

BYLAWS of the Graduate School of Biomedical Sciences

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. The Faculty of the GSBS shall participate in the governance of the Graduate Programs authorized by the Texas Higher Education Coordinating Board (THECB) as existing within the TTUHSC. The governance of these programs shall be in accordance with the authority vested in the GSBS Faculty by the State of Texas, the THECB, 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 the TTUHSC. All new programs, including interdisciplinary programs, approved by the THECB for offering through the TTUHSC Graduate School of Biomedical Sciences shall be governed by these bylaws. All proposed M.S. and Ph.D. programs from the Graduate School of Biomedical Sciences 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

2.1 General. GSBS Primary and Associate Faculty members must: (1) hold a faculty appointment in the School of Medicine, Paul Foster School of Medicine, School of Pharmacy, or Department of Public Health; (2) be recommended for appointment by a majority of the voting members in the sponsoring GSBS Graduate Program/Concentration; (3) be approved for GSBS Faculty membership by the GSBS Graduate Council; and (4) be appointed by the GSBS Dean. Nominations for all GSBS Faculty appointments are submitted to the GSBS Graduate Council for the recommendation of a majority of the sponsoring Program/Concentration's voting members and the chair of the sponsoring department. A GSBS Faculty member may hold multiple graduate faculty appointments, but may hold only one Primary appointment. GSBS Graduate Faculty membership privileges vary according to the category of appointment: PRIMARY APPOINTMENT - This appointment most appropriately represents the faculty member's primary qualifications and career interests. Primary appointees have all membership privileges (a-e) listed in Section 2.2. JOINT APPOINTMENT - This appointment provides GSBS Faculty members the option to hold additional appointments outside their primary appointments. Membership privileges under this category of appointment are limited to privileges (a), (b), and (c) listed in Section 2.2. ASSOCIATE APPOINTMENT This appointment is primarily for the purpose of teaching and officially chairing and/or serving on Student Advisory Committees. This level of appointment does not require the GSBS Faculty member to hold either a

Primary or Joint GSBS Faculty Appointment Membership privileges under this category of appointment are limited to privileges (a), (b), and (e) listed in Section 2.2. An ADJUNCT APPOINTMENT can be granted as a courtesy to a faculty member with a graduate faculty appointment at another accredited university, outside Texas Tech University Health Sciences Center for the purpose of serving on a GSBS student's thesis/dissertation committee. Membership privileges under this category of appointment are limited to privilege (a) listed in Section 2.2, and may serve as a voting member on a student's advisory committee. Qualified professionals without graduate faculty status may be granted Adjunct faculty

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 the GSBS Graduate Council, or by petition of any 25 members of the GSBS Faculty. The purpose of this meeting is to discuss and create solutions concerning specific problems related to graduate education.

3.1 Notification of Meetings. Members of the GSBS Faculty shall be notified no less than 2 weeks before a regular or special meeting of the GSBS Faculty concerning its time, place, and agenda.

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

3.3 Officers of the GSBS Faculty. A Chair and a Secretary shall be elected by the GSBS 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

SECTION 4. GSBS Graduate Faculty Committees

4.1 Graduate Committees. Each GSBS graduate program/concentration shall have a Graduate Committee consisting of either the whole GSBS Faculty or a representative committee elected by the GSBS Faculty of that program/concentration. Departmental Chairs' responsibilities in Program/Concentration governance are described below; because the Graduate Program in Pharmaceutical Sciences is a joint program between the Department of Pharmaceutical Sciences and the Department of Biomedical Sciences, the two departmental chairs jointly share these responsibilities. The Graduate Advisor, appointed by the Chair of the Department, shall chair the Graduate Committee. The Graduate Committee shall exercise general supervision over the corresponding graduate program/concentration. The

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.

- 5.2 Membership on GSBS Graduate Council. The GSBS Graduate Council shall consist of two GSBS Faculty members from each Graduate Program/Concentration. Graduate Council members shall be primary or joint appointees in the Program/Concentration they represent, and shall be elected by the GSBS Faculty with voting privileges in that Program/Concentration. The 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 Faculty of their program/concentration. A representative elected by the GSBS Graduate Student Association may serve as a non-voting member 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.
- 5.3 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.
- 5.4 Vacancies. GSBS Graduate Council vacancies on expired terms shall be elected by the graduate faculty within the respective program/concentration.
- 5.5 Alternates. If a GSBS 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 Faculty of the graduate program/concentration as a standing alternate, may attend the meeting with voting privileges.
- 5.6 Officers of the GSBS Graduate Council. The Secretary of the GSBS 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 elections described in Section 3.5. The elected Secretary shall be responsible for recording and appropriate distribution of 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 shall appoint an Associate Dean to chair the meeting. In the absence of the Dean and Associate Deans, the elected Chair of the GSBS Faculty shall chair the meeting of the GSBS Graduate Council.
- 5.7 Frequency and Conduct of Meetings. The GSBS Graduate Council shall generally meet monthly, although additional meetings may be held 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.

5.8 Agenda Items and Announcement of Meetings.

committee will include two representatives from each concentration appointed by the department chair and two representatives of the Biotechnology program appointed by the GSBS Dean. Pharmaceutical Sciences applications will be reviewed by a 6 member Graduate Program Committee, consisting equally of faculty within the Departments of Pharmaceutical Sciences and Biomedical Sciences at Amarillo.

SECTION 10. 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, ballots and/or email ballots cast for the amendment.

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

SECTION 11. Ratification*

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

* Approved and Ratified: 10/24/85

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