

BYLAWS

Adopted by the Graduate Council
Amended August 2000, June 2002 and January 2003

May 7, 2004 APPROVED

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

BYLAWS

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GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

BYLAWS

MISSION STATEMENT

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

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

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

ARTICLE I - GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

Section A. Name.

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

Section B. Object and Function.

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

Section C. Authority.

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

ARTICLE II - FACULTY

Section A. Composition.

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

Section B. Voting Privileges.

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

ARTICLE III - FACULTY CLASSIFICATION AND RANK

Section A. Classification

1. **Full-time and Part-time Faculty.** Full-time and part-time faculty are responsible for the quality of their contributions to the curriculum in areas of specific teaching, or research/scholarly activities.
 - a. Full-time faculty devote their primary professional efforts to the affairs of the GSBS. The success of the instruction program lies with the full-time faculty.
 - b. Part-time faculty devote less than 50% of their professional efforts to the affairs of the GSBS.
2. **Regular and Non-regular Faculty.** Faculty may also be classified as either regular or non-regular.
 - a. Regular faculty can be either full-time or part-time. Regular faculty participate in the activities of the GSBS and of the department of assignment. These activities include teaching, scholarly activity and service. Regular faculty may be appointed at the rank of instructor, assistant professor, associate professor, professor, or to research positions of similar rank, e.g. research assistant professor. The full-time regular faculty members constitute the voting members of the faculty assembly. These members assume the responsibility for developing, recommending and executing all approved policies of instruction. The standing committees of the GSBS are derived primarily from full-time regular faculty.

- b. Non-regular faculty include adjunct faculty. Non-regular faculty who wish to attain regular faculty status must be reviewed in accord with the current policies and procedures for faculty appointments.
3. **Tenured and Non-tenured Status.** A faculty member shall be appointed or reappointed to one of the following designations:
- a. “Tenured” faculty are full-time regular faculty appointed for one year with a mutual expectation of continued, annual reappointment. Tenure may be granted to faculty at the rank of associate professor or professor.
 - b. “Non-tenured” faculty serve a specified term with no expectation of reappointment beyond their specific contract term. There are four classifications of non-tenured faculty:
 - i) **Regular Faculty, Tenure Track.** Regular, tenure track faculty are those seeking tenure and are appointed annually. Faculty rank may be assistant professor, associate professor, or professor. These individuals are eligible for annual appointments only up to the time tenure is achieved.
 - ii) **Regular Faculty, Non-tenure Track.** Regular faculty who generally do not seek tenure and are eligible to receive appointment to instructor, assistant professor, associate professor, and professor may be appointed to a non-tenure track. These individuals are eligible for annual appointments only. Regular faculty who are non-tenured and on this non-tenure track may, following approval of their department chair, with the advice of the departmental P&T committee, and the appropriate dean, transfer from the non-tenure track to the tenure track. If transfer is made after serving three years or more on the non-tenure track, an assistant professor may apply a maximum of one year of their track time to the probationary period for tenure, providing both faculty member and the department chair approve. Transfer may occur only once.
 - iii) **Regular Faculty, Research, Non-Tenure Track.** Research faculty are individuals whose responsibilities are primarily in the area of clinical or basic sciences research and are appointed at the rank of research instructor, research assistant professor, research associate professor or research professor. Research faculty may participate in all activities of GSBS and of the department of assignment.

- iv) **Non-regular Faculty, Adjunct.** Non-regular adjunct faculty may be appointed to adjunct professor or other adjunct rank appropriate to their training in order that their contributions may be formally recognized by the GSBS. These persons are not employees and may or may not be compensated. These persons will serve a specified term as stated in their appointment letter but in no event longer than two years and must be reappointed in the position in order to continue to serve.
- 4. **Rank of Appointment.** The rank of initial appointment is determined by factors such as education, type of degree held, academic experience, research activity, publications, academic responsibilities at the GSBS, public service and any contributions to the academic community.
- 5. **Other Designations.** Faculty members who have reached a high level of distinction in their professional activities may be given a named chair within a department or be recommended for designation as a Regent's professor. This rank is reserved to honor a professor who has been recommended by at least four full professors at the GSBS and nominated through the appropriate dean to the president, who shall submit the nomination and citation to the chancellor who, in turn, will recommend to the Board of Regents, which awards the honor. Faculty members who continue, after retirement from full-time faculty, to contribute to the GSBS may be designated as emeritus professor by the Board of Regents. The procedure for awarding this title shall be the same as for naming a Regent's professor. Emeritus status may be awarded in the ranks other than professor by the above procedure.

ARTICLE IV - APPOINTMENT

Section A. Initial Appointment.

All vacant regular faculty positions should be advertised in conformity with federal and state policies pertinent to equal opportunity employment. Applicants for faculty positions are recruited and recommended for appointment to the faculty through a procedure which generally involves faculty members of the department of each school in which the applicant will be employed. When a position becomes available, the department will form a search committee composed of members within and, if necessary, outside the department whose primary tasks shall be to properly post and advertise the vacancy within the guidelines of the law, to review the applicants' qualifications and recommend the most qualified applicant for the position. Recommendations by the search committee will be reviewed and approved or disapproved by the department chair, the GSBS promotion and tenure committee, the dean, the president and the chancellor. The chancellor shall then nominate and recommend to the Board of Regents those applicants

who will best serve the interests of the GSBS. A vacancy which occurs in the faculty may be filled by an interim appointment by the president with the advice of the chair in the department in which the vacancy exists and the dean. Recommendations for appointment to non-regular faculty positions will be reviewed and approved or disapproved by the department chair, the GSBS promotion and tenure committee, the dean, and the president. The individual will be notified in writing by the president as to the rank and status of his/her initial appointment.

Section B. Faculty Contracts.

Letters of appointment shall specify the term of the contract, the salary, rank and status of the faculty member. The date of issuance of the contract may vary yearly according to the time when the GSBS receives its appropriations, and contracts are not valid before that date. A contract becomes valid when signed by the faculty member and the president of the Center and approved by the Board of Regents, through the chancellor. Administrative officers such as department chairs and deans/associate deans serve in those positions without fixed term at the discretion of the president of the Center. For non-tenured faculty serving in the tenure track, annual contracts shall contain the term of the probationary period, the year in which the faculty member is serving, and the year in which the faculty member is expected to be reviewed for tenure. Clerical errors in faculty contracts are not binding on the GSBS or the faculty member and are subject to revision.

Section C. Renewal of Appointment.

Notice of renewal of appointment is determined by classification of faculty as follows:

1. Full-time regular tenured faculty are entitled to continue the appointment except as otherwise provided in these bylaws.
2. Full-time regular tenure track faculty must be given notice of non-renewal no later than 60 days prior to the date of termination during the first year of employment. After the first year of employment, notice of non-renewal in this category must be given at least one year prior to the effective date of termination.
3. Full-time regular non-tenure track faculty must be given notice of non-renewal no later than 60 days prior to the date of termination during the first year of employment. After the first year of employment, notice of non-renewal in this category must be given at least one year prior to the effective date of termination.
4. Notification of non-renewal of full-time regular non-tenure track (research) faculty must be given no later than 30 days prior to the date of termination. In cases where the salary of a faculty member is funded by a grant and the funding terminates, the faculty member's appointment ends at the time the funding terminates, regardless of the term of appointment.
5. Part-time faculty must be given notice of non-renewal at least 30 days prior to the date of termination.

ARTICLE V - EVALUATION OF FACULTY

Section A. Procedure for Evaluation

Every faculty member shall be evaluated annually by his/her chair. The chair shall then prepare a written evaluation of the faculty member. The faculty member shall be advised of his/her strengths and weaknesses in writing and on an annual basis by the department chair and be counseled concerning his/her overall academic achievement as a faculty member. The department chair must notify the dean that all faculty reviews were completed.

Section B. Evaluation Considerations.

In the annual evaluation, such factors as continuing education, certification, teaching, research and/or scholarly activity, publications, academic responsibilities at the GSBS, public service and unique contributions to the academic community shall be considered. In each case, it is the responsibility of the faculty member to submit a summary of his/her achievements to the department chair in accordance with the criteria below. Each department chair is responsible for initiating annual reviews of all faculty within the department, providing written expectations for each faculty member commensurate with faculty rank and seniority, and providing written evaluations of performance in scholarship, teaching, service and other assigned responsibilities. A report of unsatisfactory performance of a faculty member must be accompanied by a written plan for improvement that has been agreed upon by both the faculty member and the department chair. Disagreements over the written development plan between the department chair and the faculty member, following an unsatisfactory annual review, will be mediated by the departmental promotion and tenure committee or in its absence the GSBS promotion and tenure committee.

ARTICLE VI - REAPPOINTMENT OF FACULTY

All faculty members, whether or not tenured, must be appointed by the Board of Regents to terms or annual appointments. Each appointee shall be advised in writing of the provisions and conditions of the appointment by the president of the Center. The chair shall recommend whether non-tenured faculty members shall be re-appointed to terms appropriate to their classification. Recommendations for reappointment shall be reviewed and approved or disapproved by the appropriate dean, and the president. The department chair, dean, president and chancellor shall not give reasons to the faculty member for the decision not to reappoint other than, in their professional judgment, the prescribed action is recommended. The president shall nominate and recommend to the chancellor, who, in turn, will recommend to the Board of Regents re-appointment of those non-tenured faculty.

ARTICLE VII - SALARY AND MERIT RAISES

All faculty members shall be evaluated annually by the department chair for recommending salary and merit raises in accordance with the criteria established by the GSBS. The recommendation of the department chair shall be forwarded to the dean. The

dean, president, and the chancellor shall similarly make the determination of the appropriate salary level of each faculty member. The Board of Regents will approve the salary level on the basis of the chancellor's recommendation.

ARTICLE VIII - PROMOTION

Section A. General Criteria.

The responsibility of the GSBS is to develop a faculty of the highest quality by recognizing and encouraging academic achievement. The specific criteria for promotion are established by each department within the GSBS, and approved by the dean. Evaluation of faculty members is detailed in Article V. The process focuses upon assessing fulfillment of three principal functions: (1) teaching, (2) research and/or other scholarly activities, and (3) service. Quality teaching is expected and no recommendation should be forthcoming from the department in case of any reasonable doubt. A faculty member applying for promotion must show continuing professional growth through research documented by publication of articles in peer reviewed journals and/or other creative scholarly activity, and through participation in the professional activities of their disciplines. Quality, as well as quantity, of effort must be judged. Service to the department and the GSBS is expected of all members of the faculty in developing and implementing the instructional program. Community service should be related to the mission of the GSBS. Outstanding contribution to one of the above areas, alone, will not qualify an individual for promotion. Balance among the primary factors will vary from one discipline to another and, as a matter of choice, interest and talent from individual to individual. GSBS-specific criteria for promotion and tenure shall be provided to each member considering promotion and/or tenure. The graduate school faculty members who wish to progress beyond the rank of assistant professor must possess a terminal degree.

Section B. Promotion.

The individual faculty member, in consultation with his/her chair, initiates the promotion application process. The department chair appoints a departmental promotion committee, which reviews the documentation of the faculty member and arrives at a recommendation as to whether the applicant should be promoted. The departmental promotion committee then presents its recommendation, along with all documentation, to the department chair. The chair then arrives at his/her recommendation and presents it to the GSBS promotion and tenure committee along with all documentation. The department chair will notify the faculty member in writing of the recommendations of the departmental committee and the chair. The GSBS promotion and tenure committee considers all documentation and the recommendations of the departmental committee and the department chair, arrives at its recommendation as to whether the applicant should be promoted, and forwards its recommendation and all documentation to the dean. The dean then sends his/her recommendation and all documentation to the president. The president shall review the documentation, and make his/her recommendation through the chancellor, to the Board or Regents. The faculty member shall not be present during the official reviews of his/her promotion application. This promotion process will also be followed for non-regular faculty except that the final recommendations will be made by the president. The promotion process is confidential and any public or private statements shall be avoided.

The faculty member shall receive written notice within 15 working days of the decision at each step of the review process. If promotion is not granted, the department chair, the GSBS promotion and tenure committee, the dean, the president and the chancellor shall not give specific reasons to the faculty member for their decision other than the categories of deficiency (teaching, research and/or other scholarly activities or service) and that, in their professional judgment, the prescribed action is recommended. Finally, if the decision of the dean and/or president is negative, the decision will be stated by letter to the faculty member. The entire promotion process must be completed within the time frame specified to allow the faculty grievance and appeal committee sufficient time to act on appeals before the president's recommendations are brought before the Board of Regents.

ARTICLE IX - TENURE

Section A. Non-tenured Faculty Members on the Tenure Track.

The maximum period of probationary faculty service in non-tenured status for faculty members on the tenure track in any academic rank or combination of academic ranks shall not be more than nine years of full-time academic service. Faculty members who are not recommended for tenure by the president of the Center shall not be entitled to tenure by virtue of being employed at the GSBS past their probationary period. On recommendation of the chair and approval by the dean, and the president of the Center, the probationary period for a faculty member appointed at the rank of assistant professor or higher may be decreased by the same amount of time that he/she has served at another institution at the rank of assistant professor or higher. Any such agreements should be specified in writing at the time of the faculty member's initial appointment. However, each new faculty member shall serve a minimum probationary term of no less than one year before application for tenure, unless the president of the Center, in special circumstances, recommends immediate tenure. The GSBS shall adhere to the following probationary periods:

1. Beginning with the initial appointment to the rank of assistant professor, the probationary period shall not exceed nine years; i.e., the decision on tenure will be made during the last probationary year. If tenure is not granted to the faculty member, his/her next year shall be his/her terminal year on the tenure track.
2. Beginning with the initial appointment to the rank of associate professor or professor, the probationary period shall be a minimum of one year before application for tenure, but not to exceed six years; i.e., the decision on tenure will be made during the last probationary year. If tenure is not granted to the faculty member, his next year will be his/her terminal year on the tenure track.

Appointment periods for tenure purposes are calculated from September 1 of the calendar year in which the appointment is effective. A faculty member's probationary period shall be the length of time defined by the rank of initial appointment to the GSBS on the tenure track. A faculty member granted a leave of absence will have his/her probationary period extended accordingly. If the faculty member disagrees with the report of the GSBS

promotion and tenure committee or the dean's recommendation, he/she has the opportunity to appeal the decision through the faculty grievance and appeal committee.

Section B. Tenure.

The individual faculty member, in consultation with his/her chair, initiates the tenure application process. The department chair appoints a departmental tenure committee, which reviews the documentation of the faculty member and arrives at a recommendation as to whether tenure should be granted. The departmental tenure committee then presents its recommendation, orally and in writing, along with all documentation, to the department chair. The chair then arrives at his/her recommendation and presents it to the GSBS promotion and tenure committee along with all documentation. The department chair will notify in writing the faculty member of the recommendations of the departmental committee and the chair. The GSBS promotion and tenure committee considers all documentation and the recommendations of the departmental committee and the department chair, arrives at its recommendation as to whether tenure should be granted, and forwards its recommendation and all documentation to the dean. The dean then sends his/her recommendation and all documentation to the president at a date specified by the promotion, tenure and post-tenure review process timeline published annually. The faculty member shall not be present during the official reviews of tenure. The president shall review the documentation, and make his/her recommendation through the chancellor, to the Board or Regents. The tenure process is confidential and any public or private statements shall be avoided.

The faculty member shall receive written notice within 15 working days of the decision at each step of the review process. If tenure is not granted, the department chair, school/college promotion and tenure committee, the dean, the president and the chancellor shall not give specific reasons to the faculty member for their decision other than the categories of deficiency (teaching, research and/or other scholarly activities or service) and that, in their professional judgment, the prescribed action is recommended. Finally, if the decision of the dean and/or president is negative, the decision will be stated by letter to the faculty member. The entire tenure procedure must be completed within the time frame specified to allow the faculty grievance and appeal committee sufficient time to act on appeals before the president's tenure recommendations are brought before the Board of Regents. If the faculty member disagrees with the report of the GSBS promotion and tenure committee or the dean's recommendation, he/she has the opportunity to appeal the decision through the faculty grievance and appeal committee.

Section C. Tenure Guidelines

1. Goals of the Tenure System - The goals and objectives of the GSBS and the Center can be achieved only through recruitment, development and retention of an outstanding faculty. One factor in attracting, developing and retaining such personnel is a system of tenure which provides a stable environment for effective efforts in teaching and research, and a reward system for achievement.
2. Status and Rights of Tenured Faculty - Academic tenure is a

condition of continuous employment under which termination may occur only for good cause, as determined by due process, or in a financial exigency or phasing out of a program. Tenure ensures faculty academic freedom to pursue original research or to study and teach ideas that are new, unpopular or misunderstood. Tenure does not guarantee any certain level of compensation. The level of compensation is determined by rank, performance of assigned duties and productivity. Due process hearings at the GSBS shall be conducted by a faculty grievance and appeal committee, the members of which are elected by the faculty as stipulated in Article XVI - Section D of the Center Faculty Bylaws. Faculty members will continue to hold tenure while on approved leave of absence from the GSBS. Faculty members who resign or are terminated shall lose their tenure. A faculty member may not be transferred to a non-tenure track status during or after an appointment under the tenure track system except as approved by the president of the Center upon written petition by both the faculty member and his department and recommendation of the dean.

3. Criteria for Tenure - The specific tenure criteria are established by each department within the GSBS and approved by the dean. However, in all cases, faculty on the tenure track are expected to demonstrate outstanding performance in two of the three (teaching, research and service) areas with quality performance in the third. Thus, a faculty member with major teaching responsibilities must show evidence of outstanding achievement in teaching and either research and service, and quality achievement in the third area, in order to be considered for tenure. A faculty member with major responsibilities in research must show evidence of outstanding achievement in research and teaching, and quality achievement in service. It is recognized that the quantity of effort among teaching, research and/or scholarly activity may vary between faculty in each of the departments according to their respective disciplines. Faculty on the non-tenure track are expected to demonstrate outstanding performance in one of the three (teaching, research and service) areas, with quality performance in the second.
4. Post-tenure Review
 - a. Post-tenure review of tenured faculty will be performed at six-year intervals. Tenured department chairs and institute directors will have post-tenure review of their faculty activities. Tenured faculty with administrative responsibilities above the department or institute level will not be subject to post-tenure review. Administrators who resume full-time faculty service will be subject to post-

- tenure review beginning six years after the change in classification.
- b. The post-tenure review evaluations shall include a review of teaching, research and/or other scholarly activities, and service.
 - c. Faculty will be notified by the department chair through the office of the dean six months prior to the intent to perform a post-tenure review.
 - d. The faculty member shall submit a curriculum vitae. Additional documentation may include a summary of professional accomplishments, professional goals, annual reports, development plans, teaching evaluations and other supplemental materials including internal and external peer input that the faculty member wishes for consideration.
 - e. The faculty member's performance shall be reviewed initially by the departmental promotion and tenure committee and chair. Documentation and the department's evaluation will then be submitted to the GSBS promotion and tenure committee for evaluation. The timetable for submission and evaluation will be the same as in Section B - Tenure.
 - f. The faculty member will address the GSBS promotion and tenure committee but shall not be present during the official reviews. The committee may request additional documentation of performance, including external evaluations.
 - g. The recommendation will be communicated in writing to the faculty member, department chair, and dean. The GSBS promotion and tenure committee chair will then meet with the dean to present its written recommendation and all documentation, and to orally discuss the qualifications of the faculty member. The dean shall forward his/her written evaluation to the faculty member, and department chair. Faculty members demonstrating satisfactory performance will be scheduled for post-tenure review at the next six-year interval. For faculty members found to be performing at a superior level, results may be used to determine nomination for awards such as Regent's Professor, or other forms of recognition. For faculty members whose post-tenure review indicates that improvement is needed, a post-tenure development plan will be formulated by the faculty member, the department chair and the departmental promotion and tenure committee to improve the faculty member's overall effectiveness. The plan will provide assistance in needed areas; e.g., teaching, effectiveness training or mentoring, grant writing, additional research

methodology training, or by faculty developmental leave. A copy of the plan will be submitted to the dean for approval. A faculty member selected for a post-tenure development plan will be reviewed after two years by the departmental promotion and tenure committee and chair and the GSBS promotion and tenure committee. If, after two years, unsatisfactory performance in the plan is determined by the GSBS promotion and tenure committee, sanctions (Article XII, Section B, Institutional Faculty Bylaws) will be recommended by the GSBS promotion and tenure committee to the dean. If performance in the plan is determined to be satisfactory, the next review will be six years from the completion of the satisfactory review. For a faculty member whose post-tenure review indicates consistent unsatisfactory performance, and who has not responded to annual development plans, further sanctions (Article XII, Section B) will be recommended by the GSBS promotion and tenure committee to the dean who will then forward a recommendation to the president. In any post-tenure review of tenured faculty, the burden of proof is on the institution to establish that performance is unsatisfactory. Opportunity to appeal a post-tenure review recommendation shall be provided in accordance with Article XI of the Institutional Faculty Bylaws through the faculty grievance and appeal committee.

ARTICLE X - APPEALS

A faculty member may appeal to the faculty grievance and appeal committee within 15 working days of receipt of a written notice of an adverse decision from the GSBS promotion and tenure committee or the dean regarding salary, promotion, renewal of employment, tenure or post-tenure review. The faculty member may appeal only if he/she alleges that the adverse decision was based on an impermissible reason. Such reasons shall include adverse decisions based on conduct protected by academic freedom or the First Amendment, or based on violations of due process, equal protection, state or federal laws, or these bylaws.

The faculty grievance and appeal committee's first function shall be to determine if the adverse decision of the dean was based on an impermissible reason as explained above. In such cases where the faculty member alleges an impermissible reason, it shall be his/her burden to prove that said reason was the primary cause for the adverse decision. In addition, the faculty member shall prepare a detailed written statement of particulars explaining the reasons he/she believes the adverse action was for an impermissible reason and present the same to the faculty grievance and appeal committee at least two weeks prior to the hearing (see Article XII - Section C.2.b.). The procedure for the hearing shall be as set out in Article XII, Section C.2. If the committee believes the dean based his/her

decision on an impermissible reason, the committee shall determine if the dean would have sufficient reason to reach the adverse decision. In so doing, the committee may call additional witnesses and examine the evidence as to the reasons the faculty member was denied promotion and/or tenure. However, such witnesses will not be subject to cross-examination as to their opinion of the faculty member's performance. This review is not intended to evaluate the faculty member's performance; that responsibility is properly carried out by other reviews for salary and renewal of employment.

The second function of any review carried out by the faculty grievance and appeal committee is to determine if the negative decision was based on a fair and complete review of the promotion or tenure documentation and not on an impermissible reason. If the committee concludes, upon examining the documentation and evidence, that the dean reached the adverse decision based primarily on an impermissible reason, the faculty grievance and appeal committee shall recommend to the president to reverse or modify the decision. If the faculty grievance and appeal committee believes the dean had sufficient reason to reach the adverse decision, it shall recommend to the president to affirm the decision.

In addition to the above, a faculty member at an institution of higher education has the right, whether an impermissible reason exists or not, to present a grievance in person to the president on an issue related to the non-renewal or termination of the faculty member's employment at the institution. The president shall then review the faculty grievance and appeal committee's determination and/or the faculty member's grievance, and approve, reject, modify, or take any other action he/she deems necessary for further review of the case. If, after such review, the president finds that the faculty member is entitled to reversal of the adverse decision, he/she shall so recommend to the chancellor for his/her review and final determination. The chancellor shall then, through the normal process, submit to the Board of Regents his/her recommendations.

ARTICLE XI - GRADUATE FACULTY MEMBERSHIP

Section A. Graduate Faculty.

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

Section B. Policy for Graduate Faculty Membership.

1. Eligibility.

Graduate faculty membership is in one of three categories (I, II, III). Membership in a category provides authorization to participate in specified functions within the graduate program. Persons with the rank of Professor, Associate Professor or Assistant Professor are eligible to be nominated as members of category I, II, or III of the graduate faculty. Faculty members who have demonstrated evidence of mature, independent work over time in scholarly, research or creative activities but whose current

programs of activity are impeded because of major university administrative responsibilities may be designated for Ex-Officio membership in Category III of the graduate faculty as deemed appropriate by the graduate dean.

Section C.

Functions.

Individuals must be members of the graduate faculty to participate in the graduate program; only graduate faculty members are authorized to perform one or more of the following functions:

1. teach 5000- and 6000-level courses;
2. serve as member of Master's Degree Advisory Committees;
3. serve as major or co-major professor for master's degree students;
4. direct master's theses;
5. serve as major professor or co-major professor for doctoral degree students;
6. serve as member of Dissertation Committees;
7. serve as major professor for doctoral dissertations;
8. serve as graduate school representative (University Member) for doctoral dissertation or final comprehensive examinations of doctoral students.

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

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

Section E Functions and Qualifications by Category.

1. Category I.

Functions

1. teach 5000- or 6000-level courses, excluding 6950 (dissertation);
2. serve as member of Master's Advisory Committees;
3. serve as member of Dissertation Committees;
4. serve as a co-major professor with a Category II or III faculty member on a Master's Advisory Committee (cannot chair master's or dissertation advisory committee).

Qualifications

1. Education: appropriate advanced degree (PhD, DO, MPH, MD or equivalent) and appropriate experience;
2. Experience: college teaching or significant professional experience or both.

2. Category II

Functions

1. teach 5000- or 6000-level courses;
2. serve as member of Master's Advisory Committees;
3. serve as member of Dissertation Committees;
4. serve as major professor for master's degree students;
5. serve as a co-major professor with a Category III faculty member for a doctoral student;
6. serve as Graduate School representative (university member) for doctoral dissertations or final comprehensive examinations of doctoral students.

Qualifications

1. Education: terminal degree (PhD, DO, MD, or equivalent) and appropriate experience.
2. Scholarly and research attainments: evidence of scholarly, research, professional or creative activity.
3. Experience: college-level teaching or significant professional experience or both.

3. Category III

Functions

1. teach 5000- and 6000-level courses;
2. serve as member of Master's Advisory Committees;
3. serve as member of Dissertation Committees;
4. serve as major professor or co-major professor for master's and doctoral students;
5. serve as major professor or director for master's theses and doctoral dissertations;
6. serve as Graduate School representative (university member) for doctoral dissertations or final comprehensive examinations of doctoral students.

Qualifications

1. Education: terminal degree (PhD, DO, MD or equivalent) and appropriate experience;
2. Scholarly and research attainments: evidence of mature, independent work continuing to the present in scholarly, research, or creative activities (generally implies obtaining extramural funding). Such evidence takes the form of published books, scholarly monographs, articles in refereed or other appropriate journals, presentations, consultant ships, or other significantly scholarly and professional activity;

3. Experience: significant graduate-level teaching or professional experience.

Section F. Procedures for Nomination and Election.

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

1. Nominations.

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

Section G. Review.

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

Section H. Auxiliary and Emeritus Faculty.

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

Section I. Lecturer.

Faculty members holding the title of Lecturer may be approved by the departmental Graduate Studies Committee for graduate faculty membership only at the Category I level.

Section J. Adjunct and Visiting Faculty.

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

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

Section K. Temporary Faculty.

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

Section L. Modified Service and Retired Faculty.

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

ARTICLE XII - OFFICERS

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

ARTICLE XIII - MEETINGS

Section A. Call of Meetings.

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

Section B. Quorum.

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

Section C. Agenda.

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

ARTICLE XIV - STANDING COMMITTEES

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

Section A. Graduate Council .

1. Function.

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

2. Composition of Graduate Council.

The Graduate Council will consist of:

- the graduate advisor for each Biomedical Science discipline;
- two "at large" members elected from the graduate faculty;
- two student members (the President and Vice President of the Graduate Student Association);
- one appointed clinical faculty member (Appointed by the Graduate Dean);
- Ex-Officio (non-voting) members consisting of
 - Director of the Library
 - Associate or Assistant Deans of the GSBS
 - Director of Graduate Admissions and Services
 -

The chair of the Graduate Council is the Dean for the GSBS.

The chairs of the biomedical sciences departments will serve as the Executive Advisory Committee to the Graduate Dean and Graduate Council.

3. Terms of Office .

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

4. Eligibility.

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

5. Elections.

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

6. Appointments.

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

7. Vacancies.

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

8. Quorum.

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

Section B. Promotion and Tenure Committee.

1. Reporting.

The promotion and tenure committee reports to the dean.

2. Composition and Terms.

This committee shall consist of seven members: the chair of each departmental P&T committee shall be appointed, and two members shall be elected by the faculty at large. Members shall serve for three-year terms, but may not be re-appointed consecutively. The members shall elect a chair from the membership who must be approved by the dean. The chair shall have a voice and shall vote. The election for the chair shall take place at the first meeting of each academic year. A member may serve as chair for no more than two succeeding one year terms. The chair shall have had previous service on the promotion and tenure committee. All members must be tenured and hold the rank of associate professor or professor. No member may serve on this

committee and on the faculty grievance and appeal committee simultaneously. Committee members who are from the same department as a candidate being reviewed for promotion and/or tenure shall not be allowed to vote on that candidate's application. If the spouse of a candidate for promotion and/or tenure serves on the promotion and tenure committee at the time of application, that committee member (the spouse) will not be permitted to participate in the discussion of the candidate's application nor will he/she be allowed to vote or be present during these proceedings. The chair may appoint additional *ad hoc* members to replace members with a conflict or an approved absence to maintain the balance of the committee.

3. Responsibilities.

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

4. Minutes.

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

ARTICLE XV - RULES OF ORDER

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

ARTICLE XVI - AMENDMENTS

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

