



BYLAWS of the Graduate School of Biomedical Sciences

prepared by the
Graduate School of Biomedical Sciences

additional appointment outside their primary appointment. 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.

ADJUNCT APPOINTMENT can be granted as a courtesy to a faculty member or a graduate faculty appointment at

2.4 Review of GSBS Faculty Membership. Each GSBS Faculty member shall be reviewed by the GSBS Faculty members with that program concentration at 5 year intervals with recommendations acted upon by the GSBS Graduate Council. Any member, who no longer demonstrates evidence of meeting the criteria described above, will be notified of their deficiencies and terminated or placed on probation for a period of three years. If deficiencies remain at the end of the probationary period the member will be terminated from GSBS Faculty membership.

2.5 Status of TTU Graduate Faculty. Texas Tech University (TTU) Graduate Faculty members may serve on GSBS Student Advisory Committee and will be considered qualified committee members not subject to review or special approval

SECTION 3. The GSBS Faculty

student's requirements leading to the degree. This committee shall meet ~~at least~~ annually (with a progress report sent to the GSBS Dean at least annually) and will approve the student's program of studies, monitor the student's academic progress, approve the thesis or dissertation subject, give the final examination, and approve the thesis or dissertation. The Advisory Committee shall certify the satisfactory completion of all aspects of the student's program of studies to the Assistant Dean prior to awarding the degree. The Assistant Dean shall then advise the GSBS Dean that the student has completed all requirements for his or her degree program.

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GSBS Bylaws. Policies and Procedures pertaining to the Department of Public Health and the Masters of Public Health Graduate Program are available on the Public Health website.

8.2 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 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 should be reported at least annually to the GSBS Graduate Council.

8.3 Departmental Chair's Responsibilities GSBS faculty members' 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.

8.4 Digital Measures. GSBS utilizes Digital Measures' Activity Insight as a management tool to organize and report on faculty teaching, research and service activities. Activity Insight eliminates periodic, recurring requests for information on faculty activities. Data collected from Activity Insight is utilized to generate program review documents, the THECB 18-characteristics report, and year faculty reviews. Faculty that are granted GSBS graduate faculty status are required to utilize Activity Insight and provide the GSBS DM Administrator access to data within Activity Insight (Digital Measures).

8.5 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 SAKAI must notify the 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 and other campus closures is addressed in the GSBS Lecture Recording Policy.

SECTION 9. GSBS Admissions Committee

9.1 Selection committee. A GSBS selection committee will review all doctoral applicants (excluding Pharmaceutical Sciences), make recommendations for interviews and submit ballots for those applicants deemed worthy of admission. The committee is comprised of 2 faculty members appointed by the department chair from each concentration that offers a doctoral degree.

9.2 Admissions Committee A GSBS Admissions Committee will review all student ballots (excluding Pharmaceutical Sciences) and submit an admissions ranking to the GSBS Dean. The GSBS admissions committee will include two representatives from each concentration appointed by the department chair and two representatives from the Biotechnology program appointed by the GSBS Dean. Pharmaceutical Sciences applicants 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. Faculty Senate

