



## 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 TBB 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 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 (1) be recommended for membership by a majority of the voting GSBS members in the sponsoring graduate concentration program and (2) be 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 concentration programs but may be a full member in only one concentration program.

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.

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- (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, 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.

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shall be by a majority vote. Unless otherwise stated in ~~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 (~~members~~) 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

the institutional website must notify the program/concentration GSBS Student Affairs Advocate in writing at least two weeks prior to the start of classes 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 at 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, and service.

**Composition and Terms:** Three Senators shall represent the interests of the GSBS in the TTUHSC Faculty Senate. Senators shall serve for three years, with terms staggered by one year to assure continuity of representation. GSBS Senators must be full 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 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 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 e-mails 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, 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, 6/22/23