth and Planetary Sciences, SAS; Ph.D., Massachusetts Institute of Technology; Lunar paleomagnetism; impact cratering on planetary surfaces

Brent Turrin, Associate Research Professor of Earth and Planetary Sciences, SAS; Ph.D., California (Berkeley); Noble gas isotope geochemistry

Jill A. VanTongeren, Assistant Professor of Earth and Planetary Sciences, SAS; Ph.D., Columbia; Petrology and geochemistry of crustal accretion and differentiation

Martha O. Withjack, Professor of Earth and Planetary Sciences, SAS; Ph.D., Brown; Experimental structural geology; structural geology and tectonics; seismic interpretation

Affiliate Members of the Graduate Faculty