

**Information regarding curriculum, program information and operating policies 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 TBB as existing within the 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 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 GSBS shall be governed by these bylaws. All proposed Ph.D., M.S., M.P.H. and certificate programs from the 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

Faculty Credentials. It remains the policy of the GSBS (and TTUHSC) that an official academic transcript of each faculty member be kept on file as required for accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). It is also required that faculty with international degrees provide course transcript evaluations. Every effort will be made by the GSBS to obtain transcripts from the hiring department. The GSBS Dean and Sr. Associate Dean will review all transcripts that are submitted by departments for the purpose of nominating new graduate faculty. Following the Deans' review of faculty credentials, memberships are approved by the Dean according to Section 02.1. Outside institutional faculty only serving on a dissertation committee are exempt from this com. School of Medicine or the GSBS Department of Biomedical Sciences. Prospective members must: (1) be recommended for membership by a GSBS member in the sponsoring graduate program concentration.

GSBS membership by the GSBS Graduate Council and by the Dean. All nominations for GSBS membership are submitted to the GSBS Graduate Council by the Department Chair of the sponsoring department (or Director of the program/concentration) on the recommendation of a majority of the sponsoring program/concentration's voting members.

A GSBS graduate faculty member may hold memberships in multiple concentrations, but may be a full member in only one program/concentration. GSBS graduate faculty membership

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 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 and 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 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. 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 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. A representative elected by the GSBS Graduate Student Association shall serve as a nonvoting 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.

4.3 Terms of Membership. Elected GSBS Graduate Council members shall serve 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 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 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 to the Department (or program/concentration Director) for replacement by the GSBS Dean.

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

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 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 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.

7.3 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 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 care.

One Senator shall be elected each year ~~by a~~ vote of the faculty, following a call for nominations at the Annual Meeting. Senators may ~~be~~ elected, as Senator seniority may be desirable when ~~the~~ GSBS has its turn in the rotation of the Senate Presidency among TTUHSC schools. If a senator is unable to ~~fulfill~~ 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 ~~an~~ ballot 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 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 and by the TTUHSC President.

*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