

University of North Texas Health Science Center

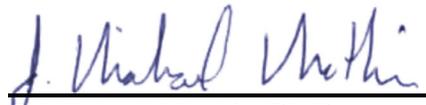
Graduate School of Biomedical Sciences (GSBS)

Bylaws

Adopted by the GSBS Faculty

Approved: 12/05/2019

Amended: 06/25/2020, 12/09/2020, 06/09/2021

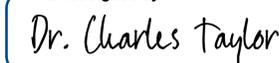


J. Michael Mathis, Ph.D.
Dean

DS
RR

07/19/2021

Date

DocuSigned by:


7B202D3F13864E1...
Charles Taylor, Pharm.D.
Executive Vice President & Provost

7/20/2021

Date

TABLE OF CONTENTS

PREAMBLE	1
I. PURPOSE, MISSION, VISION, AND VALUES	1
A. Purpose	
B. Mission	
C. Vision	
D. Our Values	
II. ORGANIZATIONAL STRUCTURE	1
A. Dean	
B. Executive Council	
C. Academic Departments	
1. Definition	
2. Department Chairs	
D. Faculty Members	
1. Composition	
2. Appointment	
3. Voting Privileges	
4. Academic Freedom	
E. General Meetings of the Faculty Members	
1. Call of Meetings	
2. Quorum	
3. Agenda	
4. Minutes	
III. THE GRADUATE FACULTY	4
A. Graduate Faculty	
B. Policy for Graduate Faculty Membership	
1. Eligibility	
2. Functions	
C. Criteria for Graduate Faculty Membership	
D. Functions and Qualifications by Category	
1. Associate Member	
2. Full Member	
3. Professional Affiliate Member	
4. Summary of Qualifications	
E. Procedures for Nomination, and Election and Appointment of Graduate Faculty	
1. Nomination	
2. Election and Appointment	
3. Appeals	
F. Internship Mentor, Adjunct, and Visiting Faculty	
G. Temporary Faculty	
H. Modified Service and Retired Faculty	

- IV. THE UNDERGRADUATE AND GRADUATE DEGREE PROGRAMS..... 7**
 - A. Composition**
 - 1. Undergraduate Program Discipline**
 - 2. Specialized Master's Program Disciplines**
 - 3. Traditional Graduate Program Disciplines**
 - B. Discipline Reviews**
 - C. Graduate Discipline Membership**
 - D. Program Directors and Graduate Advisors**

- V. STANDING COMMITTEES..... 8**
 - A. Education Council**
 - 1. Function**
 - 2. Composition of the Education Council**
 - 3. Eligibility and Terms of Office**
 - 4. Elections**
 - 5. Appointments**
 - 6. Quorum**
 - 7. Committees**
 - 8. Conflict of Interest**
 - B. Department Promotion and Tenure (P&T) Committees**
 - 1. Responsibilities**
 - 2. Composition and Terms of the Department P&T Committees**
 - 3. Assessment of Merits**
 - 4. Process**
 - 5. Reporting**
 - C. School Promotion and Tenure (P&T) Committee**
 - 1. Responsibilities**
 - 2. Composition and Terms of the School P&T Committee**
 - 3. Assessment of Merits**
 - 4. Process**
 - 5. Reporting**
 - D. Admissions Committees**
 - 1. Composition and Terms**
 - 2. Responsibilities**
 - 3. Conflict of Interest**
 - 4. Reporting**
 - 5. Minutes**
 - E. Other Standing Committees**

- VI. RULES OF ORDER..... 15**

- VII. AMENDMENTS AND REVIEW..... 15**

FACULTY BYLAWS

PREAMBLE

The purpose of these Bylaws is to foster an active, informed faculty body and promote open communication among all members of the community of the Graduate School of Biomedical Sciences (GSBS; the School). 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 School 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

The School is committed to excellence in education, research, and service to the institution and community. The School offers students opportunities to earn undergraduate and graduate 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 other higher education institutions 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 School recognizes excellence, character, curiosity, accountability, diversity, and transparency.

II. ORGANIZATIONAL STRUCTURE

A. Dean

The Dean will lead the faculty, students, and staff and assume responsibility for the proper function of all aspects of the School under UNTHSC Policies. The Dean, or a designated representative, will represent the School 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 degree programs and scholarly activities. The Dean will prepare an annual budget for the operation of the School and submit the

budget to the UNTHSC Provost. The Dean may appoint, through the normal UNTHSC processes, 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 School serves as the Chair and presides at meetings of the Executive Council, the General Faculty, and the Education Council. The Dean will appoint an Associate Dean or another suitable designee to substitute in these roles **when the Dean is absent**.

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 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 responsible for preparing the meeting agenda and 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 School. The School will be organized into primary academic departments as determined by the faculty and Dean with the consent of the Provost. The School 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 School 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 Chair's absence, 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 required to carry out the Department's mission, goals, and objectives.

D. Faculty Members

1. Composition

Faculty Members of the School are defined as all tenured, tenure track, non-tenure track, and research track faculty with an academic appointment to the School and Department and who are employed full time. All Faculty Members will have voting privileges. Administrative officers of the School, such as the Dean/Associate Deans/Assistant Deans and other officers, may have Faculty Member status if they are also members of an academic department, even though their primary responsibilities are planning or administration. In addition, the School may have non-voting members with an academic appointment to a 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 the School, as well as visiting faculty and voluntary faculty. Non-voting members are allowed to attend School meetings where they will have the right to speak.

2. Appointment

Faculty 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 School Promotion and Tenure guidelines and policies, and affirmative action/equal opportunity policies and procedures of UNTHSC and the School. All Faculty Members are qualified to teach courses at the undergraduate level.

3. Voting Privileges

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

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

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

E. General Meetings of the Faculty

1. Call of Meetings

The Faculty 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 Faculty 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% 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 School Faculty Members present at a general meeting constitutes a quorum.

3. Agenda

The Dean is responsible for the agenda, which is issued at least one week before each general meeting. The agenda lists matters to be discussed and subjects to be voted on by the School Faculty 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 School faculty, faculty members associated with other Colleges/Schools within UNTHSC, and faculty members outside UNTHSC whom the Education Council approves for membership. Only Graduate Faculty members are eligible to teach graduate-level courses and direct and serve on thesis or dissertation advisory committees.

B. Guidelines for Graduate Faculty Membership

1. Eligibility

- a. Graduate Faculty membership is classified in one of three categories: Professional Affiliate, Associate, or Full Member.
- b. Graduate Faculty membership provides authorization to participate within the graduate education 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. Faculty Members of the School who have demonstrated evidence of independent work in scholarly activity and whose current program of activity is impeded because of administrative responsibilities may be recommended 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 education programs; 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 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 Education Council for each category. The Education Council expects that Department Chairs will evaluate each candidate for Associate or 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 III.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 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 support)	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 Education Council.

1. Nomination

- a. Nominations to any category membership on the Graduate Faculty will be made by the Dean, Department Chair, Education Council member, or any other duly constituted 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 Faculty, and the Education 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 Education Council.
- c. The Dean will review appointment recommendations of the Education 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 their Graduate Faculty appointment status made by the Education 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 Education 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 Education Council and the Dean is required.

IV. THE UNDERGRADUATE AND GRADUATE DEGREE PROGRAMS

A. Composition

The School offers B.S., M.S., and Ph.D. degrees in Biomedical Sciences. The School also offers Post-Baccalaureate Certificates. The Dean and Faculty may organize the undergraduate and graduate degree disciplines/programs around common teaching or research disciplines. These disciplines are integrated within the context of the existing bachelor's, master's, and doctoral degrees. Such traditional and specialized disciplines are not distinct from the 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. Programs, the Director of the Undergraduate Programs, the Directors of the Specialized Master's Disciplines, the Advisors from each Traditional graduate discipline, and the Education Council. Each discipline will be comprised of those Faculty members who share common educational goals and research interests. There are twelve (12) such undergraduate and graduate degree disciplines/programs within the School, although these and other such disciplines/programs may later be established, consolidated, or realigned as needed to fulfill the mission of the School. They are as follows:

1. Undergraduate Program Discipline

- Biomedical Sciences

2. Specialized Master's Program Disciplines

- Biotechnology
- Clinical Research Management
- Medical Science

3. Traditional Graduate Program 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/discipline Directors, Assistant or Associate Deans, Director of Traditional M.S./Ph.D. Programs, Education Council, or Provost. The Education Council and the 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 undergraduate and graduate discipline will undergo an external review every five years; the Dean will present a report to the Education Council for evaluation and recommendation.

C. Graduate 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 graduate discipline will be made by the Program/discipline Directors or Graduate Advisors and approved by the Education Council for a term not to exceed the appointment to the Graduate Faculty.

D. Program Directors and Graduate Advisors

The Dean will consider nominations from the faculty members of the particular discipline, the Education Council, Department Chairs, and the Assistant or Associate Deans for each position. In consultation with their Department Chairs, the Dean will appoint a Director of the Undergraduate Program, Directors for each of the Specialized Master's disciplines, and Graduate Advisors for each of the traditional graduate disciplines. In the event of a vacancy, the Dean will appoint a replacement. The Program/discipline 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 Directors.

V. STANDING COMMITTEES

A. Education Council Function

The Education Council is the representative body of the faculty and is empowered to act in the interest of the faculty in carrying out the educational agenda of the School. As such, the Education Council reports its actions to the faculty. The Education Council has the authority to originate actions affecting the School's undergraduate and graduate education disciplines/programs. Actions affecting the undergraduate and graduate disciplines/programs originating outside the School are considered and acted on by the Education 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 will require routine approval by the Education Council.

1. Composition of the Education Council

- a. The Chair of the Education Council is the Dean.
- b. Voting members of the Education Council will consist of:
 - the Director of the Undergraduate Program;
 - the Graduate Advisors from each traditional graduate discipline;
 - the Director of the Traditional M.S./Ph.D. Disciplines;
 - the Directors for each of the Specialized Master's disciplines;
 - the Assistant Dean of the Specialized Master's disciplines;
 - the Assistant Dean of Graduate Education and Admissions;
 - the Associate Dean of Research;

- the Associate Dean of Faculty and Educational Affairs;
 - two "at large" members elected from the Graduate Faculty;
 - two student members (the President and Vice President of the Graduate Student Association); and
 - *ad hoc* members from the Graduate Faculty appointed by the Dean when there is a need for additional expertise on the Council.
- c. Ex-Officio (non-voting) members will consist of:
- the Director of the Library or their designee;
 - the Executive Director of Student and Academic Services;
 - the Director, Center for Academic Performance or their designee; and
 - *ad hoc* staff representative(s) from the Office of Admissions and Recruitment as appointed by the Dean.

2. Eligibility and Terms of Office

All associate and full members of the Graduate Faculty are eligible to serve on the Education 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 they are elected or appointed. 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.

3. Elections

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

4. Appointments

In appointing faculty members to serve on the Education Council, the Dean will consider the number of members of the Graduate Faculty and 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.

5. Quorum

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

7. Committees

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

8. Conflict of Interest

A conflict of interest will require recusal from Education Council’s deliberations and voting. The Education 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 faculty members applying for promotion, tenure, periodic peer review, regents

professor, and emeritus status.

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

- a. Each Department will establish a P&T Committee at the beginning of the academic year for evaluating the P&T and periodic peer review dossiers of 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 Faculty 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 Department who hold the rank of Associate Professor or Professor are eligible to serve on a Department P&T Committee. Only those faculty members 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 School 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 participate 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 the School 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 is 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 any other conflict of interest, that individual cannot participate in the reviewing, deliberating, or voting process. If there is a question about 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 Committee 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 School 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. School Promotion and Tenure (P&T) Committee

1. Responsibilities

- a. The School P&T Committee will be responsible for reviewing all documentation relevant to the promotion, tenure, periodic peer review, and emeritus and regents professor applications of faculty after Department review.
- 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.

2. Composition and Terms of the School P&T Committee

- a. The members of the School P&T Committee will be constituted 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 School P&T Committee.
- c. The members of the School 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 School P&T Committee must have served at least one year on the Committee before serving as chair.

- d. No member may serve on the School P&T Committee and simultaneously serve as a member of the institutional Grievance and Appeal Committee.
- e. Committee members 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 review and Periodic Peer Review (PPR) processes. The 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 School 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.

3. Assessment of Merits

- a. After reviewing and discussing the candidate's dossier, the School 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."

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 School 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 School 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 any other conflict of interest, that individual cannot participate in the reviewing, deliberating, or voting process. If there is a question about 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.

5. Reporting

- a. The Chair of the School 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 School 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. Admissions Committees

1. Composition and Terms

Three Admissions Committees will be organized to consider student applications for admissions to the undergraduate and graduate degree programs:

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

This Committee will be responsible for evaluating applications for the Specialized Master's disciplines in Medical Science and Clinical Research Management. The 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 Executive Director for Student and Academic Services is a non-voting member. To increase the diversity of the Committee, the Dean may appoint additional *ad hoc* Graduate Faculty members. The Dean may also appoint staff representatives from the Office of Admissions and Recruitment as ex-officio members of the Committee. Department Chairs will not participate in the Medical Science and Clinical Research Management Admissions Committee.

b. **General Graduate Admissions Committee**

This Committee will be responsible for evaluating applications for all graduate programs other than those for Medical Science and Clinical Research Management. The 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 Assistant Dean of Graduate Education and Admissions or a current member of the Committee as the Assistant Dean's designee. The Executive Director for Student and Academic Services is a non-voting member. To increase the diversity of the Committee, the Dean may appoint additional *ad hoc* Graduate Faculty members. The Dean may also appoint staff representatives from the Office of Admissions and Recruitment as ex-officio members of the Committee. Department Chairs will not participate in the General Graduate Admissions Committee.

c. **Undergraduate Admissions Committee**

The undergraduate admission process is administered by the Office of Admissions and Recruitment and consists of the following steps. Prospective students submit an online application that includes biographical data required for reporting and a

statement of intent to enroll in the program. Applicants also provide official transcripts showing required Texas Core Curriculum and science prerequisite courses eligible for transfer. The transcripts are evaluated by the Office of Admissions and Recruitment, which determines acceptable transfer credit from other institutions. The Office of Admissions and Recruitment evaluates applicant qualifications and provides admissions reviews to an Undergraduate Admissions Committee consisting of voting members from the Education Council appointed by the Dean to make admissions recommendations. The Committee is chaired by the Director of the Undergraduate Programs or a current member of the Committee as the Director's designee. The Executive Director for Student and Academic Services is a non-voting member. To increase the diversity of the Committee, the Dean may appoint additional *ad hoc* School Faculty Members. The Dean may also appoint staff representatives from the Office of Admissions and Recruitment as ex-officio members of the Committee. Department Chairs will not participate in the Undergraduate Admissions Committee.

2. Responsibilities

The Undergraduate Admissions Committee is responsible for reviewing all application documentation for the Undergraduate Program. The General Graduate Admissions Committee is responsible for reviewing all application documentation for the Traditional Graduate Programs and the Specialized Master's discipline in Biotechnology. The Medical Science and Clinical Research Management Graduate Admissions Committee is responsible for reviewing all application documentation for the Specialized Master's disciplines in Medical Science and Clinical Research Management. Following an initial review of documentation, the Graduate Admissions Committees will establish the criteria for interviewing graduate program candidates and identifying those candidates who will be interviewed. After a final consideration of all information, the Admissions Committees will recommend suitable candidates for admission by majority vote to the Dean for final admissions applications review and 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 Executive Director for Student and Academic Services is responsible for communicating the recommendations of the Committees to the Dean and the Office of Admissions and Recruitment.

5. Appeals

Applicants may appeal their admissions decision in writing within 14 calendar days of non-acceptance. Applicants may supply additional documentation not provided with the original application, along with an essay about any extenuating circumstances that were not previously addressed. An Admissions Appeals Committee consisting of the Department Chairs will make appeals decisions by majority vote. The decision of the Committee will be communicated in writing to the applicant and the Dean. The decision of the Admissions Appeals Committee is final.

6. Minutes

Minutes will be recorded by a member of the Dean's administrative support staff or a staff representative from the Office of Admissions and Recruitment 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 as needed.

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 Faculty 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 School Bylaws at a minimum of every three years.