FACULTY BYLAWS

Adopted by the Graduate Council & GSBS Faculty

Amended: August, 2000
       June, 2002
       January, 2003
       July, 2009
       January, 2011

February 8, 2011 APPROVED

Reviewed and Approved by GSBS Bylaws Committee 5/8/2012

Amended 10/2012
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MISSION STATEMENT

The Graduate School of Biomedical Sciences (GSBS) is committed to:

- Excellence in education, research and service;
- Offering students opportunities to earn advanced degrees in the biomedical sciences;
- Providing an innovative and diverse educational environment that supports state-of-the-art research in areas of health science and biotechnology;
- Exemplary teaching skills;
- Service to the community; and
- Collaborating with other health science center schools to provide biomedical science educators as well as programs to offer dual degrees for future careers as health science researchers.

Biomedical science graduates fill positions in health science centers, colleges and universities, community health centers, federal agencies and industry.

ARTICLE I - GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

Section A. Name

The faculty of the GSBS, a constituent faculty, is designated hereinafter as the "graduate faculty." Faculty of UNT Health Science Center may apply for graduate faculty membership if they will be involved in graduate education.

Section B. Object and Function

The object of the graduate faculty is to give emphasis to graduate instruction and related research and to function as follows: to maintain an overview of the program and procedures of graduate instruction and of the environment created by the UNT Health Science Center (hereafter referred to as "UNTHSC") for research, to establish academic regulations for graduate study, and to review proposed graduate curricula.

Section C. Authority

This graduate faculty is authorized to establish and achieve its educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other executive officers, and faculty members, subject only to the general rules and regulations of the UNTHSC faculty and the authority of the dean of the GSBS, provost, president, chancellor and the Board of Regents.
ARTICLE II - FACULTY

Section A. Composition

Faculty status shall be assigned to persons whose qualifications and primary functions are academic. A faculty employee shall have a specified academic rank and hold an appointment for a fixed term as determined by the president. Administrative officers of the GSBS, such as the dean/associate deans/assistant deans and other officers who are recommended by the president, may have faculty status if they are also members of the academic departments even though their primary responsibilities are those of planning and/or administration.

Section B. Voting Privileges

Voting privileges are extended to faculty members appointed under Section A above, who are employed full-time. A current list of faculty eligible to vote shall be compiled and maintained in the office of the faculty affairs. Eligible faculty members shall have one vote each on issues voted on by the faculty.

Section C. Academic Freedom

Academic freedom is an additional assurance beyond constitutional rights to faculty. Academic freedom is not an absolute; it is recognized and protected in order that members of the academic community may perform a vital function. Academic freedom properly applies to rights of expression pertaining to teaching and research within areas of professional competence. Academic freedom is the right of members of the academic community to freely study, discuss, investigate, teach, conduct research and publish as is appropriate to their respective roles and responsibilities even if exercising these freedoms proves controversial. It is the policy and responsibility of the UNTHSC to assure and protect these rights within the governing framework of the institution. All faculty members are, therefore, entitled to full freedom in the classroom to discuss the subjects which they teach and to voice their conclusions concerning the significance of evidence which they consider relevant. All faculty members are also entitled to full freedom in research and in the publication and dissemination of the results there from.

ARTICLE III - GRADUATE FACULTY MEMBERSHIP

Section A. Graduate Faculty

The graduate faculty is constituted of those members of the GSBS faculty and associated faculties who are elected by the Graduate Council.

Section B. Policy for Graduate Faculty Membership

1. Eligibility.
Graduate faculty membership is in one of three categories (I, II, III). Membership in a category provides authorization to participate in specified functions within the graduate program. Persons with the rank of Professor, Associate Professor, Assistant Professor, or Instructor are eligible to be nominated as members of category I, II, or III of the graduate faculty. Faculty members who have demonstrated evidence of mature, independent work over time in scholarly, research or creative activities but whose current programs of activity are impeded because of major university administrative responsibilities may be designated for Ex-Officio membership in Category III of the graduate faculty as deemed appropriate by the graduate dean.

Section C. Functions

Individuals must be members of the graduate faculty to participate in the graduate program; only graduate faculty members are authorized to perform one or more of the following functions:
1. Teach 5000- and 6000-level courses;
2. Serve as member of master's degree advisory committees;
3. Serve as major or co-major professor for master's degree students;
4. Direct master's theses;
5. Serve as major professor or co-major professor for doctoral degree students;
6. Serve as member of dissertation committees;
7. Serve as major professor for doctoral dissertations;
8. Serve as graduate school representative (University Member) for doctoral dissertation or final comprehensive examinations of doctoral students.

Section D. Criteria for Graduate Faculty Membership (four-year term)

Departments may recommend appointments to membership on the graduate faculty on the basis of the following minimum qualifications established by the Graduate Council for each category. Each department shall develop its own, more detailed guidelines for selection consonant with the spirit of the basic criteria. These written statements of departmental guidelines shall be submitted through the appropriate school or college process, if applicable, and then to the Graduate Council for review and approval. Guidelines that have received final approval by the Graduate Dean will be kept on file in the office of the Graduate Dean and shall be reviewed every four years. The Graduate Council expects that departments will measure each candidate carefully and critically against their own criteria and the minimum criteria listed below before sending recommendations forward.
Section E  Functions and Qualifications by Category

1. Category I
   Functions
   1. Teach 5000- or 6000-level courses, excluding 6950 (dissertation);
   2. Serve as member of master's advisory committees;
   3. Serve as member of dissertation committees;
   4. Serve as a co-major professor with a category ii or iii faculty member on a master's advisory committee (cannot chair master's or dissertation advisory committee).
   Qualifications
   1. Education: appropriate advanced degree (PhD, DO, MPH, MD or equivalent) and appropriate experience;
   2. Experience: college teaching or significant professional experience or both.

2. Category II
   Functions
   1. Teach 5000- or 6000-level courses;
   2. Serve as member of master's advisory committees;
   3. Serve as member of dissertation committees;
   4. Serve as major professor for master's degree students;
   5. Serve as a co-major professor with a category iii faculty member for a doctoral student;
   6. Serve as Graduate School representative (university member) for doctoral dissertations or final comprehensive examinations of doctoral students.
   Qualifications
   1. Education: terminal degree (PhD, DO, MD, or equivalent) and appropriate experience.
   2. Scholarly and research attainments: evidence of scholarly, research, professional or creative activity.
   3. Experience: college-level teaching or significant professional experience or both.

3. Category III
   Functions
   1. Teach 5000- and 6000-level courses;
   2. Serve as member of master's advisory committees;
   3. Serve as member of dissertation committees;
   4. Serve as major professor or co-major professor for master's and doctoral students;
   5. Serve as major professor or director for master's theses and doctoral dissertations;
   6. Serve as Graduate School representative (university member) for doctoral dissertations or final comprehensive examinations of doctoral students.
Qualifications
1. Education: terminal degree (PhD, DO, MD or equivalent) and appropriate experience;
2. Scholarly and research attainments: evidence of mature, independent work continuing to the present in scholarly, research, or creative activities (generally implies obtaining extramural funding). Such evidence takes the form of published books, scholarly monographs, articles in refereed or other appropriate journals, presentations, consultantships, or other significantly scholarly and professional activity;
3. Experience: significant graduate-level teaching or professional experience.

Section F. Procedures for Nomination and Election

Recommendations for membership to Categories I, II, or III of the Graduate Faculty must follow a specific procedure. Faculty members not recommended shall have the usual rights to file appeals through the appropriate departmental and appeals committee of the institution. Membership to the graduate faculty shall occur through nomination and review by appropriate departmental, school/college, and Graduate Council Committees.

1. Nominations.
   a. Nominations to Category III membership on the Graduate Faculty shall be made by the departmental Graduate Studies Committee, or other duly constituted departmental committee with access to relevant information. Criteria for nominations shall follow the minimum standards listed previously for Category III.
   b. The departmental chair may choose to file a report supporting or differing from the committee nominations; but in the event of disagreement, the chair shall discuss the matter with the nominating committee and seek a resolution of the differences.
   c. Departmental nominations with all documentation shall be sent to the Graduate Dean.
   d. After review, the dean shall submit nominations and recommendations for Category III membership to the Graduate Council which shall certify by appropriate documentation that those nominated satisfactorily meet the qualifications for Category III.
   e. The Graduate Dean shall review all actions of the Graduate Council and may accept or reject recommendations.
   f. When the Graduate Council is not available to meet, the Dean of the Graduate School may make appointments and report them later to the Graduate Council.
Section G. Review

Graduate faculty status shall be reviewed every four years through the procedures detailed in this document.

Section H. Auxiliary and Emeritus Faculty

Institutional policy shall prevail in this category, unless the GSBS creates school-specific policy that differs from UNTHSC policy.

Section I. Adjunct and Visiting Faculty

Faculty members holding the title of Internship Mentor, Visiting Professor, Adjunct Associate Professor or Adjunct Assistant Professor may be nominated by the departmental graduate studies committee or department chair for graduate faculty membership at the Category I or II level.

The appropriate departmental committee may nominate adjunct faculty members for Category III membership on the graduate faculty. Adjunct faculty designated as Category III may serve as co-major professors for (master's and) doctoral degree students.

Section J. Temporary Faculty

The solicitation of members outside the health science center faculty is encouraged, when appropriate, to provide expertise to an individual student’s specific research project. These individuals, designated as temporary faculty, will retain the designation until they are either removed from the student’s committee or upon the dissolution of the student’s committee.

Section K. Modified Service and Retired Faculty

Assistant, Associate, or full Professors holding graduate faculty membership at the Category II or III level at the time of modified service or retirement may continue to act as advisors for their advisees in progress at the time of retirement with the approval of the appropriate departmental committee and notification to the Graduate School. For these faculty to engage in graduate teaching or advising activities not in progress at the time of retirement, approval of both the appropriate departmental committee and the Dean of the Graduate School shall be required.

ARTICLE IV- OFFICERS

The Dean of the GSBS serves as the chair of the graduate faculty and of the Graduate Council. In the absence of the dean, the Associate or Assistant Dean of the GSBS will substitute in this role. The secretary is appointed by the dean with the concurrence of the Graduate Council.
ARTICLE V- MEETINGS

Section A. Call of Meetings

Meetings of the graduate faculty may be called at the discretion of the dean or, in his/her absence, by a designate. Meetings must be called at the earliest convenient time on the request of the Graduate Council or on the written petition of 10 members of the graduate faculty.

Section B. Quorum

Fifty-one percent of the voting members of the graduate faculty present at a meeting properly called in accordance with this article constitute a quorum.

Section C. Agenda

The dean is responsible for the agenda and causes it to be issued at least one week before each meeting of the graduate faculty. The agenda lists all subjects, other than routine matters, to be voted on by the graduate faculty.

ARTICLE VI- STANDING COMMITTEES

Standing committees of the graduate faculty or of the Graduate Council are appointed by the Graduate Council. Special or ad hoc committees are appointed by the dean in consultation with the Graduate Council.

Section A. Graduate Council

1. Function
The Graduate Council is the representative body of and is empowered to act for the graduate faculty. The council is responsible to and reports its actions to the graduate faculty. The Graduate Council has the authority to originate actions affecting the GSBS. Actions affecting the graduating school originating outside the school are considered and acted on by the council when they are forwarded to it by the appropriate UNTHSC faculties. Policy actions concerning standards for admission, academic standards, courses or instruction, curricula, graduation requirements, and graduate degrees to be granted require routine approval by the Graduate Council.

2. Composition of Graduate Council.
The chair of the Graduate Council is the Dean for the GSBS. Additionally, the Graduate Council will consist of:
- the graduate advisor for each Biomedical Science discipline;
- two "at large" members elected from the graduate faculty;
• two student members (the President and Vice President of the Graduate Student Association);
• Ex-Officio (non-voting) members consisting of:
  o Director of the Library
  o Associate or Assistant Deans of the GSBS
  o Director of Graduate Admissions and Services

In the case of a tie the chair of the Graduate Council or his/her designee will vote. The chairs of the biomedical sciences departments will serve as the Executive Advisory Committee to the Graduate Dean and Graduate Council.

3. Terms of Office
The regularly elected and appointed faculty members of the council serve for three years, taking office on the first day of the fall semester of the year for which they are elected or appointed.

4. Eligibility
Every voting member of the graduate faculty is eligible to serve on the council.

5. Elections
Regular elections for college representatives on the council are held before the start of the fall semester in each year in which the school is to hold an election. Nominations are solicited in writing from the graduate faculty constituency. Once nominations are closed, The Election Committee prepares ballots and distributes them to voting members of the graduate faculty. The deadline for the return of the ballots is stated on the ballots and it may not be less than one week after the date of mailing the ballots to the voting members of the graduate faculty. The Election Committee canvasses the ballots and election is by majority vote.

6. Appointments
In appointing faculty members to serve on the council, the dean considers the number of members of the graduate faculty in the graduate school and also considers the need for breadth of representation of disciplines. The appointment of the graduate student members is based on GSA elections of President and Vice President.

7. Vacancies
If an elected member of the council is unable to complete his/her term, the dean appoints another member to complete the term.

8. Quorum
A quorum consists of a majority of the members of the council.

Section B. Promotion and Tenure Committee

1. Reporting
The promotion and tenure committee reports to the dean.

2. Composition and Terms
This committee shall consist of seven members: the chair of each departmental P&T committee shall be appointed, and two members shall be elected by the faculty at large. Members shall serve for three-year terms, but may not be re-appointed consecutively. The members shall elect a chair from the membership who must be approved by the dean. The chair shall have a voice and shall vote. The election for the chair shall take place at the first meeting of each academic year. A member may serve as chair for no more than two succeeding one year terms. The chair shall have had previous service on the promotion and tenure committee. All members must be tenured and hold the rank of associate professor or professor. No member may serve on this committee and on the faculty grievance and appeal committee simultaneously. Committee members who are from the same department as a candidate being reviewed for promotion and/or tenure shall not be allowed to vote on that candidate’s application. If the spouse of a candidate for promotion and/or tenure serves on the promotion and tenure committee at the time of application, that committee member (the spouse) will not be permitted to participate in the discussion of the candidate’s application nor will he/she be allowed to vote or be present during these proceedings. The chair may appoint additional ad hoc members to replace members with a conflict or an approved absence to maintain the balance of the committee.

3. Responsibilities
This committee shall have the responsibility of reviewing all application documentation for the promotion and/or tenure process as per Article IX, Section B, and Article X, Section B of the Institutional Faculty Bylaws. This committee has the option to call for additional input or information to aid in its deliberations. After review of all documentation, and a subsequent vote on the application, this committee shall forward its recommendation along with all documentation to the dean. The dean shall make his/her recommendation to the Institutional Promotion and Tenure Committee and to the provost and the president. This committee shall also review changes in status as it pertains to tenure and non-tenure track faculty status.

4. Minutes
Copies of the minutes of this committee shall be available to the faculty member(s) under consideration. Unless otherwise required by law, only those portions of the minutes pertaining to that faculty member shall be available to him/her in order to protect the privacy of other faculty member(s) and to ensure confidentiality of materials presented to the committee.
Section C. Admissions Committee

1. **Composition and Terms**
   This committee shall consist of five voting members, representing each of the five basic science departments within the GSBS, one faculty member representing the Office of Minority Affairs and chaired by the Associate Dean for Biomedical Sciences. Membership to this committee will be through an annual appointment made by the respective department chairs. The chair of the Admissions Committee will have the responsibility of moderating the discussion, and serving as the point of contact for the administrative support staff. The chair will also be responsible for communicating the recommendations of the committee to the Graduate Dean. There will be no term limits for members and the chair of this committee.

2. **Reporting**
   The Admissions Committee reports to the Graduate Dean.

3. **Responsibilities**
   This committee shall have the responsibility of reviewing all application documentation for the traditional MS and PhD programs. Following initial review, this committee will identify a subset of candidates to be interviewed and following the interview, the committee, through the chair, will recommend to the Graduate Dean a list of suitable candidates for admission.

4. **Minutes**
   Minutes will be recorded by a member of the administrative support staff for all Admission Committee meetings convened.

**ARTICLE VII- RULES OF ORDER**

**ARTICLE VII- RULES OF ORDER**

Latest revision of *Roberts Rules of Order* shall serve as the rules of order for all meetings.

**ARTICLE VIII- AMENDMENTS**

These bylaws may be amended by approval of a two-thirds vote of the voting members of the Graduate faculty. Amendments that conflict with any provision of the faculty bylaws of the UNTHSC or with Regents' policies are without effect. Proposed amendments must have been published in the agenda at least one week before the meeting of the Graduate faculty or presented in writing at the meeting previous to the one in which the vote is to be taken. No provisions of this article may be suspended.