

# The University of North Texas Health Science Center

## School of Biomedical Sciences (SBS)

### Bylaws

#### Adopted by the SBS Faculty

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## FACULTY BYLAWS

### PREAMBLE

The purpose of these Bylaws is to foster an active, informed faculty body and promote open communication among all members of the community of the School of Biomedical Sciences (SBS; the School). Toward this end, the Bylaws provide a framework that defines the roles of the Dean and faculty in initiating recommendations, formulating decisions, and communicating the basis for decisions to those affected. All matters relating to the academic and administrative affairs of the School will be undertaken in compliance with all appropriate University of North Texas Health Science Center (HSC) rules, regulations, policies, and procedures.

### I. PURPOSE, MISSION, VISION, AND VALUES

The School is committed to excellence in education, research, and service to the institution and community. The School offers students opportunities to earn undergraduate and graduate biomedical degrees, including dual degrees, in an educational environment that supports state-of-the-art biomedical research. This purpose is achieved through scholarship, mentorship, and collaboration within HSC and other higher education institutions to provide local, state, and national communities with biomedical scientists and educators.

#### A. Purpose

Transform lives in order to improve the lives of others.

#### B. Mission

Create solutions for a healthier community by preparing our graduates for careers as researchers, educators, and healthcare professionals through innovative training and research.

#### C. Vision

One University, built on values, as a destination for personalized undergraduate, graduate, and professional education and research.

#### D. Our Values

In addition to the HSC values, the School recognizes excellence, character, curiosity, accountability, diversity, and transparency.

### II. ORGANIZATIONAL STRUCTURE

#### A. Dean

The Dean leads the faculty, students, and staff and assumes responsibility for the proper function of all aspects of the School under HSC policies. The Dean, or a designated representative, represents the School both internally and externally in relationship to university matters and provides leadership in promoting the University's core values, fostering innovative programs, advancing scholarly activity, formulating policies, introducing and testing educational ideas and proposals, and supporting efforts toward continuous improvement of the School's degree programs and scholarly activities. The Dean prepares an annual budget for the operation of the School and submits the budget to the HSC Provost. The Dean may appoint, through the normal HSC processes, one or more Assistant or Associate Deans, Chairs, Directors, and other administrators as may be required to carry out the mission, goals, and objectives of the School. The Dean of the School serves as the Chair and presides at meetings of the Executive Council, the general faculty, and the Education Council. The Dean may appoint an Assistant or Associate Dean or another suitable designee to substitute in these roles when the Dean is absent.

## **B. Executive Council**

The Executive Council of the School advises the Dean on all matters affecting the welfare of the School. The Executive Council meets monthly or more often as determined by the Dean. Membership of the Executive Council includes the Dean, Associate and Assistant Deans, Department Chairs, and other members appointed by the Dean. The Dean presides at meetings of the Executive Council. The Dean appoints an administrative staff member responsible for preparing the meeting agenda and recording, maintaining, and distributing meeting minutes.

## **C. Academic Departments**

### **1. Definition**

The academic Department is the primary academic unit of education, scholarly activity, and service within the School. The School is organized into primary academic departments as determined by the faculty and Dean with the consent of the Provost. The School is composed of three Departments: Microbiology, Immunology, and Genetics; Pharmacology and Neuroscience; and Physiology and Anatomy. Each Department adopts bylaws governing its own procedures.

### **2. Department Chairs**

The Department Chair has the authority and responsibility for the administration of the Department under the HSC and the School Bylaws and policies.

- a.** The Department Chair, with the participation and advice of the faculty and student representatives from that Department, devises and implements procedures necessary for the orderly functioning of the Department and its academic mission.
- b.** The Department Chair represents the Department on the Dean's Executive Council and in matters referred to the Dean for approval or decision. In the Chair's absence, the Vice-Chair, or another suitable designee selected by the Chair, will take the Chair's place.
- c.** The Department Chair, with the participation and advice of the faculty, has responsibility for coordinating and managing:
  - application of the values of the institution;
  - assignment of academic workload for faculty in research, teaching, and service;
  - support of research and scholarship by faculty and students;
  - assignment of academic teaching duties;
  - professional development of faculty;
  - faculty recruitment and recommendations to the Dean for faculty appointment, reappointment, salary, promotion, award of tenure, periodic peer review, leave, retirement, and appeals;
  - annual evaluation of faculty and staff performance;
  - coaching/mentoring of faculty and staff;
  - the Department budget;
  - planning and allocation of Department resources;
  - development and updating of a Department strategic plan; and
  - hiring, evaluation, promotion, and discipline of non-faculty staff within the Department.
- d.** The Department Chair may appoint, through the normal HSC process, one or more Assistant Chairs or Directors as required to carry out the Department's mission, goals, and objectives.

## **D. Faculty Members**

### **1. Composition**

Faculty members of the School are defined as all tenured, tenure track, non-tenure track, and research track faculty with an academic appointment to the School and Department and who are employed full time. All faculty members have voting privileges. Administrative officers of the School, such as the Dean/Associate Deans/Assistant Deans and other officers, may have faculty member status if they are also members of an academic department, even though their primary responsibilities are planning or administration. In addition, the School may have non-voting members with an academic appointment to a Department. Non-voting members consist of Instructors, Lecturers, and all part-time (less than 75%) faculty, including post-retirement, emeritus, and adjunct faculty. Non-voting members also include faculty with joint appointments whose primary appointments are outside the School, as well as visiting faculty and voluntary faculty. Non-voting members are allowed to attend School meetings where they have the right to speak.

### **2. Appointment**

Faculty members are appointed to a Department by the Dean in consultation with the Search Committees and Department Chairs. Appointment procedures must comply with HSC and School Promotion and Tenure guidelines and policies, and affirmative action/equal opportunity policies and procedures of HSC and the School. All faculty members appointed to a department are qualified to teach courses at the undergraduate level.

### **3. Voting Privileges**

Voting privileges are extended to all School faculty members appointed under Section 1 above who are employed full-time. A current list of School faculty members eligible to vote will be compiled and maintained by the Office of Faculty Affairs. Each eligible faculty member will have one vote on all issues requiring voting at general meetings of the School. Proxy voting is not allowed.

### **4. Academic Freedom, Faculty Rights, Privileges, Responsibilities, and Grievances**

The faculty members are governed by the policies of the UNT Board of Regents and HSC.

## **E. General Meetings of the Faculty**

### **1. Call of Meetings**

The faculty holds regularly scheduled meetings called by the Dean with notice of the date and time circulated at least two weeks before the meeting. General faculty member meetings occur at least quarterly. A special meeting may be called by faculty following the submission of a written petition of at least 20% of the voting faculty indicating agenda items to be discussed. Notice of such a meeting and the agenda must be circulated at least two weeks before the meeting.

### **2. Quorum**

More than fifty percent (50%) of the voting-eligible School faculty members present at a general meeting constitute a quorum.

### **3. Agenda**

The Dean is responsible for the agenda, which is issued at least one week before each general meeting. The agenda lists matters to be discussed and subjects to be voted on by the School faculty members.

### **4. Minutes**

Minutes are recorded by a member of the administrative support staff for all general meetings convened.

### **III. THE GRADUATE FACULTY**

#### **A. The Graduate Faculty**

The Graduate Faculty is composed of members from the School faculty, faculty members associated with other Colleges/Schools within HSC, and faculty members outside HSC whom the Education Council approves for membership. Only Graduate Faculty members are eligible to teach graduate-level courses and direct and serve on thesis or dissertation advisory committees.

#### **B. Guidelines for Graduate Faculty Membership**

##### **1. Eligibility**

- a. Graduate Faculty membership is classified into one of three categories: Professional Affiliate, Associate, or Full Member.
- b. Graduate Faculty membership provides authorization to participate in the graduate education programs at HSC. Persons with the rank of Professor, Associate Professor, Assistant Professor, or Instructor (inclusive of tenure, non-tenure, and research track) are eligible to be nominated as Associate or Full Members of the Graduate Faculty.
- c. Faculty members of the School who have demonstrated evidence of independent work in scholarly activity and whose current program of activity is impeded because of administrative responsibilities may be recommended to Graduate Faculty membership, as deemed appropriate by the Dean.

##### **2. Functions**

Individuals must be Professional Affiliates, Associates, or Full Members of the Graduate Faculty to participate in the graduate education programs; only Graduate Faculty members are authorized to perform the following functions:

- engage in instructional activities at the master’s degree and doctoral degree levels;
- serve as members of thesis or dissertation advisory committees;
- serve as major professors (chairs) or co-chairs of thesis or dissertation advisory committees;
- serve as School representatives (University Members) on thesis or dissertation advisory committees.

#### **C. Criteria for Graduate Faculty Membership**

Graduate Discipline Directors of the Specialized Master’s Disciplines and Graduate Advisors from each Traditional graduate discipline may recommend appointments for membership to the Graduate Faculty based on the following minimum qualifications established by the Education Council for each category. The Education Council expects that Department Chairs will carefully evaluate each candidate for Associate or Full Member and provide a letter of support. Graduate Faculty status continues until the faculty member exits the University.

#### **D. Functions and Qualifications by Category**

##### **1. Professional Affiliate Members**

- teach 5000- and 6000-level courses, excluding doctoral dissertation (BMSC 6395) and individual research (BMSC 6998);
- serve on thesis or dissertation advisory committees to provide specific expertise but may not chair or co-chair.

##### **2. Associate Members**

- teach 5000- and 6000-level courses, excluding doctoral dissertation (BMSC 6395) and individual research (BMSC 6998);

- serve as members of thesis advisory committees;
- serve as major professors (chairs) or co-chairs on thesis advisory committees;
- serve as members of dissertation advisory committees but may not chair;
- serve as co-chairs on dissertation advisory committees with a Full Member.
- serve as School representatives (University Members) on thesis or dissertation advisory committees.

### 3. Full Members

- teach 5000- and 6000-level courses;
- serve as members of thesis or dissertation advisory committees;
- serve as major professors (chairs) or co-chairs on thesis or dissertation advisory committees;
- serve as School representatives (University Members) on thesis or dissertation advisory committees.

### 4. Summary of Qualifications and Requirements

Category/ Level	Professional Affiliate Member	Associate Member	Full Member
<b>Degree/ Expertise Qualification</b>	Highest degree available, or professional expertise not available at HSC	Terminal degree and appropriate research or professional expertise.	Terminal degree and appropriate research or professional expertise.
<b>Previous Training Experience</b>	Not Required	Not Required	Evidence required
<b>Research Funding: Extramural Funding</b>	Not Required	Not Required	Evidence of extramural grant funding (can be supplemented by Department support)
<b>Research Funding: Department Support</b>	Not Required	Not Required	Advised but not required
<b>Research Independence: Intellectual</b>	Not Required	Not Required	Evidence required through publication history
<b>Research Independence: Space</b>	Not Required	Not Required	Required (can be shared space)
<b>Chair's Support Letter</b>	Not Required	Not Required	Required

### E. Procedures for Nomination, and Election and Appointment/Reappointment of Graduate Faculty

Recommendations for membership to the Graduate Faculty must follow the specific procedure described below. Membership in the Graduate Faculty occurs through nomination, followed by review and approval by the Education Council.

#### 1. Nomination

- a. Nominations to any category membership on the Graduate Faculty are made by the Dean, Department Chair, Education Council member, or any other duly constituted faculty member with access to the relevant information for the

nominee. Criteria for nominations follow the minimum standards listed previously for each category of membership.

- b. The nominee's Department Chair must submit a letter of support for the nomination of Associate and Full Member. Nomination documents are sent to the Dean. This documentation includes the Nomination for Appointment to the Graduate Faculty form to be filled out by the Department Chair and full curriculum vitae in addition to the letter of support from the Chair.

## **2. Election and Appointment**

- a. The Dean submits all nomination documents for membership to the Graduate Faculty, and the Education Council certifies that those nominated satisfactorily meet the qualification for that category.
- b. Membership in the Graduate Faculty is initially established by a majority vote of the Education Council.
- c. The Dean reviews the appointment recommendations of the Education Council and may accept or reject the recommendations.
- d. Once obtained, faculty members retain Graduate Faculty status until such time that the faculty member exits the University.
- e. If a Graduate Faculty Member wishes to modify their status (i.e., move from associate to full member), they may do so by following the nomination procedures as outlined in Section IV. Subsection E. Procedures for Nomination, Election, and Appointment/Reappointment of Graduate Faculty.

## **3. Appeals**

A faculty member may appeal an unfavorable decision regarding their Graduate Faculty appointment status made by the Education Council or the Dean. The appeal process follows the process outlined in HSC policy 6.106 (Faculty Grievance and Appeal).

## **F. Adjunct Faculty, Internship Mentors, and Visiting Faculty**

Adjunct Faculty may be nominated for Graduate Faculty membership and serve at the Associate Member level and may serve as co-chair on a thesis or dissertation advisory committee. Graduate Faculty applications are reviewed for a maximum appointment of three years, but not longer than the appointment term as Adjunct Faculty. Faculty members functioning as internship mentor, visiting faculty, or holding similar (non-adjunct) titles at HSC may be nominated for Graduate Faculty membership only at the Professional Affiliate level.

## **G. Temporary Faculty**

The solicitation of Graduate Faculty members outside the HSC faculty is encouraged, when appropriate, to provide expertise to an individual student's specific research project. These non-adjunct individuals, serving as Professional Affiliate Members, retain the designation until they are either removed from the student's committee or upon the dissolution of the student's committee.

## **H. Modified Service and Retired Faculty**

Graduate Faculty members at the Associate or Full Member category at the time of modified service or retirement may continue to act as major advisors (chairs) of thesis and dissertation committees, with notification and approval of the Education Council. For these faculty to engage in graduate teaching or advising activities not in progress at the time of modified service or retirement, approval of both the Education Council and the Dean is required.

## IV. THE UNDERGRADUATE AND GRADUATE DEGREE PROGRAMS

### A. Composition

The School offers B.S., M.S., and Ph.D. degrees in Biomedical Sciences. The School also offers Post-Baccalaureate Certificates. The Dean and faculty may organize the undergraduate program and graduate degree disciplines around common teaching or research disciplines. These disciplines are integrated within the context of the existing bachelor's, master's, and doctoral degree programs. Such traditional and specialized disciplines are not distinct from the degrees but are subject to oversight by the Dean, the Assistant Dean of the Specialized Master's Disciplines, the Assistant Dean of the Traditional M.S./Ph.D. Programs, the Associate Dean of Undergraduate Education, the Graduate Discipline Directors of the Specialized Master's Disciplines, the Graduate Advisors from each Traditional graduate disciplines, the Faculty Advisors for the Undergraduate Program, and the Education Council. Each discipline is comprised of those faculty members who share common educational goals and research interests. There are eleven (11) such undergraduate and graduate degree disciplines/programs within the School, although these and other such disciplines/programs may later be established, consolidated, or realigned as needed to fulfill the mission of the School. They are as follows:

#### 1. Undergraduate Program

- Biomedical Sciences

#### 2. Specialized Master's Disciplines

- Clinical Research Management
- Medical Science

#### 3. Traditional Graduate Disciplines

- Biochemistry and Cancer Biology
- Cell Biology, Immunology, and Microbiology
- Genetics
- Integrative Physiology
- Pharmaceutical Sciences and Pharmacotherapy
- Pharmacology and Neuroscience
- Structural Anatomy and Rehabilitation Sciences
- Visual Sciences

Establishing new disciplines or consolidating or realigning existing disciplines may be recommended to the Dean by the Graduate Discipline Directors, Graduate Advisors, Assistant or Associate Deans, Director of Traditional M.S./Ph.D. Programs, Education Council, or Provost. The Education Council and the Executive Council will be consulted before the Dean makes a final determination. The Dean will forward such determinations to the Graduate Faculty for final approval.

### B. Program and Discipline Reviews

Each undergraduate program and graduate discipline undergoes an external review every five years. The objective of the review is to identify the strengths, weaknesses, and opportunities for improvement for the individual disciplines in a thorough, comprehensive, and objective manner. All operational activities are considered in the review, including overall discipline quality, quantity, and quality of students, faculty, and graduates, curriculum, institutional and staff support, and infrastructure resources. The overall review process assessment should result in continuous improvement of services, processes, and performance of the discipline. A review committee consisting of at least two external reviewers (selected from other universities for expertise in a program comparable to the one being reviewed) and one internal reviewer (other than the one in

which the program under review) is nominated by the Discipline Director and the program's Assistant/Associate Dean and approved by the Dean. All aspects of the review process are managed by the Office of the Dean. The external review process includes:

- completion of a comprehensive self-study by the Discipline/Program Director;
- distribution of the self-study report and support documents to the review committee;
- a virtual or in-person site visit that includes meetings with all stakeholders;
- an external review report that includes the incorporation of all required review criteria, including strengths, weaknesses, and opportunities for improvement;
- integration of the external review by the Discipline/Program Director into a subsequent action plan.

### **C. Graduate Discipline Membership**

Only members of the Graduate Faculty are eligible to participate in graduate education/mentoring activities of the Specialized Master's and Traditional Graduate disciplines. Application for membership to each Graduate Discipline will be made by the Graduate Discipline Directors or Graduate Advisors and approved by the Education Council for a term not to exceed the appointment to the Graduate Faculty.

### **D. Graduate Discipline Directors (Specialized Master's), Graduate Advisors (Traditional Graduate disciplines), and Student Advisors (Specialized Master's)**

In consultation with their Department Chairs, the Dean appoints:

- Graduate Discipline Directors for each of the Specialized Master's disciplines, and
- Graduate Advisors for each of the Traditional Graduate disciplines.

The Dean considers nominations for each position from the Graduate Faculty of each graduate discipline, the Education Council, Department Chairs, and the Assistant or Associate Deans. In the event of a vacancy, the Dean appoints a replacement. The Dean may also appoint Specialized Master's Student Advisors annually upon recommendation of the Assistant Dean of the Specialized Master's Disciplines to assist students in the Specialized Master's disciplines.

### **E. Undergraduate Faculty Advisors**

The Dean considers nominations from the SBS general faculty, the Education Council, Department Chairs, and the Associate Dean of Undergraduate Education for the positions. In consultation with their Department Chairs, the Dean appoints Undergraduate Faculty Advisors for each of the undergraduate disciplines.

## **V. STANDING COMMITTEES**

### **A. Education Council**

#### **1. Function and Responsibilities**

The Education Council is the representative body of the faculty and is empowered to act in the interest of the faculty in carrying out the educational agenda of the School. As such, the Education Council reports its actions to the faculty. The Education Council has the authority to originate actions affecting the School's undergraduate and graduate education disciplines/programs. Actions affecting the undergraduate and graduate disciplines/programs originating outside the School are considered and acted on by the Education Council when forwarded by the appropriate HSC faculty. Policy and procedure actions concerning standards for admission, academic standards, courses of instruction, curricula, graduation requirements, and graduate and undergraduate degrees to be granted require routine approval by the Education Council.

#### **2. Composition of the Education Council**

- a. The Chair of the Education Council is the Dean.

- b.** The 13 voting members of the Education Council consist of:
  - the eight Graduate Advisors of the traditional Graduate Disciplines;
  - the Assistant Dean of the Specialized Master’s Disciplines;
  - the Assistant Dean of Graduate Education and Admissions;
  - the Associate Dean of Undergraduate Education;
  - one “at large” member elected from the Faculty;
  - one student representative (the President or Vice President of the Student Association of Biomedical Sciences); and
  - *ad hoc* members from the Faculty appointed by the Dean when there is a need for additional expertise on the Council.
- c.** Ex-Officio (non-voting) members consist of:
  - The Executive Director of Admissions
  - the Director of the Library or their designee;
  - the Executive Director of Student and Academic Services;
  - Executive Director of Academic Innovation
  - the Director of the Center for Academic Performance or their designee; and
  - *ad hoc* staff representative from the Office of Admissions and Recruitment appointed by the Dean.

### **3. Eligibility and Terms of Office**

All SBS undergraduate teaching faculty and Associate and Full Members of the Graduate Faculty are eligible to serve on the Education Council. The regularly elected “at large” faculty members of the Council serve for three years, taking office on the first day of the fall semester of the year they are elected or appointed. If an elected member of the Council is unable to complete the term of office, the Dean will appoint another member to complete the service.

### **4. Elections**

Regular elections for “at large” members of the Education Council are to be held before the start of the fall semester each year that the School is to hold an election. Nominations are solicited from the undergraduate and graduate Faculty constituency. Once nominations are closed, the Education Council is responsible for disseminating, collecting, and tabulating the votes of the School faculty members. The election is by majority vote, provided that a voting quorum (a majority of members) is achieved.

### **5. Appointments**

In appointing faculty members to serve on the Education Council, the Dean will consider the distribution of members of the faculty and the need for breadth of representation of disciplines. The appointment of the student member is based on the Student Association of Biomedical Sciences (SABS) elections for President and Vice President.

### **6. Quorum**

A quorum consists of a majority of the voting members of the Education Council.

### **7. Committees**

Standing or *ad hoc* Committees of the Education Council are appointed by the Dean as may be required to carry out the School’s mission, goals, and objectives in consultation with the members of the Education Council.

### **8. Conflict of Interest**

A conflict of interest requires recusal from Education Council’s deliberations and voting. The Education Council is governed by the policies of HSC and the UNT Board of Regents on conflicts of interest.

## **B. Department Promotion and Tenure (P&T) Committees**

### **1. Responsibilities**

The Department P&T Committees are responsible for reviewing the credentials of faculty members applying for promotion, tenure, periodic peer review, Regents professor, and emeritus status. The Department P&T Committees are also responsible for mid-probationary reviews of faculty members on tenure track.

### **2. Composition and Terms of the Department P&T Committees**

- a. Each Department establishes a P&T Committee at the beginning of the academic year for evaluating the P&T and periodic peer review dossiers of faculty candidates in their respective Departments.
- b. The annual promotion and tenure process timeline established by the Office of Faculty Affairs is followed. The list of candidates to be reviewed is forwarded to the Department P&T Chair, and completed packets are due in accordance with the timeline from the Office of Faculty Affairs. The Department P&T Committee members will be established by October 1 once the candidates to be reviewed are finalized.
- c. All tenured members within a Department who hold the rank of Associate Professor or Professor are eligible to serve on a Department P&T Committee. Only those faculty members of higher rank than the candidate for promotion and those with tenure in the case of a candidate for tenure are eligible to participate in discussion and voting.
- d. Faculty members who hold administrative appointments as Dean, Associate Dean, Assistant Dean, or Department Chair are not eligible to participate in Department P&T Committees.
- e. The Department Chair appoints a Chair of the Department P&T Committee for a three-year term beginning September 1. The Committee Chair is a tenured member of the Department's faculty who is not scheduled for periodic peer review during the term of appointment. The Department P&T Committee Chair also serves on the School P&T Committee during this three-year term.
- f. The Department Chair does not take part in the discussion of the Department P&T Committee other than to provide initial guidance and general instructions and any information about candidates requested by the committee. Likewise, the Department Chair does not participate in the voting process because the Department Chair must make an independent evaluation and written recommendation.
- g. The minimum number of members of each Department P&T Committee is three (3) for a review and vote to occur. The Department Chair may appoint additional *ad hoc* Committee members from other Departments within the School or other Schools or Colleges within HSC for improving the range of expertise of the committee or as a contingency in situations whenever a full complement of members is unavailable to vote. The Department Chair forwards the names of potential *ad hoc* faculty members from other Departments to the Dean for final approval.

### **3. Assessment of Merits**

- a. After reviewing and discussing the candidate dossier, the Department P&T Committee votes on the merits of the candidate's application in the following three areas: teaching, scholarly activity, and service.
- b. Performance within each of the categories is ranked as "deficient," "quality," or "outstanding." Performance that does not meet the criteria for either "quality" or "outstanding" will be considered "deficient."

#### **4. Process**

- a. The Committee members are governed by the policies of HSC and the UNT Board of Regents.
- b. All voting by the Department P&T Committees is confidential and conducted by secret ballots.
- c. All members of the committee who participate in the discussion of the candidate must cast a yes or no vote in favor of or against a candidate's application for promotion and/or tenure or periodic peer review. The Chairs of the Department P&T Committees are considered voting members.
- d. A member of the committee cannot participate in the deliberations of the committee and then abstain from voting. A vote of abstention is not allowed.
- e. In case of a conflict, an ad-hoc member will be appointed to the committee in place of the recused committee member. If there is a question about whether a conflict of interest exists, the issue will be referred through the Department Chair to the Dean, who will make a final determination with advice from the Office of General Counsel.
- f. Once the committee's vote has been taken, the committee's decision is final, and the committee cannot re-vote.

#### **5. Reporting**

- a. The Chair of the Department P&T Committee is responsible for providing the Department Chair with both an oral and a written summary of the recommendation from the Committee members. A written summary is also provided to the School P&T Committee.
- b. The Department Chair is responsible for providing the candidate with a summary of the Committee recommendation within 15 working days of the decision.

### **C. School Promotion and Tenure (P&T) Committee**

#### **1. Responsibilities**

- a. The School P&T Committee is responsible for reviewing all documentation relevant to the promotion, tenure, periodic peer review, and emeritus and regent's professor applications of faculty after Department review. The School P&T Committee is also responsible for reviewing the eligibility of new hires with tenure.
- b. In the course of its duties, this committee has the option to call for additional input or information to aid in its deliberations. After reviewing all documentation and a subsequent vote on the application, this committee forwards its recommendation, along with all relevant documentation, to the Dean.

#### **2. Composition and Terms of the School P&T Committee**

- a. The members of the School P&T Committee are constituted by each Chair of the Department P&T Committees plus two elected at-large. The Committee members serve no more than two consecutive three-year terms. All members must be tenured and hold the rank of Associate Professor or Professor.
- b. Faculty members who hold administrative appointments as Dean, Associate Dean, Assistant Dean, or Department Chair are not eligible to participate in the School P&T Committee.
- c. The members of the School P&T Committee elect a chair at the first meeting of each academic year, and the elected Chair may serve for no more than two consecutive one-year terms. A member of the School P&T Committee must have served previously at least one year on the committee before serving as Chair.
- d. No member may serve on the School P&T Committee and simultaneously serve as

a member of the institutional Grievance and Appeal Committee.

- e. Committee members from the same Department as a candidate being reviewed for promotion, tenure, or periodic peer review will not participate in the deliberations or vote on the recommendation of the candidate's application.
- f. A conflict of interest will require recusal from all P&T review and Periodic Peer Review (PPR) processes. The faculty are governed by the policies of HSC and the UNT Board of Regents on conflicts of interest.
- g. A minimum of three (3) members is necessary for a review and vote to occur. The School P&T Committee Chair may appoint additional *ad hoc* members to replace members with a conflict of interest or an approved absence or to maintain the balance and diversity of the committee. The Committee Chair forwards the names of potential *ad hoc* members to the Dean for final approval.

### **3. Assessment of Merits**

- a. After reviewing and discussing the candidate's dossier, the School P&T Committee votes on the merits of the faculty member's application in the following three areas: teaching, scholarly activity, and service.
- b. Performance within each of the categories of teaching, scholarly activities, and service are ranked as "deficient," "quality," or "outstanding." Performance that does not meet the criteria for either "quality" or "outstanding" are considered "deficient."

### **4. Process**

- a. The Committee members are governed by the policies of HSC and the UNT Board of Regents.
- b. All voting by the School P&T Committee is confidential and conducted by secret ballots.
- c. Faculty may only vote once on a candidate. If Committee members have voted at the Department P&T level, they will not participate in the discussion or voting on a candidate at the School P&T Committee level.
- d. All members of the committee who participate in the discussion of the candidate must cast a yes or no vote in favor of or against a candidate's application for promotion, tenure, or periodic peer review. The Chair of the Committee is considered a voting member.
- e. A member of the committee cannot participate in the deliberations of the committee and then abstain from voting. A vote of abstention is not allowed.
- f. If a Committee member is conflicted about the candidate's application (such as a current or previous spouse or immediate family member of the candidate) or any other conflict of interest, that individual cannot participate in the reviewing, deliberating, or voting process. If there is a question about whether a conflict of interest exists, the issue will be referred to the Dean, who will make a final determination with advice from the Office of General Counsel.
- g. Once the committee's vote has been taken, the committee's decision is final, and the committee cannot re-vote.

### **5. Reporting**

- a. The Chair of the School P&T Committee is responsible for providing the Dean with both an oral and a written summary of the recommendation from the Committee members of the candidate evaluated.
- b. The Chair of the School P&T Committee is responsible for providing the faculty member with a summary of the Committee recommendation within 15 working days of the decision.

## D. Admissions Committees

### 1. Composition and Terms

Three Admissions Committees will be organized to consider student applications for admissions to the undergraduate and graduate degree programs:

#### a. Specialized Masters Programs Admissions Committee

This committee is responsible for evaluating applications for the Specialized Master's disciplines in Medical Science. The Graduate Discipline Directors and Specialized Master's Student Advisors (or their designees) from each of the disciplines serve on the committee. The committee is chaired by the Assistant Dean of the Specialized Master's disciplines or a current member of the committee as the Assistant Dean's designee. To increase the diversity of the committee, the Dean may appoint additional *ad hoc* Graduate Faculty members. The Dean may also appoint staff representatives from the Office of Admissions and Recruitment as ex-officio members of the committee. Department Chairs will not participate in the Medical Science and Clinical Research Management Admissions Committee.

#### b. Traditional MS/PhD Graduate Admissions Committee

This committee is responsible for evaluating applications for the traditional MS and PhD graduate programs. The Graduate Advisors from each Traditional Graduate discipline, and the Director of Traditional M.S./Ph.D. Programs serve on the committee. The committee is chaired by the Assistant Dean of Graduate Education and Admissions or a current member of the committee as the Assistant Dean's designee. To increase the diversity of the committee, the Dean may appoint additional *ad hoc* Graduate Faculty members. The Dean may also appoint staff representatives from the Office of Admissions and Recruitment as ex-officio members of the committee.

Department Chairs will not participate in the General Graduate Admissions Committee.

#### c. Undergraduate Admissions Committee

The undergraduate admission process is administered by the Office of Admissions and Recruitment and consists of the following steps. Prospective students submit an online application that includes biographical data required for reporting and a statement of intent to enroll in the program. Applicants also provide official transcripts showing required Texas Core Curriculum and science prerequisite courses eligible for transfer. The transcripts are evaluated by the Office of Admissions and Recruitment, which determines acceptable transfer credit from other institutions. The Office of Admissions and Recruitment evaluates applicant qualifications and provides admissions reviews to the Undergraduate Admissions Committee consisting of SBS faculty members appointed by the Dean to make admissions recommendations. The committee is chaired by the Associate Dean of Undergraduate Education or a current member of the committee as the Associate Dean's designee. To increase the diversity of the committee, the Dean may appoint additional *ad hoc* School faculty members. The Dean may also appoint staff representatives from the Office of Admissions and Recruitment as ex-officio members of the committee. Department Chairs will not participate in the Undergraduate Admissions Committee.

### 2. Responsibilities

#### a. Undergraduate Admissions Committee

The Undergraduate Admissions Committee is responsible for reviewing all

application documentation for the Undergraduate Program. Following a review of admission documentation, the Undergraduate Admissions Committee recommends acceptance or non-acceptance by majority vote and returns recommendations to the Office of Admissions and Recruitment, which notifies students of their admission decision.

**b. Graduate Admissions Committees**

The Graduate Admissions Committee is responsible for reviewing all application documentation for the Traditional Graduate Programs. The Medical Science and Clinical Research Management Graduate Admissions Committee is responsible for reviewing all application documentation for the Specialized Master's disciplines in Medical Science and Clinical Research Management. Following an initial review of documentation, the Graduate Admissions Committees will establish the criteria for interviewing graduate program candidates and identifying those candidates who will be interviewed. After a final consideration of all information, the Graduate Admissions Committees will recommend suitable candidates for admission by majority vote and send recommendations to the Office of Admissions and Recruitment, which notifies students of their admission decision.

**3. Conflict of Interest**

A conflict of interest requires recusal from the Admissions Committee deliberations and voting. Admissions Committee members are governed by the policies of HSC and the UNT Board of Regents on conflicts of interest.

**4. Reporting**

The Office of Admissions and Recruitment is responsible for communicating the recommendations of the Committees to the Dean.

**5. Minutes**

Minutes are recorded by a member of the respective SBS Admissions Committee and shared with the Office of Admissions and Recruitment for all Admission Committee meetings convened.

**E. SBS Values Committee**

Our values define how we work together to reach our goals. They represent the best way for us to fulfill our mission and vision and achieve our strategic goals. Through the power of our values we can make a difference in the lives of our people, build meaningful relationships with our partners, and develop our leaders. These values include Courageous Integrity, Be Curious, We Care, Better Together, Show Your Fire.

In particular, the Better Together value embodies the following goals:

- Foster an inclusive environment of respect, belonging, and access for all,
- Develop awareness and understanding of different experiences,
- Respect diversity of people, beliefs, thoughts, and ideas, and
- Support opportunities to remove barriers to equity and inclusion.

**1. Function**

The functions of the SBS Values Committee are to provide guidance and recommendations to the Dean to facilitate an educational and work environment that is free of discrimination and harassment, reflects the diversity of the communities we serve, and is a respectful and inclusive culture for our students, staff, and faculty.

The SBS Values Committee is committed to upholding our values through equitable treatment and eliminating discrimination in all forms at all organizational levels within the SBS.

## **2. Composition of the SBS Values Committee**

To ensure fair representation of perspectives and experiences across the SBS, the SBS Values Committee, composed of a mix of faculty, staff, and students:

- At least three faculty (including at least one BMSC 5109 course director)
- At least two graduate students (must be able to commit to a two-year term)
- At least two staff (administrative, technical)

All Committee members are eligible to vote. The Dean serves as an Ex-Officio member of the committee.

## **3. Eligibility and Terms of Office**

All faculty, staff, and graduate students with full-time appointments to SBS are eligible to join the SBS Values Committee. All nominees must be able to commit to a 2-year term. Individuals in their first semester at HSC are not eligible to apply. Faculty with administrative roles (except the Dean) are eligible to serve. Each term is for two years starting September 1 and is renewable for a second consecutive two-year term. Additional terms on the committee will then require a one-year break in service.

## **4. Appointment of Committee Members**

During the summer semester, the SBS Values Committee forms a membership subcommittee to solicit nominations and self-nominations from the groups above to fill any vacancies. The membership subcommittee reviews these nominations and recommends new members to fill vacancies to the Dean and the Committee Chair. Upon the endorsement of the selections by the Dean and Committee Chair, the committee issues appointments to the selected members to join the committee beginning with the next academic year.

## **5. SBS Values Committee Officers**

The officers of the SBS Values Committee are the Chair, Vice-Chair, Secretary, and Communications Officer. Only appointed members of the SBS Values Committee are eligible to serve as officers. Members of the Committee are elected for the following officer positions (one-year terms):

- Chair (open to faculty or staff)
- Vice-Chair (open to students)
- Secretary (open to all members)
- Treasurer (open to all members)
- Communications Officer (open to all members)

Elections for open officer positions will be conducted each fall semester.

Nominations are requested at the first meeting of the fall semester and voted on by the committee (simple majority) at the next meeting.

## **6. Committee Meetings**

SBS Values Committee meetings are held at least once per month. The Dean or Committee Chair may also request special meetings of the SBS Values Committee. Regular and special meetings of the SBS Values Committee are open to all faculty, staff, and students of HSC, and an agenda will be posted on a shared platform before the set meeting time. Minutes are taken at each meeting by the Secretary and maintained on the shared platform open to all committee members. A quorum consisting of a simple majority of voting members must be in attendance.

## **F. SBS Awards and Scholarships Committees**

The SBS Awards and Scholarship Committees are responsible for establishing processes, procedures, and other concerns related to reviewing and recommending the recipients of School-specific awards and scholarships. The Committees are responsible for ensuring

that their respective review processes are fair, equitable, and compliant with HSC policies and procedures.

## **1. SBS Graduate Scholarships Committee**

### **a. Responsibilities**

This committee is responsible for selecting recipients of scholarships provided by SBS to graduate students, including awards and scholarships. Decisions of the Committee are final; they are not subject to appeal.

#### **i. Scholarships**

Graduate students in SBS are eligible for competitive scholarships at the School level. Application for these internal scholarships is through the HSC Financial Aid Office using the General Scholarship Application process. The committee is responsible for evaluating the applications, selecting the scholarship recipients, and ensuring that the qualifications and background of students receiving the scholarships match the criteria set forth by the individual scholarships.

### **b. Composition**

The SBS Graduate Scholarships Committee consists of the Assistant Dean of the Specialized Master's Disciplines, the Associate Dean for Undergraduate Education, the Assistant Dean of Graduate Education and Admissions, and the Associate Dean of Faculty and Research Development, appointed by the Dean to make scholarship recommendations. All members have voting rights, and the committee is chaired by the Assistant Dean of Graduate Education and Admissions or a current member of the committee as the Assistant Dean's designee. The Executive Director for Student and Academic Services is a non-voting member (ex-officio). To increase the diversity of the committee, the Dean may appoint additional ad hoc School faculty members. SBS Department Chairs will not participate in the Graduate Scholarships Committee.

## **2. SBS Undergraduate Awards and Scholarships Committee**

### **a. Responsibilities**

This committee is responsible for selecting recipients of awards and scholarships provided by SBS to undergraduate students. Decisions of the committee are final; they are not subject to appeal.

#### **i. Awards**

The committee automatically considers all first-time applicants to the undergraduate degree program in SBS for entrance awards based on their admissions records. These awards are provided for up to two consecutive semesters of undergraduate enrollment and are subject to satisfactory academic progress. Decisions regarding the criteria, number, and size of entrance awards rest with the committee based on the availability of funds.

#### **ii. Scholarships**

Continuing undergraduate students in SBS are eligible for competitive scholarships at the School level. Application for these internal scholarships is through the HSC Financial Aid Office using the General Scholarship Application process. The committee is responsible for evaluating the applications, selecting the scholarship recipients, and ensuring that the qualifications and background of students receiving the scholarships match the criteria set forth by the individual scholarships.

### **b. Composition**

The SBS Undergraduate Awards and Scholarships Committee consists of three

full-time SBS faculty members appointed by the Dean to make award and scholarship recommendations. All members have voting rights, and the committee is chaired by the Associate Dean of Undergraduate Education or a current member of the committee as the Associate Dean's designee. To increase the diversity of the committee, the Dean may appoint additional ad hoc School faculty members. The Dean may also appoint staff representatives from the Office of Admissions and Recruitment as ex-officio members of the committee. SBS Department Chairs will not participate in the Undergraduate Awards and Scholarships Committee.

**G. Other Standing Committees**

The Dean, in consultation with the Executive Council, is empowered to create other standing or select Committees and appoint members as needed.

**VI. RULES OF ORDER**

The latest revision of *Roberts Rules of Order* serves as the parliamentary procedures for all meetings.

**VII. AMENDMENTS AND REVIEW**

Proposed amendments to the faculty bylaws must be published in the meeting agenda at least one week before any general meetings of the faculty members or presented in writing at the meeting previous to the one in which the vote is to be taken. Amendments are ratified by a simple majority of the Faculty attending the meeting, provided that a quorum is present. Such amendments and changes to the faculty bylaws are published in the minutes, distributed to the entire Faculty. The amended bylaws are reviewed by the HSC Policies and Bylaws Committee, and suggestions/recommendations are sent back to the Dean for review and/or implementation. The document is then sent to the Provost for final approval. Amendments that conflict with any provision of the faculty bylaws and faculty policies of HSC or any policies of the UNT Board of Regents are null and void. The Dean arranges for a review of the School Bylaws at a minimum of every three years.