

# ***BYLAWS* of the Graduate School of Biomedical Sciences**

## **SECTION 1. Programs of the Graduate School of Biomedical Sciences**

The Graduate School of Biomedical Sciences (GSBS) of the Texas Tech University Health Sciences Center (TTUHSC) was established in 1991 by the First Called Session of the 72nd Legislature in HB1 and authorized in January 1994 by the Texas Higher Education Coordinating Board. The Faculty of the GSBS shall participate in the governance of the Graduate Programs authorized by the Texas Higher Education Coordinating Board (THECB) as existing within the TTUHSC. The governance of these programs shall be in accord with the authority vested in the GSBS Faculty by the State of Texas, the THECB, the TTUHSC Board of Regents, and the TTU System Chancellor. Degrees granted by GSBS Graduate Programs authorized under TTUHSC by the THECB shall be awarded through the TTUHSC. All new programs, including interdisciplinary programs, approved by the THECB for offering through the TTUHSC Graduate School of Biomedical Sciences shall be governed by these bylaws. All proposed Ph.D., M.S. and certificate programs from the Graduate School of Biomedical Sciences shall be reviewed by the GSBS Graduate Council before they are submitted to the TTUHSC Board of Regents and the THECB.

## **SECTION 2. Membership in the GSBS Faculty**

Upon approval of graduate faculty status, faculty agree to utilize Digital Measures (DM) for data collection and give permission to the DM Administrator to access the data for reporting purposes.

**2.1 General.** GSBS Primary and Associate Faculty members must: (1) hold a faculty appointment in the School of Medicine, Paul L. Foster School of Medicine, School of Pharmacy, or Department of Public Health; (2) be recommended for appointment by a majority of the voting members in the sponsoring GSBS Graduate Program/Concentration; (3) be approved for GSBS Faculty membership by the GSBS Graduate Council; and (4) be appointed by the GSBS Dean. Nominations for all GSBS Faculty appointments are submitted to the GSBS Graduate Council on the recommendation of a majority of the sponsoring Program/Concentration's voting members and the chair of the sponsoring department. Appointments are approved by the Dean upon review of faculty credentials. A GSBS Faculty member may hold multiple graduate faculty appointments, but may hold only one Primary appointment. GSBS Graduate Faculty membership privileges vary according to the category of appointment: PRIMARY APPOINTMENT - This appointment most appropriately represents the faculty member's primary qualifications and career interests. Primary appointees have all membership privileges (a-e) listed in Section 2.2. JOINT APPOINTMENT - This appointment provides GSBS Faculty members the option to hold an

additional appointment outside their primary appointment. Membership privileges under this category of appointment are limited to privileges (a), (b), and (c) listed in Section 2.2.

**ASSOCIATE APPOINTMENT** - This appointment is primarily for the purpose of teaching and officially chairing and/or serving on Student Advisory Committees. This level of appointment does not require the GSBS Faculty member to hold either a Primary or Joint GSBS Faculty Appointment. Membership privileges under this category of appointment are limited to privileges (a), (b), and (e) listed in Section 2.2. An **ADJUNCT APPOINTMENT** can be granted as a courtesy to a faculty member with a graduate faculty appointment at another accredited university outside Texas Tech University Health Sciences Center for the purpose of serving on a GSBS student's thesis/dissertation committee. Membership privileges under this category of appointment are limited to privilege (a) listed in Section 2.2, and may serve as a voting member on a student's advisory committee. **Qualified professionals** without graduate faculty status may be granted Adjunct faculty status if approved by the GSBS Dean acting on a recommendation from the Graduate Faculty and the Chair of the sponsoring Department. This courtesy appointment will automatically terminate when the student completes all degree requirements. Members of the GSBS Graduate Faculty who retire (including Emeritus appointments) must notify the GSBS if they wish to maintain a graduate faculty appointment. Faculty currently serving on a student's committee when they retire, may continue to serve until that student graduates. The appointment for retired faculty will automatically switch from their current appointment to an adjunct appointment within their affiliated department/concentration and at the discretion of that department/concentration.

**2.2 Membership Privileges.** Depending on the category of the GSBS Faculty appointment, membership privileges may include: (a) teaching and/or serving as the instructor of record in a graduate level course; (b) serving on Student Advisory Committees as chair and/or a voting member of the committee; (c) voting on issues pertaining to the curriculum requirements, graduate course content, election of new faculty members, and changes in the specific guidelines within the graduate program/concentration, (d) serving as a representative on the GSBS Graduate Council or on any committee appointed by the GSBS Graduate Council, GSBS Faculty or GSBS Dean and voting in the election of members to the GSBS Graduate Council; and (e) voting in the election of Officers of the GSBS Graduate Faculty, and on general GSBS issues. GSBS Faculty holding both a Primary Appointment and/or an Associate Appointment(s) may cast only one vote in the election of officers and on general GSBS issues.

**2.3 Membership Criteria.** Criteria for membership on the GSBS Faculty include: (a) possession of the terminal academic degree in the field, or recognition for substantive and distinctive contributions to the discipline involved; (b) tangible evidence of ongoing productivity in scholarly research and/or creative activity; and (c) successful experience in (or potential for) teaching, counseling, and/or direction of students at the graduate level. The guidelines for fulfilling these three criteria shall be established by the sponsoring department chair, and by the graduate advisor, and faculty of the individual GSBS Graduate Program/Concentration.

**2.4 Review of GSBS Faculty Membership.** Each GSBS Faculty member shall be reviewed by the GSBS Faculty members within that program/concentration at 5 year intervals with recommendations acted upon by the GSBS Graduate Council. Any member, who no longer demonstrates evidence of meeting the criteria described above, will be notified of their deficiencies and terminated or placed on probation for a period of three years. If deficiencies remain at the end of the probationary period the member will be terminated from GSBS Faculty membership.

**2.5 Status of TTU Graduate Faculty.** Texas Tech University (TTU) Graduate Faculty members may serve on a GSBS Student Advisory Committee and will be considered qualified committee members not subject to review or special approval.

### **SECTION 3. The GSBS Faculty**

**3.0 Frequency and Purpose of Meetings.** The GSBS Faculty shall meet annually in the month of May. Additional meetings may be called by the GSBS Dean, the GSBS Associate Deans, the Chair of the graduate faculty, by vote of the GSBS Graduate Council, or by petition of any 25 members of the GSBS Faculty. The purpose of this meeting is to discuss and create solutions concerning specific problems related to graduate education.

**3.1 Notification of Meetings.** Members of the GSBS Faculty shall be notified no less than 2 weeks before a regular or special meeting of the GSBS Faculty concerning its time, place, and agenda.

**3.2 Authority.** The GSBS Faculty can override by majority vote any specific action taken by the GSBS Graduate Council.

**3.3 Officers of the GSBS Faculty.** A Chair and a Secretary shall be elected by the GSBS Faculty from the membership of the GSBS Graduate Council. The Chair shall be a member other than the GSBS Dean or GSBS Associate Deans, and the Chair and Secretary must be selected from different GSBS Graduate Programs/Concentrations. If the newly elected Chair and Secretary are from the same GSBS Graduate Program/Concentration, the Secretary will be considered ineligible and will be replaced by the individual with the second greatest number of votes for the office. The terms of office shall begin on September 1 of each year, and the Officers shall be elected at the May meeting immediately prior to taking office. Those eligible for these offices shall be the members of the GSBS Graduate Council as it will be constituted on September 1. A list of those eligible will be circulated with the agenda with nominations being taken from the floor at the meeting. The Chair shall preside at meetings of the GSBS Faculty and shall be responsible for announcing each meeting and its agenda. The Secretary shall be responsible for recording and appropriately distributing the minutes of the GSBS Faculty meetings.

**3.4 Agenda and Conduct of GSBS Faculty Meetings.** The agenda of the GSBS Faculty Meetings shall be established by the GSBS Deans, the Chair of the GSBS Faculty, and the GSBS Graduate Council. In addition, items may be placed on the agenda by petition of any

five members of the GSBS Faculty. Only agenda items may be considered for formal action at the meeting. Items not on the agenda may be discussed, but formal action will require either a ballot vote of the entire GSBS Faculty or the scheduling of another duly announced GSBS Faculty meeting. A call for agenda items shall be sent to each GSBS Faculty member at least one week prior to the notification of the meeting. Unless otherwise stated in these Bylaws, Robert's Rules of Order shall be followed in conducting meetings of the GSBS Faculty.

**3.5 Majority Vote.** Decisions of the GSBS Faculty shall be made by a simple majority vote (more than half of the votes cast) of members present at a duly called meeting or by a simple majority vote of members casting mail or email ballots. A quorum is defined as the number of GSBS faculty attending the meeting or responding to mail and/or email ballots.

## **SECTION 4. GSBS Graduate Faculty Committees**

**4.1 Graduate Committees.** Each GSBS graduate program/concentration shall have a Graduate Committee consisting of either the whole GSBS Faculty or a representative committee elected by the GSBS Faculty of that program/concentration. Departmental Chairs' responsibilities in Program/Concentration governance are described below; because the Graduate Program in Pharmaceutical Sciences is a joint program between the Department of Pharmaceutical Sciences and the Department of Biomedical Sciences, the two departmental chairs jointly share these responsibilities. The Graduate Advisor, appointed by the Chair of the Department, shall chair the Graduate Committee. The Graduate Committee shall exercise general supervision over the corresponding graduate program/concentration. The Graduate Committee shall make recommendations on behalf of the GSBS Faculty to the departmental Chair and the GSBS Dean regarding: admission of students to the program/concentration, eligibility for Graduate Assistantships, appointment of a supervising professor (Advisor) and Advisory Committee members for each graduate student, preparation and administration of preliminary and/or qualifying examinations and supervision of the conduct and content of core courses in this program. It shall serve as the Advisory Committee for each master's and doctoral student prior to appointment of the supervisor and Advisory Committee for that student. The Graduate Committee may delegate administrative responsibilities to the Graduate Advisor. The Graduate Committee shall review and make recommendations to the GSBS Faculty of the program/concentration regarding matters which require full GSBS Faculty approval.

**4.2 Student Advisory Committees.** A Student Advisory Committee shall be appointed for each student (non-thesis students excluded) by the GSBS Office acting on a recommendation by the Graduate Committee. The Student Advisory Committee shall consist of at least four GSBS Faculty members for PhD committees and at least three GSBS faculty members for Master's committees, one of whom shall serve as the student's supervising professor (Advisor) and as Chair of the Committee. The GSBS Faculty members holding an Associate Appointment may serve as a chair and/or member of a student's Advisory Committee as long as the majority of members on the committee hold Primary or Joint Appointments in the graduate program/concentration in which the student is enrolled. Once appointed the Advisory Committee is responsible for all aspects of the

student's requirements leading to the degree. This committee shall meet at least biannually (with a progress report sent to the GSBS Dean at least annually) and will approve the student's program of studies, monitor the student's academic progress, approve the thesis or dissertation subject, give the final examination, and approve the thesis or dissertation. The Advisory Committee shall certify the satisfactory completion of all aspects of the student's program of studies to the Assistant Dean prior to awarding the degree. The Assistant Dean shall then advise the GSBS Dean that the student has completed all requirements for his or her degree program.

## **SECTION 5. The GSBS Graduate Council**

**5.1 GSBS Graduate Council.** The GSBS Graduate Council shall serve as an elected representative governing body acting on behalf of the GSBS Faculty and shall serve as an advisory body to the GSBS Dean on all matters which relate to graduate programs/concentrations. It is expected that the GSBS Graduate Council will be consulted by the GSBS Dean on all actions being considered that are related to the graduate programs/concentrations. Should a recommendation by the GSBS Graduate Council be disapproved by the Dean, reasons for this disapproval should be communicated, preferably in writing, to the Council before further action is taken. An appropriate representative of the TTU Graduate School shall be invited to serve as an ex officio, non-voting member of the GSBS Graduate Council.

**5.2 Membership on GSBS Graduate Council.** The GSBS Graduate Council shall consist of two GSBS Faculty members from each Graduate Program/Concentration. Graduate Council members shall be primary or joint appointees in the Program/Concentration they represent, and shall be elected by the GSBS Faculty with voting privileges in that Program/Concentration. The Graduate Advisors shall serve as ex officio members of the GSBS Graduate Council and shall have voting privileges only if elected to serve on the GSBS Graduate Council by the GSBS Faculty in their program/concentration. A representative elected by the GSBS Graduate Student Association may serve as a non-voting member of the GSBS Graduate Council. The GSBS Dean shall serve as Chair of the GSBS Graduate Council and shall have the deciding vote in case of a tie.

**5.3 Terms of Membership.** Elected GSBS Graduate Council members shall serve two-year terms with unrestricted eligibility for re-election. They shall be elected in alternate years by April 15 and take office on September 1.

**5.4 Vacancies.** GSBS Graduate Council vacancies or unexpired terms shall be elected by the graduate faculty within the respective program/concentration.

**5.5 Alternates.** If a GSBS Graduate Council member is unable to attend a meeting of the GSBS Graduate Council, an alternate, either designated by the Council member or elected previously by the GSBS Faculty of the graduate program/concentration as a standing alternate, may attend the meeting with voting privileges.



**5.6 Officers of the GSBS Graduate Council.** The Secretary of the GSBS Faculty shall also serve as the Secretary of the GSBS Graduate Council. The term of office shall begin on September 1 of each year with the election as described in Section 3.5. The elected Secretary shall be responsible for recording and appropriate distribution of the minutes of the GSBS Graduate Council meetings. The GSBS Dean shall be Chair of the Graduate Council. In the absence of the Dean, the Dean will appoint an Associate Dean to chair the meeting. In the absence of the Dean and Associate Deans, the elected Chair of the GSBS Faculty shall chair the meeting of the GSBS Graduate Council.

**5.7 Frequency and Conduct of Meetings.** The GSBS Graduate Council shall generally meet monthly, although additional meetings may be called by the GSBS Dean or as voted by the Council. A majority of voting members shall constitute a quorum. Decisions by the Council shall be by a majority vote. Unless otherwise stated in these Bylaws, Robert's Rules of Order shall be followed in conducting meetings of the GSBS Graduate Council.

**5.8 Agenda Items and Announcement of Meetings.** Any member of the GSBS Graduate Council may place items on the agenda of a GSBS Graduate Council meeting. Announcement of the time, place, and agenda for any meeting must be sent at least one week prior to the meeting. Items not on the agenda may be discussed, but only agenda items may be considered for formal action at the meeting unless all members (or alternates) are present and vote unanimously to suspend this rule. Meetings of the GSBS Graduate Council are open to attendance by any member of the GSBS Faculty.

## **SECTION 6. Dean of the GSBS**

The Dean of the GSBS shall be appointed by the President of the TTUHSC.

## **SECTION 7. Associate/Assistant Deans of the Graduate School of Biomedical Sciences**

The GSBS Associate/Assistant Deans shall be appointed by and report to the GSBS Dean, shall serve as staff to the GSBS Dean to administer the GSBS graduate programs, shall serve as ex-officio non-voting members of the GSBS Faculty, unless elected to membership in the GSBS Faculty, may serve as ex-officio, non-voting members of the GSBS Graduate Council; and may serve as ex-officio, non-voting members of the TTU Graduate Council to facilitate the administrative coordination of graduate studies between the two campuses.

## **SECTION 8. Administration of GSBS Graduate Programs**

8.1 Department of Public Health - The Texas Tech University Board of Regents approved the establishment of a Department of Public Health to reside within the Graduate School of Biomedical Sciences in June of 2013. The Texas Higher Education Coordinating Board approved the Master of Public Health degree in October of 2013. While the goal is to establish a School of Public Health to house the MPH and other related programs, the policies and procedures pertaining to the Masters of Public Health Graduate Program will at this time reside within the Graduate School of Biomedical Sciences and be governed by the

GSBS Bylaws. Policies and Procedures pertaining to the Department of Public Health and the Masters of Public Health Graduate Program are available on the Public Health website.

**8.2 Authority and Affiliation Agreements.** The administrative responsibility for GSBS Graduate Programs shall rest with the GSBS through the authority vested in the GSBS Dean by the Chancellor, the TTUHSC President, and the TTU System Board of Regents. Affiliation agreements may be developed between the GSBS and other institutions, including TTU, for such purposes as developing interdisciplinary graduate programs, sharing administrative services, establishing common standards and common admission procedures, facilitating cross campus student enrollment in graduate courses, etc. The GSBS Dean may delegate certain aspects of graduate student program management to the TTU Dean of the Graduate School to facilitate intercampus program interactions within these affiliation agreements. All existing and proposed affiliation agreements should be reported at least annually to the GSBS Graduate Council.

**8.3 Departmental Chair's Responsibilities.** GSBS faculty members' Chairs shall have final approval over placement of a student with a major advisor, taking into consideration the recommendation of the Graduate Committee as well as the research support available from the advisor and the department.

**8.4 Digital Measures.** GSBS utilizes Digital Measures' Activity Insight as a management tool to organize and report on faculty teaching, research and service activities. Activity Insight eliminates periodic, recurring requests for information on faculty activities. Data collected from Activity Insight is utilized to generate program review documents, the THECB 18-characteristics report, and 5-year faculty reviews. Faculty that are granted GSBS graduate faculty status are required to utilize Activity Insight and provide the GSBS DM Administrator access to data within Activity Insight (Digital Measures).

**8.5 Recording of Lectures.** The GSBS will record and post all lectures, including those that are TechLinked to other campuses. Faculty who do not want their recorded lectures posted on SAKAI must notify their program/concentration GSBS Student Affairs Advocate in writing at least two weeks prior to the start of classes each semester. The use of recordings in the event of weather delays and other campus closures is addressed in the GSBS Lecture Recording Policy.

## **SECTION 9. GSBS Admissions Committees**

**9.1 Selection committee.** A GSBS selection committee will review all doctoral applicants (excluding Pharmaceutical Sciences), make recommendations for interviews and submit ballots for those applicants deemed worthy of admission. The committee is comprised of 2 faculty members appointed by the department chair from each concentration that offers a doctoral degree.

**9.2 Admissions Committee.** A GSBS Admissions Committee will review all student ballots (excluding Pharmaceutical Sciences) and submit an admissions ranking to the GSBS Dean. The GSBS admissions committee will include two representatives from each concentration appointed by the department chair and two representatives from the Biotechnology program appointed by the GSBS Dean. Pharmaceutical Sciences applicants will be reviewed by a 6 member Graduate Program Committee, consisting equally of faculty within the Departments of Pharmaceutical Sciences and Biomedical Sciences at Amarillo.

## **SECTION 10. Faculty Senate**

The purpose of the Texas Tech University Health Sciences Center Faculty Senate is to promote interaction and collaboration among the members of the faculty of various schools, as well as to represent the faculty as an advisory body to the TTUHSC President on common issues affecting institutional governance, the faculty, and faculty's responsibilities in teaching, research and service.

**Composition and Terms:** Three Senators shall represent the interests of the GSBS in the TTUHSC Faculty Senate. Senators shall serve for three years, with terms staggered by one year to assure continuity of representation. GSBS Senators must be full-time faculty, preferably tenured, with a current appointment on the Graduate Faculty. One Senator shall have a primary appointment in the Biomedical Sciences Program, one shall have a primary appointment in the Pharmaceutical Sciences Program, and one shall be an 'at large' representative from any Program in the GSBS. Per Senate Bylaws, Senators may not hold more than a 25% administrative appointment. No two GSBS Senators may be elected from the same Concentration in a Program with multiple Concentrations.

Senate terms begin on September 1, and terminate on August 31. GSBS Senators are expected to attend all monthly Senate meetings, as well as all General Faculty Meetings called by the Senate. When schedule conflicts preclude the possibility of attendance, a Senator will designate an alternate to attend in her/his place. Alternates shall have voting privileges for Senate meetings and be counted for purposes of establishing quorum. The senior GSBS Senator or designee shall report on Senate activities at the monthly meetings of Graduate Council, and present a summary of the year's Senate activity at the Annual Meeting of the Graduate Faculty.

One Senator shall be elected each year by e-mail vote of the faculty, following a call for nominations at the Annual Meeting. Senators may be re-elected, as Senator seniority may be desirable when the GSBS has its turn in the rotation of the Senate Presidency among TTUHSC schools. If a senator is unable to fulfill his/her term commitment, the GSBS Dean shall appoint an interim replacement until elections are held in May and a permanent replacement can be elected by the faculty.

## **SECTION 11. Amendments**

This governance plan, "Bylaws of the Graduate School of Biomedical Sciences, Texas Tech University Health Sciences Center," may be amended upon submission to the graduate faculty and by a simple majority vote of members present, mail ballots and/or email ballots cast for the amendment.



Amendments to the Bylaws will be subject to final approval by the GSBS Dean and the TTUHSC President. Written notice of the intention to consider amendments to this document shall be sent to all members of the GSBS Faculty at least 15 days prior to the call for a vote.

## **SECTION 12. Ratification\***

These Bylaws shall become effective when approved by a majority of the GSBS Faculty and ratified by the Dean of the Graduate School of Biomedical Sciences and by the TTUHSC President.

\*Approved and Ratified: 10/24/85

Amended by GSBS Faculty: 10/28/86, 5/27/88, 5/21/91, 10/7/94, 3/31/95, 9/8/95, 5/1/98, 6/30/98, 6/18/03, 5/10/04, 3/07, 5/23/08, 12/8/10, 12/1/2014