

# University of North Texas Health Science Center

## Graduate School of Biomedical Sciences (GSBS)

### Bylaws

Adopted by the GSBS Faculty

Approved: 12/05/2019

Amended: 06/25/2020

  
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J. Michael Mathis, Ph.D.  
Dean

12/05/2019  
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Date

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Charles Taylor, Pharm.D.  
Executive Vice President & Provost

10/1/2020  
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Date

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## **FACULTY BYLAWS**

### **PREAMBLE**

It is the purpose of these Bylaws to foster an active, informed faculty, and to promote open communication among all members of the community of the Graduate School of Biomedical Sciences (GSBS). Toward this end, the Bylaws provide a framework that defines the roles of the Dean and faculty in initiating recommendations, formulating decisions, and communicating the basis for decisions to those affected. All matters relating to the academic and administrative affairs of the GSBS will be undertaken in compliance with all appropriate University of North Texas Health Science Center (UNTHSC) rules, regulations, policies, and procedures.

### **I. PURPOSE, MISSION, VISION, AND VALUES**

GSBS at UNTHSC is committed to excellence in education, research, and service to the institution and community. GSBS offers students an opportunity to earn advanced biomedical degrees, including dual degrees, in an educational environment that supports state-of-the-art biomedical research. This purpose is achieved through collaboration within UNTHSC and with other institutes of higher learning to provide local, state, and national communities with biomedical scientists and educators.

#### **A. Purpose**

Transform lives in order to improve the lives of others.

#### **B. Mission**

Create solutions for a healthier community by preparing our graduates for careers as researchers, educators, and healthcare professionals through innovative training and research.

#### **C. Vision**

One university, built on values, as a destination for personalized graduate and professional education and research.

#### **D. Our Values**

In addition to the UNTHSC values, the GSBS recognizes excellence, character, curiosity, accountability, diversity, and transparency.

### **II. ORGANIZATIONAL STRUCTURE**

#### **A. Dean**

The Dean will lead the GSBS faculty, students, and staff and assumes responsibility for the proper function of all aspects of GSBS under UNTHSC Policies. The Dean, or a designated representative, will represent GSBS both internally and externally in relationship to University matters and provide leadership in promoting the University's core values, fostering innovative programs, advancing scholarly activity, formulating policies, introducing and testing educational ideas and proposals, and supporting efforts toward continuous improvement of the School's programs and scholarly activities. The Dean will prepare an annual budget for the operation of the GSBS and submit the budget to the Provost of the University. The Dean may appoint, through the normal UNTHSC

process, one or more Assistant or Associate Deans, Chairs, Directors, and other administrators as may be required to carry out the mission, goals, and objectives of the School. The Dean of the GSBS serves as the chair and presides at meetings of the Executive Committee, the GSBS Faculty, and the Graduate Council. In the absence of the Dean, the Dean will appoint an Associate Dean or another suitable designee to substitute in these roles.

## **B. Executive Council**

There will be an Executive Council of the School created to advise the Dean on all matters affecting the welfare of the School. The Executive Council will meet monthly or more often as determined by the Dean. Membership of the GSBS Executive Council will include the Dean, Associate and Assistant Deans, Department Chairs, and other members appointed by the Dean. The Dean will preside at meetings of the Executive Council. The Dean will appoint an administrative staff member who will be responsible for preparing the meeting agenda and for recording, maintaining, and distributing meeting minutes.

## **C. Academic Departments**

### **1. Definition**

The academic department is the primary academic unit of education, scholarly activity, and service within the GSBS. The GSBS will be organized into primary academic departments as determined by the faculty and Dean with the consent of the Provost. GSBS is composed of three departments: Microbiology, Immunology, and Genetics; Pharmacology and Neuroscience; and Physiology and Anatomy. Each department will adopt bylaws governing its own procedures.

### **2. Department Chairs**

The Department Chair will have the authority and responsibility for the administration of the department under the UNTHSC and the GSBS Faculty Bylaws.

- a.** The Department Chair, with participation and advice of the faculty and student representatives from that department, will devise and implement procedures necessary for the orderly functioning of the department and its academic mission.
- b.** The Department Chair will represent the department on the Dean's Executive Council and in matters referred to the Dean for approval or decision. In the absence of the Chair, the Vice-Chair, or another suitable designate selected by the Chair, will take the Chair's place.
- c.** The Department Chair, with participation and advice of the faculty, will have responsibility for coordinating and managing:
  - application of the values of the institution
  - assignment of academic workload for faculty in research, teaching, and service,
  - support of research and scholarship by faculty and students,
  - assignment of academic teaching duties,
  - professional development of faculty,
  - faculty recruitment and recommendations to the Dean for faculty appointment, reappointment, salary, promotion, award of tenure, periodic peer review, leave, retirement, and appeals,
  - annual evaluation of faculty and staff performance,

- quarterly coaching/mentoring of faculty and staff,
  - the department budget,
  - planning and allocation of department resources,
  - development and updating of a department strategic plan, and
  - hiring, evaluation, and promotion of non-faculty staff within the department.
- d. The Department Chair may appoint, through the normal UNTHSC process, one or more Assistant Chairs or Directors as may be required to carry out the mission, goals, and objectives of the Department.

## **D. GSBS Members**

### **1. Composition**

GSBS members are defined as all tenured, tenure track, non-tenure track, and research track faculty with an academic appointment to a GSBS department, and not otherwise excluded. GSBS members will have voting privileges. Administrative officers of GSBS, such as the Dean/Associate Deans/Assistant Deans and other officers, may have GSBS Member status if they are also members of an academic department, even though their primary responsibilities are those of planning or administration. In addition, GSBS may have non-voting members with an academic appointment to a GSBS department. Non-voting members consist of Instructors, Lecturers, and all part-time (less than 75%) faculty, including post-retirement, emeritus, and adjunct faculty. Non-voting members also include faculty with joint appointments whose primary appointments are outside GSBS, as well as visiting faculty and voluntary faculty. Non-voting members are allowed to attend GSBS meetings where they will have the right of the floor.

### **2. Appointment**

GSBS Members will be appointed to a department by the Dean in consultation with the search committees and Department Chairs. Appointment procedures must comply with UNTHSC and GSBS Promotion and Tenure guidelines and policies, and affirmative action/equal opportunity policies and procedures of UNTHSC and GSBS.

### **3. Voting Privileges**

Voting privileges are extended to all GSBS Members appointed under Section 1 above, who are employed full-time. A current list of GSBS Members that are eligible to vote will be compiled and maintained by the office of the faculty affairs. Each eligible GSBS Member will have one vote on all issues requiring voting at GSBS general meetings. Proxy voting is not allowed.

### **4. Academic Freedom, Faculty Rights, Privileges, Responsibilities, and Grievances**

The GSBS Members will be governed by the policies of the Board of Regents and UNTHSC.

## **E. General Meetings of the GSBS Members**

### **1. Call of Meetings**

The GSBS Members will hold regularly scheduled meetings called by the Dean with notice of the date and time circulated at least two weeks before the meeting. General GSBS Member meetings will occur at least quarterly. A special meeting may be called by faculty following submission of a written petition of at least 20% members of the voting faculty indicating agenda items to be discussed. Notice of such a

meeting and the agenda must be circulated at least two weeks before the meeting.

**2. Quorum**

More than fifty percent (50%) of the voting-eligible GSBS Members present at a general meeting constitutes a quorum.

**3. Agenda**

The Dean is responsible for the agenda, which is issued at least two weeks before each general meeting. The agenda lists matters to be discussed and subjects to be voted on by the GSBS Members.

**4. Minutes**

Minutes will be recorded by a member of the administrative support staff for all general meetings convened.

**III. THE GRADUATE FACULTY**

**A. The Graduate Faculty**

The Graduate Faculty is composed of members from the GSBS faculty, faculty members associated with other schools within UNTHSC, and faculty members outside UNTHSC who are approved by the GSBS Graduate Council for membership. Graduate Faculty members are eligible to teach GSBS courses and may direct and serve on thesis or dissertation advisory committees.

**B. Guidelines for Graduate Faculty Membership**

**1. Eligibility**

- a. Graduate Faculty membership is designated in one of three categories: Professional Affiliate, Associate, or Full Member.
- b. Graduate Faculty membership provides authorization to participate within the GSBS graduate programs at UNTHSC. Persons with the rank of Professor, Associate Professor, Assistant Professor, or Instructor (inclusive of tenure, non-tenure, and research track) are eligible to be nominated as Associate or Full Members of the Graduate Faculty.
- c. Graduate Faculty members who have demonstrated evidence of independent work in the area of scholarly activity and whose current program of activity is impeded because of university administrative responsibilities may be designated to Graduate Faculty membership, as deemed appropriate by the Dean.

**2. Functions**

Individuals must be Professional Affiliate, Associate, or Full Members of the Graduate Faculty to participate in the graduate program; only Graduate Faculty members are authorized to perform the following functions:

- engage in instructional activities at the master’s degree and doctoral degree levels;
- serve as members of thesis or dissertation advisory committees;
- serve as major professors (chairs) or co-chairs of thesis or dissertation advisory committees;
- serve as graduate school representatives (University Members) on thesis or dissertation advisory committees.

**C. Criteria for Graduate Faculty Membership (three-year term)**

Departments may recommend appointments for membership to the Graduate Faculty

based on the following minimum qualifications established by the Graduate Council for each category. The Graduate Council expects that Department Chairs will evaluate each candidate for Associate of Full Member carefully and provide a letter of support. Graduate Faculty status will be reviewed for a reappointment every three years, using the procedures detailed in section E of this document.

#### D. Functions and Qualifications by Category

##### 1. Associate Members

- teach 5000- and 6000-level courses, excluding dissertation (BMSC 6395);
- serve as members of thesis advisory committees;
- serve as major professors (chairs) or co-chairs on a thesis advisory committee;
- serve as members of dissertation advisory committees but may not chair;
- serve as co-chairs on dissertation advisory committees with a Full Member.

##### 2. Full Members

- teach 5000- and 6000-level courses;
- serve as members of thesis or dissertation advisory committees;
- serve as major professors (chairs) or co-chairs on thesis or dissertation advisory committees;
- serve as Graduate School representatives (University Members) for thesis or dissertation advisory committees.

##### 3. Professional Affiliate Members

- teach 5000- and 6000-level courses, excluding dissertation (BMSC 6395);
- serve on thesis or dissertation advisory committees to provide specific expertise but may not chair or co-chair.

##### 4. Summary of qualifications and requirements

Category/ Level	Degree/ Expertise Qualification	Training Experience	Funding Requirement		Research Independence		Chair's Support Letter
			Extramural	Department Sponsored	Intellectual	Space	
Associate Member	Terminal degree and appropriate research or professional expertise	Not Required	Not Required	Not Required	Not Required	Not Required	Required
Full Member	Terminal degree and appropriate research or professional expertise	Evidence required	Evidence of extramural funding (can be offset by department sponsorship)	Recommen- ed but not required	Evidence required through publication history	Required (can be shared space)	Required
Professional Affiliate	Highest degree available, or professional expertise not available at UNTHSC	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required

## **E. Procedures for Nomination, and Election and Appointment/Reappointment of Graduate Faculty**

Recommendations for membership to the Graduate Faculty must follow the specific procedure described below. Membership to the Graduate Faculty will occur through nomination, followed by review and approval by the Graduate Council.

### **1. Nomination**

- a. Nominations to any category membership on the Graduate Faculty will be made by the Dean, Department Chair, Graduate Council member, or any other duly constituted GSBS faculty member with access to the relevant information for the nominee. Criteria for nominations will follow the minimum standards listed previously for each category of membership.
- b. The nominee's Department Chair must submit a letter of support for the nomination of Associate and Full Member. Nomination documents will be sent to the Dean. This documentation includes the Nomination for Appointment to the Graduate Faculty form to be filled out by the Department Chair and full curriculum vitae in addition to the letter of support from the chair.

### **2. Election and Appointment**

- a. The Dean will submit all nomination documents for membership to the Graduate Council, and the Council will certify that those nominated satisfactorily meet the qualification for that category.
- b. Membership to the Graduate Faculty is by a majority vote of the Graduate Council.
- c. The GSBS Dean will review appointment recommendations of the Graduate Council and may accept or reject the recommendations.
- d. Graduate Faculty applications will be reviewed for a maximum appointment of three years.

### **3. Appeals**

A faculty member may appeal an unfavorable decision regarding her/his Graduate Faculty appointment status made by the Graduate Council or the Dean. The appeal process will follow the process outlined in UNTHSC policy 6.006 (Faculty Grievance and Appeal).

## **F. Adjunct Faculty, Internship Mentors, and Visiting Faculty**

Adjunct faculty may be nominated for Graduate Faculty membership and serve at the Associate Member level and may serve as co-chair on a thesis or dissertation advisory committee. Graduate Faculty applications will be reviewed for a maximum appointment of three years, but not longer than the appointment term as Adjunct Faculty. Faculty members functioning as Internship Mentor, Visiting Faculty or holding similar (non-adjunct) titles at UNTHSC may be nominated for Graduate Faculty membership only at the Professional Affiliate level.

## **G. Temporary Faculty**

The solicitation of Graduate Faculty members outside the UNTHSC faculty is encouraged, when appropriate, to provide expertise to an individual student's specific research project. These non-adjunct individuals, serving as Professional Affiliate Members, will retain the designation until they are either removed from the student's

committee or upon the dissolution of the student's committee.

#### **H. Modified Service and Retired Faculty**

Graduate Faculty members at the Associate or Full Member category at the time of modified service or retirement may continue to act as major advisors (chairs) of thesis and dissertation committees, with notification and approval of the Graduate Council. For these faculty to engage in graduate teaching or advising activities not in progress at the time of modified service or retirement, approval of both the Graduate Council and the Dean is required.

### **IV. THE GRADUATE DEGREE PROGRAMS**

#### **A. Composition**

GSBS offers both M.S. and Ph.D. degrees in Biomedical Sciences. The Dean and Graduate Faculty may organize the graduate degree programs around common teaching or research disciplines. These GSBS disciplines are integrated within the context of the existing master's and doctoral graduate degrees. Such traditional and specialized disciplines are not distinct from the graduate degrees but are subject to oversight by the Dean, the Assistant Dean of the Specialized Master's Disciplines, the Director of the Traditional M.S./Ph.D. Program, and the Graduate Council. Each discipline will be comprised of those Graduate Faculty members who share common educational goals and research interests. There are twelve (12) such disciplines within the GSBS, although these and other such programs may later be established, consolidated, or realigned as needed to fulfill the mission of the GSBS. They are as follows:

##### **1. Specialized Master's Disciplines**

- Biotechnology
- Clinical Research Management
- Forensic Genetics
- Medical Science

##### **2. Traditional Graduate Disciplines**

- Biochemistry and Cancer Biology
- Cell Biology, Immunology, and Microbiology
- Genetics
- Integrative Physiology
- Pharmaceutical Sciences and Pharmacotherapy
- Pharmacology and Neuroscience
- Structural Anatomy and Rehabilitation Sciences
- Visual Sciences

Establishing new disciplines or consolidating or realigning existing disciplines may be recommended to the Dean by the Program Directors, Assistant or Associate Deans, Director of Traditional M.S./Ph.D. Programs, Graduate Council, or Provost. The Graduate Council and Executive Council will be consulted before the Dean makes a final determination. The Dean will forward such determinations to the Graduate Faculty for final approval.

#### **B. Discipline Reviews**

Each graduate discipline will undergo an external review every five years; the Dean will

present a report to the Graduate Council for evaluation and recommendation.

### **C. Discipline Membership**

Only members of the Graduate Faculty are eligible to participate in graduate education/mentoring activities of the specialized master's and traditional graduate disciplines. Application for membership to each discipline will be made by the Program Directors or Graduate Advisors and approved by the Graduate Council for a term not to exceed the appointment to the Graduate Faculty member.

### **D. Program Directors and Graduate Advisors**

The Dean will consider nominations from the faculty members of the particular discipline, the Graduate Council, Department Chairs, and the Assistant or Associate Deans for each position. In consultation with their Department Chairs, the Dean will appoint Program Directors for each of the specialized master's disciplines, and Graduate Advisors for each of the specialized master's and traditional graduate disciplines. In the event of a vacancy, the Dean will appoint a replacement. The Program Directors and Graduate Advisors will serve for three-year renewable appointments. The Dean may also appoint Student Advisors annually to assist in the specialized master's disciplines upon recommendation of the Program Directors.

## **V. STANDING COMMITTEES**

### **A. Graduate Council**

#### **1. Function**

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

#### **2. Composition of the Graduate Council**

- a.** The Chair of the Graduate Council is the Dean for the GSBS.
- b.** Voting members of the Graduate Council will consist of:
  - the Graduate Advisors from each traditional graduate discipline,
  - the Director of Traditional M.S./Ph.D. Disciplines,
  - the Program Directors for each of the specialized masters' disciplines,
  - the Assistant Dean of the Specialized Master's Disciplines,
  - two "at large" members elected from the Graduate Faculty, and
  - two student members (the President and Vice President of the Graduate Student Association).
- c.** Ex-Officio (non-voting) members will consist of:
  - the Director of the Library
  - the GSBS Director of Admissions and Recruitment
  - the Executive Director of Student Services and Admissions, and

– the Director, Center for Academic Performance

**3. Eligibility and Terms of Office**

All associate and full members of the Graduate Faculty are eligible to serve on the Graduate Council. The regularly elected “at large” 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. Elections**

Regular elections for “at large” members of the Graduate Council are to be held before the start of the fall semester in each year that the school is to hold an election. Nominations are solicited from the Graduate Faculty constituency. Once nominations are closed, the Graduate Council is responsible for disseminating, collecting, and tabulating the votes of the Graduate Faculty. The election is by majority vote, provided that a voting quorum (a majority of members) is achieved.

**5. Appointments**

If an elected member of the council is unable to complete the term of office, the Dean will appoint another member to complete the service. In appointing new faculty members to serve on the Graduate Council, the Dean will consider the number of members of the Graduate Faculty and also the need for breadth of representation of disciplines. The appointment of the graduate student members is based on the Graduate Student Association (GSA) elections for President and Vice President.

**6. Quorum**

A quorum consists of a majority of the voting members of the Graduate Council.

**7. Committees**

Standing or *ad hoc* committees of the Graduate Council are appointed by the Dean as may be required to carry out the mission, goals, and objectives of the GSBS in consultation with the members of the Graduate Council.

**8. Conflict of Interest**

A conflict of interest will require recusal from Graduate Council deliberations and voting. The Graduate Council will be governed by the policies of UNTHSC and the UNT Board of Regents on conflicts of interest.

**B. Department Promotion and Tenure (P&T) Committees**

**1. Responsibilities**

The Department P&T Committees are responsible for reviewing the credentials for GSBS faculty members applying for promotion, tenure, or periodic peer review.

**2. Composition and Terms of the Department P&T Committees**

**a.** Each department in GSBS will establish a P&T Committee at the beginning of the academic year for evaluating the P&T and periodic peer review (PTR) dossiers of GSBS faculty candidates in their respective departments.

**b.** The annual promotion and tenure process timeline established by the Office of Faculty Affairs will be followed. The list of candidates to be reviewed is forwarded to the Department P&T Chair, and completed packets are due in accordance with the timeline from the Office of Academic Affairs. The Department P&T Committee members will be established by October 1 once the candidates under review are finalized.

**c.** All tenured members within a GSBS Department who hold the rank of Associate

Professor or Professor are eligible to serve on a Department P&T Committee. Only those faculty members who are of higher rank than the candidate for promotion and those with tenure in the case of a candidate for tenure are eligible to participate in discussion and voting.

- d. Faculty members who hold administrative appointments as Dean, Associate Dean, Assistant Dean, or Department Chair are not eligible to participate in Department P&T Committees.
  - e. The Department Chair will appoint a Chair of the Department P&T Committee for a three-year term beginning September 1. The Committee Chair will be a tenured member of the department's faculty who is not scheduled for periodic peer review during the term of appointment. The Department P&T Committee Chair will also serve on the GSBS P&T Committee during this three-year term.
  - f. The Department Chair does not take part in the discussion of the Department P&T Committee other than to provide initial guidance and general instructions, and any information about candidates requested by the committee. Likewise, the Department Chair does not take part in the voting process because the Department Chair must make an independent evaluation and written recommendation.
  - g. The minimum number of members of each Department P&T Committee is three (3) for a review and vote to occur. The Department Chair may appoint additional *ad hoc* committee members from other Departments within GSBS or other Schools or Colleges within UNTHSC for improving the range of expertise of the committee, or as a contingency in situations whenever a full complement of members is unavailable to vote. The Department Chair will forward the names of potential *ad hoc* faculty members from other departments to the Dean for final approval.
- 3. Assessment of Merits**
- a. After reviewing and discussing the candidate dossier, the Department P&T Committee will vote on the merits of the candidate's application in the following three areas: teaching, scholarly activity, and service.
  - b. Performance within each of the categories will be ranked as "deficient," "quality," or "outstanding." Performance that does not meet the criteria for either "quality" or "outstanding" will be considered "deficient."
- 4. Process**
- a. The Committee members will be governed by the policies of UNTHSC and the UNT Board of Regents.
  - b. All voting by the Department P&T Committees are confidential and conducted by secret ballots.
  - c. All members of the committee who participate in the discussion of the candidate must cast a yes or no vote in favor of or against a candidate's application for promotion and/or tenure, or periodic peer review. The Chairs of the Department P&T Committees are considered voting members.
  - d. A member of the committee cannot participate in the deliberations of the committee and then abstain from voting. A vote of abstention is not allowed.
  - e. If a committee member is conflicted about the candidate's application (such as a current or previous spouse or immediate family member of the candidate) or there is any other conflict of interest, that individual cannot participate in the reviewing,

deliberating, or voting process. If there is a question as to whether a conflict of interest exists, the issue will be referred through the Department Chair to the Dean, who will make a final determination with advice from the Office of General Counsel.

- f. Once the committee's vote has been taken, the committee's decision is final, and the committee cannot re-vote.

## **5. Reporting**

- a. The Chair of the Department P&T is responsible for providing the Department Chair with both an oral and a written summary of the recommendation from the committee members. A written summary will also be provided to the GSBS P&T Committee.
- b. The Department Chair is responsible for providing the candidate with a summary of the committee recommendation within 15 working days of the decision.

## **C. GSBS Promotion and Tenure (P&T) Committee**

### **1. Responsibilities**

- a. The GSBS P&T Committee will have the responsibility of reviewing all documentation relevant to the promotion, tenure, and periodic peer review of GSBS faculty after department review, as well as applications for Regents Professorship.
- b. In the course of its duties, this committee has the option to call for additional input or information to aid in its deliberations. After reviewing all documentation and a subsequent vote on the application, this committee will forward its recommendation, along with all relevant documentation, to the Dean of GSBS.

### **2. Composition and Terms of the GSBS P&T Committee**

- a. The members of the GSBS P&T Committee will be represented by each Chair of the Department P&T Committees plus two elected at-large. The committee members will serve no more than two consecutive three-year terms. All members must be tenured and hold the rank of Associate Professor or Professor.
- b. Faculty members who hold administrative appointments as Dean, Associate Dean, Assistant Dean, or Department Chair are not eligible to participate in the GSBS P&T Committee.
- c. The members of the GSBS P&T Committee will elect a chair at the first meeting of each academic year, and the elected chair may serve for no more than two consecutive one-year terms. A member of the GSBS P&T Committee must have served at least one year on the committee before serving as chair.
- d. No member may serve on the GSBS P&T committee and simultaneously serve as a member of the institutional Grievance and Appeal Committee.
- e. Committee members who are from the same department as a candidate being reviewed for promotion, tenure, or periodic peer review will not participate in the deliberations or vote on the recommendation of the candidate's application.
- f. A conflict of interest will require recusal from all P&T and PTR processes. The GSBS faculty will be governed by the policies of UNTHSC and the UNT Board of Regents on conflicts of interest.
- g. A minimum of three (3) members is necessary for a review and vote to occur. The GSBS P&T Committee chair may appoint additional *ad hoc* members to replace

members with a conflict of interest or an approved absence, or to maintain the balance and diversity of the Committee. The committee chair will forward the names of potential *ad hoc* members to the Dean for final approval.

#### **4. Assessment of Merits**

- a. After reviewing and discussing the candidate's dossier, the GSBS P&T Committee will vote on the merits of the faculty member's application in the following three areas: teaching, scholarly activity, and service.
- b. Performance within each of the categories of teaching, scholarly activities, and service will be ranked as "deficient," "quality," or "outstanding." Performance that does not meet the criteria for either "quality" or "outstanding" will be considered "deficient."

#### **5. Process**

- a. The committee members will be governed by the policies of UNTHSC and the UNT Board of Regents.
- b. All voting by the GSBS P&T Committee is confidential and conducted by secret ballots.
- c. Faculty may only vote once on a candidate. If committee members have voted at the Department P&T level, they will not participate in the discussion or voting on a candidate at the GSBS P&T Committee level.
- d. All members of the committee who participate in the discussion of the candidate must cast a yes or no vote in favor of or against a candidate's application for promotion, tenure, or periodic peer review. The chair of the committee is considered a voting member.
- e. A member of the committee cannot participate in the deliberations of the committee and then abstain from voting. A vote of abstention is not allowed.
- f. If a committee member is conflicted about the candidate's application (such as a current or previous spouse or immediate family member of the candidate) or there is any other conflict of interest, that individual cannot participate in the reviewing, deliberating, or voting process. If there is a question as to whether a conflict of interest exists, the issue will be referred to the Dean, who will make a final determination with advice from the Office of General Counsel.
- g. Once the committee's vote has been taken, the committee's decision is final, and the committee cannot re-vote.

#### **3. Reporting**

- a. The Chair of the GSBS P&T Committee is responsible for providing the Dean with both an oral and a written summary of the recommendation from the committee members of the candidate evaluated.
- b. The Chair of the GSBS P&T Committee is responsible for providing the faculty member with a summary of the committee recommendation within 15 working days of the decision.

### **D. Graduate Admissions Committees**

#### **1. Composition and Terms**

Two Admissions Committees will be organized to consider student applications for admissions to the GSBS graduate school:

- a. **Medical Science and Clinical Research Management Admissions Committee**

This committee will be responsible for evaluating applications for the specialized Master's disciplines in Medical Science and Clinical Research Management. The Program Directors and Student Advisors (or their designees) from each of the disciplines will serve on the committee. The committee will be chaired by the Assistant Dean of the Specialized Master's Disciplines or a current member of the Committee as the Assistant Dean's designee. The GSBS Director of Admissions and Recruitment is a non-voting member. To increase the diversity of the Committee, the Dean may also appoint additional ad hoc members.

**b. General Graduate Admissions Committee**

This committee will be responsible for evaluating applications for all GSBS graduate programs other than those for Medical Science and Clinical Research Management. The Program Directors of the specialized masters' disciplines (excluding Medical Science and Clinical Research Management), the Graduate Advisors from each traditional graduate discipline, and the Director of Traditional M.S./Ph.D. Programs will serve on the committee. Graduate Advisors may identify a designee from their discipline to serve as a representative on the committee. The committee will be chaired by the Director of Traditional M.S./Ph.D. Disciplines or a current member of the committee as the Director's designee. The GSBS Director of Admissions and Recruitment is a non-voting member. To increase the diversity of the Committee, the Dean may also appoint additional ad hoc members.

**2. Responsibilities**

The Admissions Committees have the responsibility of reviewing all application documentation for traditional and specialized graduate programs. Following an initial review of documentation, each committee will establish the criteria for interviewing candidates and identifying candidates who will be interviewed. Following a final consideration of all information, the committees will recommend suitable candidates for admission by majority vote to the Dean for final approval.

**3. Conflict of Interest**

A conflict of interest will require recusal from the Admissions Committee deliberations and voting. Admissions committee members will be governed by the policies of UNTHSC and the UNT Board of Regents on conflicts of interest.

**4. Reporting**

The GSBS Director of Admissions and Recruitment is responsible for communicating the recommendations of the Committees to the Dean of GSBS.

**5. Minutes**

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

**E. Other Standing Committees**

The Dean, in consultation with the Executive Council, is empowered to create other standing or select committees and appoint members.

**VI. RULES OF ORDER**

The latest revision of *Roberts Rules of Order* will serve as the parliamentary procedures for all meetings.

## **VII. AMENDMENTS AND REVIEW**

Proposed amendments to the faculty bylaws must be published in the meeting agenda at least two weeks before any General Meeting of the GSBS Members or presented in writing at the meeting previous to the one in which the vote is to be taken. Amendments will be ratified by a simple majority of the faculty attending the meeting, provided that a quorum is present. Such amendments and changes to the faculty bylaws will be published in the minutes, distributed to the entire faculty, and become effective immediately or as specified by the faculty and final review and approval by the Dean and the Provost. Amendments that conflict with any provision of the faculty bylaws and faculty policies of UNTHSC or with any policies of the UNT Board of Regents are null and void. The Dean will arrange for a review of the GSBS Bylaws at a minimum of every three years.