



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Graduate School of Biomedical Sciences

2021- 2022

Faculty and Graduate Council
Bylaws

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Statement of Accreditation

Texas Tech University Health Sciences Center El Paso is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Tech University Health Sciences Center El Paso.

Mission Statement

The mission of TTUHSC El Paso is to improve the lives of people in our State and our community by focusing on the unique health care needs of socially and culturally diverse border populations through excellence in integrated education, research, and patient care. In order to support the institutional mission, the Graduate School of Biomedical Sciences (GSBS) provides superior graduate education as well as leadership by increasing knowledge and understanding through scholarship and research.

The **mission of the TTUHSC El Paso GSBS** is to educate the next generation of scientists and health-related professionals by providing a dynamic research environment oriented to satisfy the learning needs of a multicultural group of students by fostering creativity and discovery.

The faculty and staff of the GSBS are committed to align with the TTUHSC El Paso strategic goals including:

- Goal 1. Excellence in Healthcare Education
- Goal 2. Excellence in Clinical Care
- Goal 3. Excellence in Research
- Goal 4. Excellence in Community Engagement & Outreach
- Goal 5. Excellence in Stewardship

Expected Student Learning Outcomes

GSBS student learning outcomes are described below:

Biomedical Knowledge

Students will understand and demonstrate basic concepts and theories in the fields of Biomedical Sciences.

Biomedical Practices

Students will apply the knowledge and skills to examine and design biomedical research.

Communication and Interpersonal Skills

Students will communicate effectively with peers, professors, and the scientific community through both oral presentations and written discourse.

Professionalism

Students will demonstrate behavior consistent with professional responsibilities of conducting biomedical research.

Faculty Bylaws

Section 1. The TTUHSC El Paso GSBS

TTUHSC El Paso GSBS first opened its doors in 2013 as an expansion of the GSBS at Texas Tech University Health Sciences Center in Lubbock, Texas. In August 2014, the Texas Higher Education Coordinating Board (THECB) officially acknowledged the creation of a freestanding, independent TTUHSC El Paso GSBS. On Jan. 22, 2016, the THECB approved the addition of the Master of Science (M.S.) in Biomedical Sciences to TTUHSC El Paso's program inventory. Following the addition to the M.S. program, on Sept. 1, 2016 the Post-Baccalaureate Certificate program in Biomedical Sciences was officially added to TTUHSC El Paso's program inventory.

Section 2. GSBS Faculty Responsibilities

Faculty, also called faculty of record, are subject to the policies and procedures of the TTUHSC El Paso and the Texas Tech University Board of Regents, the GSBS faculty shall support the mission and goals of the GSBS by carrying the following responsibilities:

1. Development of the curriculum content.
2. Delivery of course material.
3. Effective assessment of student learning outcomes for each GSBS academic program.
4. Develop and enhance opportunities for professional development in order to assess student learning and understanding of the Biomedical Sciences field.
5. Promote student participation on biomedical research projects to gain first-hand experience in a laboratory setting.
6. Award passing grades only to those students who have demonstrated mastery of the course material.
7. Evaluate and determine whether students' behavior and/or conduct is suitable to represent the scientific community.
8. Consider matters referred by the dean, and/or the GSBS Graduate Council as needed.

If the GSBS faculty cannot fulfill the responsibilities stated above, the faculty member shall be notified of the deficiencies and placed on probation for a period up to two years, as described in Section 3.6.

Section 3. Eligibility for GSBS Faculty Membership

3.1 Faculty Credentials

For each educational program, the GSBS justifies and documents the qualifications of its faculty members by reviewing their credentials. Faculty teaching graduate and post-baccalaureate courses shall provide evidence of having earned doctoral/terminal degree in the teaching discipline or related field. It is the policy of the GSBS and TTUHSC El Paso that an official academic transcript for each faculty member be kept on file. The GSBS is responsible for justifying and documenting the qualifications of its faculty members, as required for accreditation by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#). Furthermore, faculty with international degrees are required to provide course-by-course transcript evaluations to the GSBS.

The dean reviews transcripts and supporting documentation submitted for the purpose of granting GSBS membership status to new faculty. The GSBS makes every effort to obtain transcripts from the hiring department, but it is faculty's responsibility to provide evidence of academic credentials.

3.2 GSBS Faculty Membership

To be eligible for membership, faculty must be employed by TTUHSC El Paso. GSBS faculty members are faculty who have primary appointments through the Paul L. Foster School of Medicine (PLFSOM).

Prospective members must:

1. Request an appointment to the GSBS.
2. Submit academic credentials and a copy of most recent CV.
3. Be elected by the majority of the GSBS faculty.
4. Be recommended by the GSBS Graduate Council to the dean for final approval or rejection.

Paperwork related to GSBS membership nominations is managed by the GSBS main office.

3.3 Membership Categories

GSBS classifies faculty memberships into three categories:

Full Member – This membership status is determined by the faculty's primary qualifications and career interests. Full membership has the privileges (a-g) listed in Section 3.4.

Associate Member – This membership status is granted for the purpose of teaching and officially chairing and/or serving on student hearing committees. GSBS emeritus faculty members may request to the GSBS main office to switch to become associate member.

Membership privileges under this category are limited to items (b), (c), and (g) listed in Section 3.4.

Emeritus Member – This membership status is granted mainly for teaching, item (b) from Section 3.4. TTUHSC El Paso GSBS faculty may only be granted emeritus membership at the discretion of the dean.

3.4 Membership Privileges

Privileges may vary based on the membership category described in Section 3.3. GSBS membership privileges include:

- a) Serving as the instructor of record in a graduate-level course.
- b) Teaching in a graduate-level course.
- c) Serving on a student hearing committee as a chair and/or a voting member during a procedure.
- d) Voting on issues pertaining to curriculum requirements, graduate course content, and changes to specific graduate program guidelines.
- e) Recommending new faculty members for GSBS membership status.
- f) Serving as a representative on the GSBS Graduate Council.
- g) Serving on committees appointed by the dean.
- h) Voting in the election of officers of the GSBS Graduate Council.
- i) Voting on general GSBS issues as needed.

3.5 Membership Criteria

Criteria for GSBS faculty membership include:

- a) Possession of a doctoral/terminal academic degree and recognition of substantive and distinctive contributions to the area of expertise.
- b) Tangible evidence of ongoing productivity in research and/or other scholarly activities.
- c) Successful experience in (or potential for) teaching, counseling, and/or directing students at the graduate level.
- d) Demonstration of professional behavior in interactions with colleagues, students, and staff.

3.6 Review of Membership

Each GSBS faculty member shall be recommended for renewal in five-year intervals.

- a) The renewal shall be supported with recommendations from the GSBS Graduate Council and ratified/rejected by the dean.
- b) Any GSBS faculty member who no longer demonstrates evidence of meeting the criteria described in Section 3.5 shall be notified of the deficiencies and placed on probation for a period up to two years.
- c) If deficiencies persist through the end of the probationary period, the GSBS membership shall be terminated.

- d) The dean reserves the right to revoke membership status if the faculty member does not meet institutional competencies for educational and organizational excellence as described, but not limited to, Section 3.7.

3.7 Institutional Competencies for Educational and Organizational Excellence

In an effort to maintain an environment that meets institutional competencies for educational and organizational excellence, the GSBS faculty shall conduct business adhering to the following competencies:

- a) Accepts responsibility for individual actions.
- b) Effectively communicates with other faculty, students, and staff.
- c) Complies with relevant laws, regulatory requirements, university policies and procedures.
- d) Maintains the confidentiality and security of students' information and grades.
- e) Supports a climate of diversity and inclusion.
- f) Demonstrates honest, fair, and ethical behavior; as well as, treating others with courtesy and respect in all situations.
- g) Meets commitments and deadlines established by the GSBS and other regulatory institutions.
- h) Delivers lectures in a timely manner and as scheduled by the GSBS.
 - It is the responsibility of the faculty to inform the GSBS in case of absence **one week earlier** in order to provide ample time to make necessary arrangements.
 - **Unjustified absences** may result in the GSBS dean revoking faculty membership status; tardiness and abrupt changes in the schedule will be considered unprofessional and not acceptable.
 - The GSBS recognizes that there may be certain situations where the faculty may not be able to notify the GSBS with ample time about absences and tardiness, such as medical emergencies.

Section 4. GSBS Faculty Governance

4.1 Frequency and Purpose of Meetings

The GSBS faculty shall meet at least once a year. Additional meetings may be called by the dean as needed. The purpose of these meetings is to conduct business brought forward by the Graduate Council, faculty, and the GSBS main office.

4.2 Notification of Meetings

Members of the GSBS faculty shall be notified of the time and place of the regular or special meetings at least a week in advance.

4.3 Authority

The GSBS faculty may override by majority vote any specific action taken by the GSBS Graduate Council.

4.4 Agenda and Conduct of GSBS Faculty Meetings

The agenda of the GSBS faculty meetings shall be established with contributions from faculty, the GSBS main office, and the dean. Only agenda items may be considered for formal action at meetings. Matters not on the agenda may be discussed, but formal action shall require the entire GSBS faculty support or the scheduling of another meeting.

4.5 Majority Vote

Decisions of the GSBS faculty shall be made by a majority vote of members present at a meeting (more than half of the votes cast). The number of GSBS faculty in attendance at a meeting or responding to voting requests is referred to as a quorum.

Graduate Council Bylaws

Section 5. The GSBS Graduate Council

5.1 The GSBS Graduate Council

The GSBS Graduate Council is a governing body of elected representatives that shall act on behalf of the GSBS faculty and shall serve as an advisory body to the dean on matters relating to the GSBS programs. The GSBS Graduate Council makes final recommendations to the dean. The dean reserves the right to approve or reject Graduate Council recommendations. Reasons for disapproval shall be communicated to the GSBS Graduate Council before further actions are taken.

5.2 Membership

The GSBS Graduate Council shall consist of GSBS faculty members who have served as GSBS faculty for a minimum of one year. The GSBS faculty shall nominate colleagues and/or themselves for these positions. Once nominees are identified, the GSBS faculty shall vote on the identified nominees. Graduate Council members are elected by the GSBS faculty majority vote and ratified by the dean.

5.3 Student Representation

A student representative from the GSBS Graduate Student Association (GSA) shall serve as a non-voting member. The GSA representative shall be nominated by the majority of the GSA members.

5.4 Graduate Council Members

The GSBS Graduate Council consist of six GSBS faculty members.

5.5 Terms of Membership

Elected GSBS Graduate Council members shall serve two-year terms with unrestricted eligibility for re-election. They shall be nominated and elected by August and take office at the beginning of the upcoming fiscal year.

5.6 Vacancies

GSBS Graduate Council vacancies shall be filled following the process established in Section 5.2.

5.7 Attendance

All GSBS Graduate Council members are expected to attend the meetings of the GSBS Graduate Council. No alternatives or representatives will be allowed in the GSBS Graduate Council meetings. Three unexcused absences shall result in replacement of the GSBS Graduate Council member. In order to select replacements, the GSBS shall follow the process established in Section 5.2.

5.8 Officers of the GSBS Graduate Council

The dean shall serve as chair of the GSBS Graduate Council and shall have the deciding vote in the event of a tie.

5.9 Frequency and Conduct of Meetings

The GSBS Graduate Council shall generally meet monthly, although additional meetings may be called by the dean or as voted by the GSBS Graduate Council. All members are required to attend the GSBS Graduate Council meetings. Decisions by the GSBS Graduate Council shall be made by a majority vote.

5.10 Agenda Items and Announcement of Meetings

Any member of the GSBS Graduate Council may place items on the agenda of a GSBS Graduate Council meeting. Announcements of time and place for any meeting shall be sent at least a week prior to the meeting to be scheduled. Matters not on the agenda may be discussed, but only agenda items may be considered for formal action at the meeting unless all members are present and vote unanimously to suspend this rule.

Administration of the GSBS Programs

Section 6. Administration of the GSBS Programs

6.1 Dean

The Dean of the GSBS shall be appointed by the President of the TTUHSC El Paso. The administrative responsibility for the GSBS programs shall fall under the GSBS through the authority vested on the dean by the chancellor, the TTUHSC El Paso president, and the TTU System Board of Regents.

6.2 Authority and Affiliation Agreements

Affiliation agreements may be developed between the GSBS and other institutions for purposes such as developing interdisciplinary graduate programs, sharing administrative services, establishing common standards, and common admissions procedures, facilitating cross-campus student enrollment in graduate courses, etc.

The dean may delegate certain aspects of graduate student program management to the associate/assistant dean to facilitate intercampus program collaboration within these affiliation agreements. All existing and proposed affiliation agreements should be reported at least once per year to the GSBS Graduate Council.

6.3 Course Director's Responsibilities

Course directors shall be responsible for the content of the course syllabus, review of exams, exam grading, and any other activity related to class delivery. Course directors are responsible for taking into consideration dean recommendations, as well as, student feedback provided through course evaluations.

6.4 Associate Course Director's Responsibilities

Associate course directors shall assist the course director in activities related to the development and delivery of the course content as needed.

Section 7. Amendments

GSBS main office reserve the right to make administrative changes to the bylaws for minor corrections/additions with notice to the dean and GSBS Graduate Council. Minor changes include, but are not limited to, changes to titles and/or administrative structure.