





Non-Members: For purposes of graduate teaching, non-members with expertise in their areas will be allowed to participate in and lecture graduate courses on an ad hoc basis. The GSBS shall be notified that non-GSBS members will be lecturing in a course either by providing the course syllabus to the GSBS with the lecturers listed or by providing other notification in cases when the syllabus is not appropriate. It will be the course director's responsibility to confirm that non-member guest lecturers are qualified to teach graduate courses.

Faculty currently serving on a student's committee at the time of retirement may continue to serve until the student graduates. Members of the GSBS graduate faculty who retire (including Emeritus appointments) and wish to switch to Adjunct membership must notify the GSBS. Failure to notify the GSBS will result in discontinuation of membership.

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

of meeting the criteria described above in 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, the member will be terminated from membership within the GSBS.

## 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.

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 mailed or email ballots.

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 any GSBS Graduate Council meeting. Announcement of the time, place, and agenda for any meeting shall 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 member of the GSBS graduate faculty.

7.2 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 shall be reported at least annually to the GSBS Graduate Council.

7.3 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.

7.4 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 or 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 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 in the Biomedical Sciences Program, one shall be a full member in the Pharmaceutical Sciences Program, and one shall be a 'at large' representative from any program in the GSBS. Per Senate Bylaws, Senators may not hold more than a 25% administrative appointment.

Senate terms begin on September 1, and terminate August 31. GSBS Senators are expected to attend all monthly Senate meetings, as well as 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.

