

BYLAWS of the Graduate School of Biomedical Sciences

Information regarding program curricula and other program-specific information can be found in the GSBS Catalog.

SECTION 1. Programs of the Graduate School of Biomedical Sciences

The Graduate School of Biomedical Sciences (GSBS) of the Texas Tech University Health Sciences Center (TTUHSC) was established in 1991 by the First Called Session of the 72nd Legislature in HB1 and authorized in January 1994 by the Texas Higher Education Coordinating Board (THECB). The Faculty of the GSBS shall participate in the governance of the Graduate Programs authorized by the THECB as existing within TTUHSC. The governance of these programs shall be in accord with the authority vested in the GSBS Faculty by the State of Texas, the THECB, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the TTUHSC Board of Regents, and the TTU System Chancellor. Degrees granted by GSBS Graduate Programs authorized under TTUHSC by the THECB shall be awarded through TTUHSC. All new programs, including interdisciplinary programs, approved by the THECB for offering through TTUHSC GSBS shall be governed by these bylaws. All proposed Ph.D. and M.S. programs from GSBS shall be reviewed by the GSBS Graduate Council before they are submitted to the TTUHSC Board of Regents and the THECB.

SECTION 2. Membership in the GSBS Faculty

General. For GSBS membership, TTUHSC faculty members must have a primary appointment in the TTUHSC School of Medicine or Jerry H. Hodge School of Pharmacy. Prospective full, associate, and affiliate members must be: (1) recommended for membership by a majority of the voting GSBS members in the sponsoring graduate concentration/program; and (2) approved for GSBS membership by the GSBS Graduate Council and the Dean.

2.1 Membership Categories. A GSBS graduate faculty member may hold memberships in multiple concentrations/programs but may be a full member in only one concentration/program. Full, associate, and affiliate memberships apply to TTUHSC faculty with a primary appointment in the School of Medicine or Jerry H. Hodge School of Pharmacy only. GSBS graduate faculty membership privileges vary according to category:

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

ASSOCIATE MEMBER - This membership status is primarily for the purpose of teaching and officially chairing and/or serving on student advisory committees. This level of

membership does not require the GSBS graduate faculty member to be a member of another concentration/program. Membership privileges under this category are limited to privileges (a), (b), and (e) listed in Subsection 2.2.

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

ADJUNCT MEMBER - Membership privileges under this category include: (a) limited teaching (i.e., <3 lectures) in a graduate level course; and/or (b) serving as a voting member on a student's advisory committee.

The adjunct membership status applies to the following individuals with appropriate qualifications: (1) faculty in the Texas Tech University System (TTUS), including all TTUHSC faculty members, regardless of school affiliation; (2) faculty with a graduate appointment at another accredited college/university outside the TTUS; (3) professionals without graduate faculty status at an accredited college/university; and/or (4) retired TTUHSC faculty, including emeritus appointments, at the discretion of the concentration/program. TTUHSC faculty members serving on a student's committee under a different GSBS membership category (i.e., full, associate, affiliate) at the time of retirement may continue to serve in that capacity until the student graduates.

The adjunct membership will be in effect for the duration of the designated teaching and/or committee assignment only.

2.2 Membership Privileges. Depending on the membership category, membership privileges may include:

- (a) teaching and/or serving as the instructor of record in a graduate level course;
- (b) serving on student advisory committees as chair and/or a voting member of the committee;
- (c) voting on issues pertaining to curriculum requirements, graduate course content, election of new faculty members, and changes in the specific guidelines within the graduate concentration/program;
- (d) serving as a representative on the GSBS Graduate Council or on any committee appointed by the GSBS Graduate Council, GSBS graduate faculty or GSBS Dean, and voting in the election of members to the GSBS Graduate Council; and
- (e) voting in the election of officers of the GSBS graduate faculty and on general GSBS issues. GSBS graduate faculty holding multiple memberships may cast only one vote in the election of officers and on general GSBS issues.

2.3 Membership Criteria. Criteria for graduate faculty membership within the GSBS include: (a) possession of the terminal academic degree in the field, or recognition for substantive and distinctive contributions in the related discipline; (b) tangible evidence of ongoing productivity in scholarly research and/or creative activity; and (c) successful experience in (or potential for) teaching, advising, and/or guidance of students at the graduate level. The guidelines for fulfilling these three criteria shall be established by the sponsoring Department Chair, Graduate Advisor/Program Director, and faculty of the individual GSBS concentrations/programs in accordance with appropriate accreditation requirements.

2.4 Membership Process. To nominate a faculty member for GSBS membership or to modify a current GSBS membership, excluding adjunct memberships, the Department Chair (or Program Director, as applicable) conducts a vote of the GSBS members in the sponsoring graduate concentration/program. All prospective full, associate, and affiliate faculty members must be recommended for membership by a majority of the voting GSBS members in the sponsoring graduate concentration/program. Discontinuation of membership does not require a concentration/program vote.

If the sponsoring graduate concentration/program approves the proposed GSBS membership or modification via majority vote, the Department Chair (or Program Director) will submit the completed *Graduate Faculty Nomination or Change in Status* form to the designated GSBS staff member. The form must include the signature of the proposed faculty member, voting results with a signature certifying those results, and signature of the Department Chair or Program Director, as applicable. This form must be accompanied by the appropriate documentation of credentials, as described in Subsection 2.5.

The nomination and related documentation will be reviewed by the Dean and Senior Associate Dean. Upon the Dean's recommendation, the GSBS Graduate Council (GC) will vote on the recommended new membership or modification to membership. Discontinuation of membership does not require a GC vote and will be presented to the GC as an announcement only.

To nominate a faculty member for an adjunct GSBS membership or to modify a current adjunct membership, the Department Chair (or Program Director) will submit the completed *Graduate Faculty Nomination or Change in Status* form to the designated GSBS staff member. The form must include the signature of the proposed faculty member and signature of the Department Chair or Program Director, as applicable. This form must be accompanied by the appropriate documentation of credentials, as described in Subsection 2.5. For adjunct members with teaching responsibilities, it will be the course director's responsibility to confirm that such members are qualified to teach the assigned graduate course topics. Adjunct memberships will be presented to the GC as an announcement only.

2.5 Faculty Credentials. [*TTUHSC OP 60.09 \(Faculty Recruitment Procedure\)*](#) outlines the documentation required to remain in compliance with faculty credentialing requirements of external governing bodies, such as the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In compliance with this policy, GSBS keeps the following:

- (a) official academic transcripts,
- (b) official course-by-course transcript evaluations for international degrees,
- (c) curriculum vitae (CV), and
- (d) other documentation of qualifications in its faculty membership files.

For full, associate, and affiliate members, documents (a) and (c) are required, as listed above. If applicable, (b) must be provided for international transcripts, and (d) may be requested if additional qualifications are necessary to justify the courses which the proposed faculty member will teach. Only (c) is required for adjunct members.

During the GSBS membership application process, every effort should be made to obtain the required documentation from the hiring department. Upon acceptance of GSBS membership, each GSBS faculty member may also be required to provide updated documentation periodically for reporting purposes.

2.6 Review of GSBS Faculty Membership. Each GSBS graduate faculty member, excluding adjunct members, shall be recommended for renewal within the sponsoring concentration/program at 5-year intervals, with recommendations acted upon (approved or disapproved) by the GSBS Graduate Council and the GSBS Dean. Any graduate faculty member who no longer demonstrates evidence of meeting the criteria described above in Subsection 2.3, will be notified of their deficiencies and placed on probation for a period of up to two years. If deficiencies remain at the end of the probationary period, membership with GSBS will be discontinued.

All GSBS graduate faculty members are expected to understand and conduct themselves in accordance with the performance criteria for their particular position and with all rules, procedures, and standards of conduct established by TTUS, TTUHSC, and GSBS policies and procedures. A GSBS graduate faculty member who does not fulfill the responsibilities established by such performance criteria, rules, procedures and standards of conduct, or who violates standards established by TTUS, TTUHSC, or GSBS policies and procedures, may be subject to discontinuation from GSBS membership by the GSBS Dean.

For any instance in which disciplinary action is brought, the faculty member to be disciplined has full access to those avenues of appeal and redress afforded by the sponsoring graduate concentration/program and/or GSBS Dean.

SECTION 3. The GSBS Faculty

3.0 Frequency and Purpose of Meetings. The GSBS Faculty shall meet annually in the month of May. Additional meetings may be called by the GSBS Dean, the GSBS Associate Deans, the Chair of the graduate faculty, by vote of the GSBS Graduate Council, or by petition of

any 25 members of the GSBS faculty. The purpose of these meetings is to conduct business brought forward by the faculty and administration of GSBS.

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

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

3.3 Officers of the GSBS Graduate Faculty. A Chair and a Secretary shall be elected by the GSBS graduate faculty from the membership of the GSBS Graduate Council. The Chair shall be a member other than the GSBS Dean or GSBS Associate Deans, and the Chair and Secretary must be selected from different GSBS graduate programs/concentrations. If the newly elected Chair and Secretary are from the same GSBS graduate program/concentration, the Secretary will be considered ineligible and will be replaced by the individual with the second greatest number of votes for the office. The terms of office shall begin on September 1 of each year, and the Officers shall be elected at the May meeting immediately prior to taking office. Those eligible for these offices shall be the members of the GSBS Graduate Council as it will be constituted on September 1. A list of those eligible will be circulated with the agenda with nominations being taken from the floor at the meeting. The Chair shall preside at meetings of the GSBS graduate faculty and shall be responsible for announcing each meeting and its agenda. The Secretary shall be responsible for recording and appropriately distributing the minutes of the GSBS Faculty meetings.

3.4 Agenda and Conduct of GSBS Faculty Meetings. The agenda of the GSBS faculty meetings shall be established by the GSBS Deans, the Chair of the GSBS graduate faculty, and the GSBS Graduate Council. Only agenda items may be considered for formal action at the meeting. Items not on the agenda may be discussed, but formal action will require either a ballot vote of the entire GSBS graduate faculty membership or the scheduling of another duly announced GSBS Faculty meeting. Unless otherwise stated in these Bylaws, Robert's Rules of Order shall be followed in conducting meetings of the GSBS graduate faculty.

3.5 Majority Vote. Decisions of the GSBS Faculty shall be made by a simple majority vote (more than half of the votes cast) of members present at a duly called meeting or by a simple majority vote of members casting mail or email ballots. A quorum is defined as the number of GSBS faculty attending the meeting or responding to mail and/or email ballots.

SECTION 4. The GSBS Graduate Council

4.1 GSBS Graduate Council. The GSBS Graduate Council shall serve as an elected representative governing body acting on behalf of the GSBS graduate faculty and shall serve as an advisory body to the GSBS Dean on all matters which relate to graduate programs/concentrations. It is expected that the GSBS Graduate Council will be consulted by the GSBS Dean on all actions being considered that are related to the graduate

programs/concentrations. Should a recommendation by the GSBS Graduate Council be disapproved by the Dean, reasons for this disapproval should be communicated, preferably in writing, to the Council before further action is taken. An appropriate representative of the TTU Graduate School shall be invited to serve as an ex officio, non-voting member of the GSBS Graduate Council.

4.2 Membership on GSBS Graduate Council. The GSBS Graduate Council shall consist of two GSBS graduate faculty members from each graduate program/concentration on the Lubbock campus and Pharmaceutical Sciences shall have 4 members (2 from Amarillo and 2 from Abilene) Graduate Council members shall hold membership within the program/concentration they represent, and shall be elected by the GSBS graduate faculty with voting privileges in that program/concentration. The Graduate Program Directors and Graduate Advisors shall serve as ex officio members of the GSBS Graduate Council and shall have voting privileges only if elected to serve on the GSBS Graduate Council by the GSBS graduate faculty in their program/concentration. The student Presidents elected by the GSBS Graduate Student Association (Abilene, Amarillo & Lubbock) shall serve as a non-voting members of the GSBS Graduate Council. The GSBS Dean shall serve as Chair of the GSBS Graduate Council and shall have the deciding vote in case of a tie.

4.3 Terms of Membership. Elected GSBS Graduate Council members shall serve two-year terms with unrestricted eligibility for re-election. They shall be elected in alternate years by April 15 and take office on September 1.

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

4.5 Attendance and Alternates. If a Graduate Council member is unable to attend a meeting of the GSBS Graduate Council, an alternate, either designated by the Council member or elected previously by the GSBS graduate faculty of the program/concentration as a standing alternate, may attend the meeting with voting privileges. Three unexcused absences shall result in a request from the GSBS Dean to the Department Chair (or program/concentration Director) for replacement.

4.6 Officers of the GSBS Graduate Council. The Secretary of the GSBS graduate faculty shall also serve as the Secretary of the GSBS Graduate Council. The term of office shall begin on September 1 of each year with the election as described in Section 3.5. The elected Secretary shall be responsible for reviewing the minutes of the GSBS Graduate Council meetings. The GSBS Dean shall be Chair of the Graduate Council. In the absence of the Dean, the Dean will appoint an Associate Dean to chair the meeting. In the absence of the Dean and Associate Deans, the elected Chair of the GSBS graduate faculty shall chair the meeting of the GSBS Graduate Council.

4.7 Frequency and Conduct of Meetings. The GSBS Graduate Council shall generally meet monthly, although additional meetings may be called by the GSBS Dean or as voted by the Council. A majority of voting members shall constitute a quorum. Decisions by the Council

shall be by a majority vote. Unless otherwise stated in these Bylaws, Robert's Rules of Order shall be followed in conducting meetings of the GSBS Graduate Council.

4.8 Agenda Items and Announcement of Meetings. Any member of the GSBS Graduate Council may place items on the agenda of a GSBS Graduate Council meeting. Announcement of the time, place, and agenda for any meeting must be sent at least one week prior to the meeting. Items not on the agenda may be discussed, but only agenda items may be considered for formal action at the meeting unless all members (or alternates) are present and vote unanimously to suspend this rule. Meetings of the GSBS Graduate Council are open to attendance by any faculty that has GSBS membership status.

SECTION 5. Dean of the GSBS

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

SECTION 6. Associate/Assistant Deans of the Graduate School of Biomedical Sciences

The GSBS Associate/Assistant Deans shall be appointed by and report to the GSBS Dean, shall serve as staff to the GSBS Dean to administer the GSBS graduate programs, shall serve as ex-officio non-voting members of the GSBS graduate faculty, unless elected to membership in the GSBS graduate faculty, may serve as ex-officio, non-voting members of the GSBS Graduate Council; and may serve as ex-officio, non-voting members of the TTU Graduate Council to facilitate the administrative coordination of graduate studies between the two campuses.

SECTION 7. Administration of GSBS Graduate Programs

7.1 Authority and Affiliation Agreements. The administrative responsibility for GSBS graduate programs shall rest with the GSBS through the authority vested in the GSBS Dean by the Chancellor, the TTUHSC President, and the TTU System Board of Regents. Affiliation agreements may be developed between the GSBS and other institutions, including TTU, for such purposes as developing interdisciplinary graduate programs, sharing administrative services, establishing common standards and common admission procedures, facilitating cross campus student enrollment in graduate courses, etc. The GSBS Dean may delegate certain aspects of graduate student program management to the TTU Dean of the Graduate School to facilitate intercampus program interactions within these affiliation agreements. All existing and proposed affiliation agreements should be reported at least annually to the GSBS Graduate Council.

7.2 Department Chair's Responsibilities. GSBS graduate faculty members' Department Chairs shall have final approval over placement of a student with a major advisor, taking into consideration the recommendation of the Graduate Committee as well as the research support available from the advisor and the department.

7.3 Recording of Lectures. The GSBS will record and post all lectures, including those that are TechLinked to other campuses. Faculty who do not want their recorded lectures posted on

the institutional website must notify their program/concentration GSBS Student Affairs Advocate in writing at least two weeks prior to the start of classes each semester. The use of recordings in the event of weather delays and other campus closures is addressed in the [GSBS Inclement Weather Policy](#).

SECTION 8. Faculty Senate

The purpose of the Texas Tech University Health Sciences Center Faculty Senate is to promote interaction and collaboration among the members of the faculty of various schools, as well as to represent the faculty as an advisory body to the TTUHSC President on common issues affecting institutional governance and faculty's responsibilities in teaching, research, care and service.

Composition and Terms: Three Senators shall represent the interests of the GSBS in the TTUHSC Faculty Senate. Senators shall serve for up to three years, with terms staggered by one year to assure continuity of representation. GSBS Senators must be full-time faculty, preferably tenured, with current graduate faculty membership within GSBS. One Senator shall be a full member on the Lubbock campus, one shall be a full member in on the Abilene/Amarillo campus, and one shall be the Chair of the GSBS faculty. Per Senate Bylaws, Senators may not hold more than a 25% administrative appointment, must have attained at least the rank of Assistant Professor and have held appointments within their school for at least five (5) years. It is preferred that GSBS representation on the Faculty Senate be tenured Associate Professors or higher ranked.

Senate terms begin on September 1, and terminate on August 31. GSBS Senators are expected to attend all monthly Senate meetings, as well as all General Faculty Meetings called by the Senate. When schedule conflicts preclude the possibility of attendance, a Senator will designate an alternate to attend in her/his place. Alternates shall have voting privileges for Senate meetings and be counted for purposes of establishing quorum. The senior GSBS Senator or designee shall present a summary of the year's Senate activity at the Annual Meeting of the Graduate Faculty.

GSBS Campus Senator positions shall be elected at the expiration of their term by e-mail vote of the faculty, following a call for nominations at the Annual Meeting. GSBS Senators that are Senate President Elect and/or Past President will automatically be re-elected to fulfill their role on the Faculty Senate for the following year.. If a senator is unable to fulfill his/her term commitment, the GSBS Dean shall appoint an interim replacement until elections are held in May and a permanent replacement can be elected by the faculty.

SECTION 9. Amendments

This governance plan, "Bylaws of the Graduate School of Biomedical Sciences, Texas Tech University Health Sciences Center," may be amended upon submission to the graduate faculty and by a simple majority vote of members present, mail ballots and/or email ballots cast for the amendment.

Amendments to the Bylaws will be subject to final approval by the GSBS Dean. Written notice of the intention to consider amendments to this document shall be sent to all members of the GSBS graduate faculty at least 15 days prior to the call for a vote.

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

SECTION 10. Ratification*

These Bylaws shall become effective when approved by a majority of the GSBS graduate faculty and ratified by the Dean of the Graduate School of Biomedical Sciences.

*Approved and Ratified: 10/24/85

Amended by GSBS Faculty: 10/28/86, 5/27/88, 5/21/91, 10/7/94, 3/31/95, 9/8/95, 5/1/98, 6/30/98, 6/18/03, 5/10/04, 3/07, 5/23/08, 12/8/10, 12/1/2014, 2/4/16, 6/7/21, 5/24/23