

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

**\*\*Information regarding curriculum, program information and operating policies can be found in the GSBS Catalog.**

## **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 (THECB). The Faculty of the GSBS shall participate in the governance of the Graduate Programs authorized by the 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 GSBS shall be governed by these bylaws. All proposed Ph.D., M.S., M.P.H. and certificate programs from the GSBS 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**

***Faculty Credentials.*** It remains the policy of the GSBS (and TTUHSC) that an official academic transcript of each faculty member be kept on file as required for accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). It is also required that faculty with international degrees provide course-by-course transcript evaluations. Every effort will be made by the GSBS to obtain transcripts from the hiring department. The GSBS Dean and Sr. Associate Dean will review all transcripts that are submitted by departments for the purpose of nominating new graduate faculty. Following the Deans' review of faculty credentials, memberships are approved by the Dean according to Section 2.1. Outside institutional faculty only serving on a dissertation committee are exempt from this requirement, as long as proof of current faculty position at their institution is presented at the time of nomination.

Upon acceptance of membership to the GSBS graduate faculty, members will be required to provide data as requested for reporting purposes.

**2.1 General.** For membership, TTUHSC faculty members must be employed within TTUHSC School of Medicine, School of Pharmacy, or the GSBS Department of Public Health. Prospective members must: (1) be recommended for membership by a majority of the voting GSBS members in the sponsoring graduate program/concentration; and (2) be approved for

GSBS membership by the GSBS Graduate Council and by the Dean. All nominations for GSBS membership are submitted to the GSBS Graduate Council by the Department Chair of the sponsoring department (or Director of the program/concentration) on the recommendation of a majority of the sponsoring program/concentration's voting members.

A GSBS graduate faculty member may hold memberships in multiple concentrations, but may be a full member in only one program/concentration. GSBS graduate faculty membership privileges vary according to the category:

FULL MEMBER - This membership status most appropriately represents the faculty member's primary qualifications and career interests. Full members have all membership privileges (a-e) listed in Section 2.2.

AFFILIATE MEMBER - This exclusive membership status is for faculty associated with the Biotechnology program and/or Graduate Medical Sciences concentration and who are full members in another concentration. Membership privileges under this category are limited to privileges (a), (b), (c) and (d) listed in Section 2.2.

ASSOCIATE MEMBER - This membership status is primarily for the purpose of teaching and officially chairing and/or serving on Student Advisory Committees. This level of membership does not require the GSBS graduate faculty member to be a member of another concentration/program. Membership privileges under this category are limited to privileges (a), (b), and (e) listed in Section 2.2.

ADJUNCT MEMBER - Membership privileges under this category include teaching and/or serving as an instructor in a graduate level course and/or serving as a voting member on a student's advisory committee.

- Outside Institutional faculty - Membership is granted to faculty with a graduate faculty appointment at another accredited university outside Texas Tech University Health Sciences Center. Faculty must submit a current CV and proof of faculty position at current institution only.
- Texas Tech University (TTU) graduate faculty members who serve on a GSBS Student Advisory Committee will be automatically considered qualified committee members not subject to review by GSBS Graduate Council.
- Qualified professionals without graduate faculty status at another institution may be granted Adjunct membership status for the purpose of serving on a GSBS student's thesis/dissertation committee if approved by the GSBS Dean acting on a recommendation from the Graduate Faculty and the Chair of the sponsoring Department. Courtesy membership for qualified professionals will automatically terminate when the student completes all degree requirements.
- Emeritus/retired TTUHSC faculty may hold only Adjunct membership at the discretion of the department/concentration.

Non-Members: For purposes of graduate teaching, non-members with expertise in their areas will be allowed to participate in and lecture in graduate courses on an ad hoc basis. The GSBS shall be notified that non-GSBS members will be lecturing in a course either by providing the course syllabus to the GSBS with the lecturers listed or by providing other notification in cases when the syllabus is not appropriate. It will be the course director's responsibility to confirm that non-member guest lecturers are qualified to teach graduate courses.

Faculty currently serving on a student's committee at the time of retirement may continue to serve until the student graduates. Members of the GSBS graduate faculty who retire (including Emeritus appointments) and wish to switch to Adjunct membership must notify the GSBS. Failure to notify the GSBS will result in discontinuation of membership.

**2.2 Membership Privileges.** Depending on the membership category, 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 graduate 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 graduate faculty holding multiple memberships may cast only one vote in the election of officers and on general GSBS issues.

**2.3 Membership Criteria.** Criteria for graduate faculty membership within the GSBS 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 graduate faculty member shall be recommended for renewal within the sponsoring program/concentration at 5-year intervals, with recommendations acted upon (approved or disapproved) by the GSBS Graduate Council

and by the GSBS Dean. Any graduate faculty member who no longer demonstrates evidence of meeting the criteria described above in 2.3, will be notified of their deficiencies and placed on probation for a period of up to two years. If deficiencies remain at the end of the probationary period, the member will be terminated from membership within the GSBS.

## **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 these meetings is to conduct business brought forward by the Faculty and Administration of GSBS.

**3.1 Notification of Meetings.** Members of the GSBS graduate faculty shall be notified no less than 4 weeks before a regular or special meeting of the GSBS graduate faculty concerning its time and place. Notification shall include a call for additional agenda items. The final agenda must be sent to all members no later than 2 weeks prior to the meeting.

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

**3.3 Officers of the GSBS Graduate Faculty.** A Chair and a Secretary shall be elected by the GSBS graduate 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 graduate 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 graduate faculty, and the GSBS Graduate Council. 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 graduate faculty membership or the scheduling of another duly announced GSBS Faculty meeting. Unless otherwise stated in these Bylaws, Robert's Rules of Order shall be followed in conducting meetings of the GSBS graduate 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. The GSBS Graduate Council**

**4.1 GSBS Graduate Council.** The GSBS Graduate Council shall serve as an elected representative governing body acting on behalf of the GSBS graduate 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.

**4.2 Membership on GSBS Graduate Council.** The GSBS Graduate Council shall consist of two GSBS graduate faculty members from each graduate program/concentration. Graduate Council members shall hold membership within the program/concentration they represent, and shall be elected by the GSBS graduate 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 graduate faculty in their program/concentration. A representative elected by the GSBS Graduate Student Association shall 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.

**4.3 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.

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

**4.5 Attendance and 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 graduate faculty of the program/concentration as a standing alternate, may attend the meeting with voting privileges. Three unexcused absences shall result in a request to the Department Chair (or program/concentration Director) for replacement by the GSBS Dean.

**4.6 Officers of the GSBS Graduate Council.** The Secretary of the GSBS graduate 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 reviewing 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 graduate faculty shall chair the meeting of the GSBS Graduate Council.

**4.7 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.

**4.8 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 graduate faculty.

## **SECTION5. Dean of the GSBS**

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

## **SECTION6. 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 graduate faculty, unless elected to membership in the GSBS graduate 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.

## **SECTION7. Administration of GSBS Graduate Programs**

7.1 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 long-term goal is to establish a School of Public Health to house the M.P.H. 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 Department of Public Health website.



**7.2 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.

**7.3 Department Chair's Responsibilities.** GSBS graduate faculty members' Department 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.

**7.4 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 the institutional website 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 [Inclement Weather Policy](#).

## **SECTION 8. 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 and faculty's responsibilities in teaching, research, care 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 current graduate faculty membership within GSBS. One Senator shall be a full member in the Biomedical Sciences Program, one shall be a full member 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.

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 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 9. 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 graduate faculty at least 15 days prior to the call for a vote.

Administrative changes for minor corrections/additions may be made to the Bylaws by the GSBS Dean with only Graduate Council notification. Minor changes include, but are not limited to, changes in titles and/or administrative structure.

## **SECTION 10. Ratification\***

These Bylaws shall become effective when approved by a majority of the GSBS graduate 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, 2/4/16