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## IGSP BY-LAWS

### Article 1. NAME AND AFFILIATION

- 1.1 *Name.* The name of this organization shall be the Duke Institute for Genome Sciences & Policy (“IGSP” or “the Institute”).
- 1.2 *Affiliation.* IGSP is one of the strategic signature institutes created by Duke University and Duke Medicine to advance university-wide priorities articulated in the 2001-2006 Strategic Plan, “Building on Excellence”.

### Article 2. GOAL AND MISSION

- 2.1 *Vision.* To address genome discovery and the translation of those discoveries into a deeper understanding of life and useful advances for society
- 2.2 *Mission.* To lead and engage society in the Genome Revolution through a series of integrated and interdisciplinary programs in education, scholarly research and service

### Article 3. ORGANIZATION AND MEMBERSHIP

- 3.1 *Institute Director.* The Institute shall be led by a Director, who is appointed jointly by the Provost and the Dean, School of Medicine and who will be expected to hold a senior regular-rank faculty position at Duke University. As described in section 4.2, the IGSP Director shall have broad authority and responsibility for directing the academic programs of the IGSP, for recommending the appointment and/or promotion of faculty in partnership as appropriate with chairs of departments and deans of schools across campus, for developing and administering the infrastructure needed to operate the IGSP, for appointing Directors of IGSP Centers (as specified in section 3.2), and for appointing Duke faculty to various categories of membership within the IGSP (as specified in section 3.4).
- 3.2 *IGSP Centers.* With the agreement of the Provost and the Dean, School of Medicine, the IGSP shall have one or more Centers under its administration that carry out scholarly and educational activities within the IGSP’s overall mission. Each Center shall have a Center Director, who will be a regular-rank faculty member appointed by the IGSP Director, subject to approval by the Provost and the Dean, School of Medicine. Each Center Director shall report to the IGSP Director on administrative, financial, operational and programmatic matters relating to the activities of that Center. Each Center Director will be appointed to a five-year term, renewable by mutual consent and subject to ongoing evaluation by the IGSP Director.

3.3 *IGSP Affiliates.* With the agreement of the Provost and the Dean, School of Medicine, the IGSP may also, from time to time, have one or more affiliated units (Centers or Institutes) that are administered separately from the IGSP, but that share common programmatic interests with the IGSP. Various IGSP administrative services may be made available to affiliated Centers or Institutes by mutual consent. Directors of affiliated Centers or Institutes will not report to the IGSP Director, but will coordinate activities with the IGSP.

3.4 *IGSP Faculty.* In the spirit of promoting partnerships, IGSP offers three types of faculty participation in the Institute.

3.4.1. Investigator. An IGSP Investigator is a Duke regular-rank faculty member who receives substantial resources for a research or educational program from the IGSP and/or is assigned space and receives administrative support for that program from the IGSP and who has major and sustained involvement in and support for the IGSP and its programs. The appointment as IGSP Investigator is ongoing as long as the above criteria are met. IGSP Investigators who meet the above requirements are considered the IGSP Governing Faculty for purposes of faculty governance and for recommendations regarding faculty appointments, promotion and tenure (see section 4.5).

On occasion, additional Duke faculty members who do not meet the above requirements may be appointed IGSP Investigators by the IGSP Director as a courtesy appointment.

3.4.2. Associate Investigator. An IGSP Associate Investigator is a Duke non-tenure track faculty member who maintains a close association and involvement with the research activities of an IGSP Investigator and who has an ongoing involvement in IGSP programs. The appointment as IGSP Associate Investigator is ongoing as long as the above criteria are met.

3.4.3. Member. Other Duke faculty (or faculty equivalents) may be appointed IGSP Members upon recommendation of the IGSP Director or one of the IGSP Center Directors because of active involvement in and support for ongoing IGSP research or educational programs. Members will be appointed by the IGSP Director initially for a term of two years, and continuing IGSP membership will be evaluated no less than every three years.

The IGSP Executive Committee, as specified in section 4.4, will review applications for new IGSP Members on an ongoing basis. Typically, the process of nomination will require an up-to-date curriculum vitae, a description of research interests, a statement of how membership in the IGSP will enhance the faculty member's research or educational activities, and, where applicable, consent of the chair of the faculty member's primary department.

#### **Article 4. GOVERNANCE**

4.1 *Reporting Structure.* IGSP shall be a university-wide body with lines of report to the Provost and to the Dean, School of Medicine.

4.2 *IGSP Director.* The Institute's Director shall be responsible for providing strategic and management leadership for the Institute, as outlined in section 3.1. The Director's performance

will be evaluated on an annual basis by the Provost and the Dean, School of Medicine. A formal performance review will be conducted at least every five years with final approval by the Provost and by the Dean, School of Medicine.

- 4.3 *Oversight Committee.* At the discretion of the Provost, jointly with the Dean, School of Medicine, the activities of the IGSP may be reviewed periodically by an Oversight Committee composed of representative members from the University and the School of Medicine. Members of the Oversight Committee will be appointed by the Provost and the Dean, School of Medicine, after consultation as appropriate with the IGSP Director.
- 4.4 *Executive Committee.* The activities of the IGSP shall be managed by an Executive Committee composed of the Director, the IGSP Center Directors and the IGSP Director of Administration, Finance and Planning.

The Executive Committee shall be expected to:

- Participate in setting the Institute's strategies and priorities
- Advise on new programs and faculty recruiting
- Monitor the Institute's progress
- Serve as advocates and representatives of the Institute

Executive Committee members will be expected to participate actively in IGSP affairs and to attend the majority of all meetings, which will be held throughout the academic year.

- 4.5 *IGSP Governing Faculty.* The IGSP Investigators who meet the criteria specified in section 3.4.1 shall constitute the IGSP Governing Faculty for purposes of faculty governance.

The Governing Faculty will be expected to:

- Vote on IGSP faculty appointments, promotion and tenure recommendations, subject in all cases to the procedures and regulations specified in the Duke Faculty Handbook
- Vote on policies that govern faculty affairs within the Institute
- Vote on amendments to these bylaws
- Provide advice on matters related to Institute business

The Governing Faculty will meet at least once per semester or at the discretion of the IGSP Director as needed to conduct Institute business.

## **Article 5. OPERATIONS**

- 5.1 *Infrastructure.* The Institute will maintain the infrastructure required to ensure sufficient autonomy in fulfilling its approved Strategic Plan using designated University-wide resources when possible and available.
- 5.2 *Resources.* The Institute's operations are supported by participation of Provost and School of Medicine Strategic Funds and annual budget funds. The Institute shall be responsible for ensuring the longer-term sustainability of its operations through an annual administrative budget, periodic programmatic funds from the University, extramural grants and philanthropy.

- 5.3 *Faculty Appointments.* In order to meet its educational and research goals, the Institute will participate in the recruitment of regular-rank, tenured and non-tenure-track faculty jointly with University departments and schools.

In addition, the Institute has received approval from the Duke Board of Trustees to appoint non-tenure track faculty, with or without joint participation by University departments and schools. All IGSP non-tenure track faculty searches, appointments and promotions will follow University guidelines.

When a non-tenure track faculty position has been approved by the Provost and/or the Dean, School of Medicine, the Institute Director shall appoint a Search Committee. Following a broadly advertised search, or the external review of one particular candidate if a search has been waived, the Search Committee will present its recommendation to the Institute Director. The Director will convene the Institute's Governing Faculty to advise and vote on the recommended appointment of new faculty.

#### **Article 6. AMENDMENT OF THE BYLAWS**

- 6.1 *Amendment of the Bylaws.* Amendments to these bylaws may be proposed by vote of a majority of the IGSP Governing Faculty, acting at a meeting for which the agenda and the proposed amendment were circulated to eligible members at least two weeks in advance. Final decisions on these proposed amendments will rest with the Office of the Provost.
- 6.2 *Severability.* If any provision of these bylaws is held to be illegal, unenforceable, or inconsistent with University rules, that provision shall be automatically severed and removed from these bylaws, the remainder of which shall remain in force.

March 16, 2010

[adopted by vote of Governing Faculty]