

ARTICLE XVIII - STANDING COMMITTEES

INTRODUCTION: Membership on standing committees shall be full time faculty appointed by the President or elected by the faculty at large for a designated term. Non faculty members may be appointed to standing committees in compliance with federal or state regulations. All committee chairs are elected by the members subject to the approval of the President or his/her designee, unless otherwise specified in these bylaws. All committee chairs, appointed or elected must be full time faculty members.

Section A- Faculty Bylaws

The faculty bylaws committee reports to the President or his/her designee.

1. **Composition and terms:** the faculty bylaws committee shall consist of two (2) full-time faculty members from each school appointed by the President to serve staggered two (2) year terms.
2. **Responsibilities:** The faculty bylaws committee shall be responsible for submitting proposed amendments and additions to the faculty bylaws at regular Faculty Senate meetings for consideration and subsequent decision by the faculty senators. The committee may act on it's own responsibility with its own charge, or may act at the request of other members of the academic community. The committee may receive requests for amendments either in the form of general suggestions for amendments or in the form of specifically worded proposed changes. The committee shall regularly review school/college departmental bylaws as submitted.
3. **Procedures:** After the faculty bylaws committee has formulated proposed amendments or additions to the faculty bylaws, the proposed amendment(s) or additions to the bylaws shall be initiated by a first reading at any regular meeting of the Faculty Senate and shall be ratified by a simple majority of the senators attending the next regular meeting. The first reading shall be regarded as an announcement of pending consideration. Debate on the proposed amendment or addition shall take place at the second reading, at the next regular meeting of the Faculty Senate. Such amendments and additions to the faculty bylaws shall be published in the minutes and distributed to the entire faculty. Changes in the titles of offices and of academic units shall be made in the bylaws as they occur by the faculty bylaws committee. All such changes shall be reported to the Faculty Senate at its next regular meeting, and such changes shall become final when so reported, unless the senate shall vote to treat the report as a first reading of a proposed bylaw. All such amendments shall become final when approved by the President.
4. **Regular Review:** The faculty bylaws committee shall review the faculty bylaws not less often than each five years to determine whether they are adequate for the efficient functioning of the UNTHSC. Annual review of ad hoc committees regarding their continuance shall be performed by this committee and recommendations forwarded to the President. This committee shall be informed of the establishment of ad hoc committees when appointed.
5. **Interpretation:** In situations where the application of the faculty bylaws is unclear, the faculty bylaws committee shall interpret the meaning of the faculty bylaws and forward its interpretation to the President. In addition, the faculty bylaws committee shall serve as the appeal body for the interpretation of the bylaws of the various entities of the UNTHSC.

6. Minutes: Copies of the minutes of the faculty bylaws committee shall be available to faculty members.

Section B- Faculty Grievance and Appeal Committee

The faculty grievance and appeal committee shall report to the President through the provost.

1. Composition and terms: The committee shall consist of two (2) members from each school elected from the full-time faculty having the rank of associate professor or professor. A chair shall be elected from among the committee members with consent from the provost and an alternate from the corresponding school will fill the newly elected chair's slot. The term of service for members and alternates shall be two (2) years, with terms staggered so that four (4) members are elected each year. Nominations to fill vacancies on this committee shall be made by the Faculty Senate. The election shall be by mail ballot within ten (10) working days following the spring faculty assembly. Two members and two alternates from each school will be elected based upon the ranking of popular vote of the faculty. Alternates may fill an unexpired vacant position on the committee or serve when a regular member recuses from hearing a particular matter. Department chairs and deans cannot serve and there shall be no ex-officio members of this committee.
2. Responsibilities: The committee shall receive written appeals from faculty members and conduct hearings, as described in Article XII, Appeals; Article XIII, Faculty Misconduct; Article XIV, Grievance by a Faculty Member; and Article XV, Financial Exigency, as appropriate.
3. Minutes: Copies of minutes of the meetings of this committee shall be available only to committee members, the appealing faculty member and the administrator whose decision was appealed.

Section C- Institutional Biosafety Committee (IBC)

The institutional biosafety committee reports to the vice president of research and biotechnology.

1. Composition and terms: The committee shall be comprised of no fewer than five (5) members appointed by the vice president of research, one of whom should be the institutional safety officer. Members shall be selected so that they, collectively, have experience and expertise in recombinant DNA technology and the capability to assess the safety of recombinant DNA research, biological safety, physical containment of infectious organisms in research laboratory environments and to identify any potential risk to public health or to the environment. Members shall serve three-year staggered terms to ensure continuity. At least two (2) members, not affiliated with the institution, will assure concern of the surrounding community with respect to health and protection of the environment.
2. Responsibilities: The IBC shall have the responsibility and authority to review research protocols for evaluation of the safety of recombinant DNA activities and the use of infectious organisms. The chairman of the IBC shall be responsible for assuring that the recommendations approved by the committee are followed. The IBC shall follow guidelines and regulations established by state and federal law to guide its activity.
3. Meetings: The IBC shall meet at least once each year and as often as necessary based on the need to review research protocols.

4. Access to Minutes: Upon request, the institution shall make available all IBC meeting minutes and any documents to or received from funding agencies, which the latter are required to make available to the public. Minutes shall be recorded and kept on file in the office of research and biotechnology.

Section D- Intellectual Property Advisory Committee

The intellectual property advisory committee reports to the vice president of research and biotechnology.

1. Composition and terms: The intellectual property advisory committee (IPAC) shall be composed of nine (9) faculty members, a minimum of one member from each school, appointed by the vice president of research. Each member shall serve 3 year staggered terms. Consultants may be appointed by the committee as needed.
2. Responsibilities: The committee shall be responsible for establishing the UNTHSC policies and guidelines concerning patents and copyrights. The committee will (a) encourage the development of patents for ideas and products and the development of copyrighted educational materials which are consistent with the UNTHSC goals and public interest, (b) protect the interest of the UNTHSC, its employees, outside sponsors and the public in matters regarding patents and copy rights, and (c) review and recommend the assignment of any rights and royalties among all parties involved in an equitable fashion. The committee will periodically review the intellectual property policy of UNTHSC and recommend changes in operating guidelines as deemed necessary.
3. Minutes: Copies of the minutes of this committee shall be available to faculty members. Confidential and proprietary information shall not be disclosed in the minutes.

Section E- Intramural Research Committee

The intramural research committee reports to the vice president of research and biotechnology.

1. Composition and terms: The committee shall consist of three (3) voting members from each school, appointed by the vice president of research and biotechnology. The vice president for research and biotechnology serves as an ad hoc, non-voting member. Members shall serve three-year staggered terms.
2. Responsibilities: (1) To encourage active research programs and incorporation of these programs into the overall academic commitments of the health science center; (2) to review policies and establish guidelines relative to all intramural research programs; and (3) to evaluate applications and award funds to those programs under the two-tier system employed by the National Institutes of Health.
3. Minutes: Copies of the minutes of this committee, with exception of those portions of the minutes that relate directly to the awarding of funds, shall be available to all faculty members.

Section F- Radiation Safety Committee

The radiation safety committee reports to the vice president of research.

1. Composition and terms: The radiation safety committee is composed of the associate vice president for research and biotechnology, the radiation safety officer, and one (1) faculty member who is an authorized user of radioactive materials from each department in which radioactive materials are used. The chair of this committee shall be appointed by the President. Faculty members shall be appointed

- by the President, in consultation with department chairs. Appointments are for three (3)-year terms. Consultants to this committee shall be appointed as needed.
2. Responsibilities: The radiation safety committee is responsible for all policies and practices regarding the license, purchase, shipment, use, monitoring, disposal and transfer of radioisotopes, sources of radiation and radiation-producing devices including regulated laser. The day-to-day details of the program are delegated to the radiation safety officer who is also the UNTHSC liaison with the appropriate regulatory agency and with other regulatory agencies which regulate disposal or transportation of radioactive materials.
 3. Meetings The committee will meet quarterly. Additional meetings can be called as deemed necessary.
 4. Minutes: Minutes of meetings of the radiation safety committee shall be kept on file in the office of the radiation safety officer for inspection.

Section G- Scholarly Misconduct Committee

The scholarly misconduct committee reports to the provost or his/her designee.

1. Composition and terms: The committee shall consist of seven (7) members, at least four (4) of whom must be tenured, full-time faculty members, appointed by the provost. The seventh member shall be the associate vice president for research and biotechnology. Each member will serve a three-year term. Committee members will be appointed on a staggered basis each year from among qualified persons. If a member of the committee on scholarly misconduct is accused of scholarly misconduct, he/she will be excused from the committee and its deliberations. When deemed necessary, the chair may appoint additional ad hoc committee members to assist in an inquiry or investigation. Ad hoc committee members shall have a voice but no vote during committee deliberations.
2. Responsibilities: The committee shall conduct all inquiries and investigations relating to scholarly misconduct involving UNTHSC faculty, staff and others as required by law. Based on the results of an investigation, the committee shall recommend appropriate actions to the President with regard to individuals or groups who are found to have engaged in scholarly misconduct policy. Specifically, the committee shall be responsible for:
 - a. inquiring immediately into an allegation or other evidence of possible scholarly misconduct;
 - b. protecting, to the maximum extent possible under federal and state laws, the privacy of those who in good faith report apparent instances of scholarly misconduct;
 - c. affording the accused individual(s) confidential treatment to the maximum extent possible under federal and state laws, a prompt and thorough investigation and an opportunity to respond to allegations and findings of the inquiry and/or investigation;
 - d. making specific recommendations to the senior vice president on actions to be taken when an individual is determined to have engaged in scholarly misconduct;
 - e. maintaining proper documentation of all allegations, inquiries, investigations and recommendations concerning scholarly misconduct;
 - f. ensuring that the Director of the Office of Scientific Integrity (a component of the Office of the Director of the National Institutes for Health) is notified of the

- complaint and resolution thereof if Public Health Service or other federal funds are involved; and
- g. making recommendations to the President for changes in the scholarly misconduct policy and associate procedures as necessary.
The chair of this committee is responsible for disseminating the policy on scholarly misconduct, educating UNTHSC personnel about scholarly misconduct and interpreting the scholarly misconduct policy as necessary.
3. Minutes: In order to protect the privacy of individual(s) and to ensure confidentiality of materials provided to the committee, access to the minutes and other records of the committee will be allowed to UNTHSC faculty, staff and others, as required by law, who have a legitimate need to know about such information.
 4. Additional information: For further details, consult the Policy for Research Integrity (Policy # F/UNTHSC/RES/ORB-02).

Section H- Scholarships, Loans, and Awards Committee

The scholarships, loans, and awards committee reports to the President through the provost.

1. Composition and terms: The members of this committee shall be appointed by the provost for a one year term. The senior student affairs officer (SSAO) will chair the committee as a function of the position of SSAO. As chair, the SSAO will only cast a vote on items that result in a tie vote from the appointed members. The director of the office of financial aid, the designated scholarship coordinator in the financial aid office, and a representative from the development office shall be permanent ex-officio members of the committee. Membership shall consist of one representative from each school housed on the UNTHSC campus.
2. Responsibilities: This committee shall formulate policies and procedures by which loans, scholarships, grants and other financial aids may be awarded to students. This committee shall also make recommendations to the President as to the recipients of the various special awards that are made to certain students. These policies and procedures shall be approved through proper channels and in accordance with state and federal law. The committee is then responsible for equitable distribution of these policies and procedures for the awarding of such financial aids as are available to the appropriate student applications.
3. Access to minutes: In order to protect the privacy of students and applicants for financial aid and to ensure confidentiality of materials provided to the committee, access to minutes and other records of the committee shall be restricted to persons who, in the judgment of the committee, have need for such information. Summaries of minutes from which confidential information has been deleted may be provided to persons so qualified.