



TTUHSC EL PASO

Texas Tech University Health Sciences Center El Paso

**FRANCIS GRADUATE SCHOOL
OF BIOMEDICAL SCIENCES**

FACULTY BYLAWS

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MISSION STATEMENT

The mission of Texas Tech University Health Sciences Center at El Paso (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 L. Frederick Francis Graduate School of Biomedical Sciences (FGSBS) provides superior graduate education as well as leadership by increasing knowledge and understanding through scholarship and research.

The mission of the FGSBS 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 FGSBS are committed to align with the TTUHSC El Paso strategic goals.

FACULTY BYLAWS

Texas Tech University Health Sciences Center El Paso
Francis Graduate School of Biomedical Sciences

Article 1 FACULTY RESPONSIBILITIES

1.1 Responsibilities

Faculty are subject to the policies and procedures of TTUHSC El Paso and the Texas Tech University System Board of Regents. The FGSBS faculty shall support the mission and goals of the FGSBS by carrying out the following responsibilities:

- A. Develop the curriculum content.
- B. Select students to be admitted for graduate study.
- C. Deliver course material.
- D. Effectively assess student learning outcomes for each FGSBS academic program.
- E. Develop and enhance opportunities for professional development in order to assess student learning and understanding of the Biomedical Sciences field.
- F. Promote student participation on biomedical research projects to gain first-hand experience in a laboratory setting.
- G. Award passing grades only to those students who have demonstrated mastery of the course material.
- H. Evaluate and determine whether students' behavior and/or conduct is suitable to represent the scientific community.
- I. Consider matters referred by the Dean, and/or the FGSBS Graduate Council as needed.

If the FGSBS primary or secondary faculty member cannot fulfill the responsibilities stated above, the faculty member shall be notified of the deficiencies and subject to review of appointment or membership as described in Section 2.7.

1.2 Educational and Organizational Excellence

In an effort to maintain an environment that meets educational and organizational excellence, the FGSBS faculty shall conduct business adhering to the following standards:

- 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 TTUHSC El Paso's Values-Based Culture.
- F.** Demonstrates honest, fair, and ethical behavior.
- G.** Treats others with courtesy and respect in all situations.
- H.** Meets commitments and deadlines established by the FGSBS and other regulatory institutions.

Article 2 FACULTY APPOINTMENT

2.1 Eligibility Criteria for Faculty Appointment

- A. Primary Faculty Appointment Criteria:** Eligibility criteria for primary faculty appointment, includes:
 - 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.

- B. Secondary Faculty Appointment Criteria:** In addition to the requirements set forth in Section 2.1.A, eligible faculty must hold a faculty appointment at any school within TTUHSC El Paso, at the rank of Professor, Associate Professor, Assistant Professor, or Instructor, and commit to actively participate in the graduate programs of the FGSBS.

2.2 Faculty Categories

FGSBS classifies faculty appointments into two categories:

- A. Primary Faculty:** This status is reserved for faculty who are primarily appointed in the FGSBS. Primary faculty appointment in the FGSBS carries the privileges listed in Section 2.4.
- B. Secondary Faculty:** This status is granted to individuals who hold a secondary faculty appointment in the FGSBS for the purpose of teaching and officially chairing and/or serving on graduate school committees as needed, but are primarily appointed in other schools at TTUHSC El Paso.

2.3 Recruitment and Appointment

- A.** Faculty members will be recruited by the Dean. The procedures for recruitment of faculty members will be consistent with HSCEP Operating Policy (OP) 60.09.
- B.** Faculty members are appointed by the Dean, upon the review and recommendation of the Faculty Appointment, Promotion, and Tenure Committee (APT).

2.4 Primary Faculty Privileges

Privileges may vary based on the category described in Section 2.2. Faculty 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 FGSBS appointment status.
- F.** Serving as a representative on the Graduate Council.
- G.** Serving on committees appointed by the Dean.

- H. Voting in the election of officers of the FGSBS Graduate Council.
- I. Voting on general FGSBS issues as needed.

2.5 Secondary Faculty Privileges

Privileges may vary based on the category described in Section 2.2. FGSBS secondary faculty 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. Recommending new faculty members for FGSBS appointment status.
- E. Serving on committees appointed by the Dean.

2.6 Voting Privileges

- A. **Voting Faculty:** Members of the FGSBS faculty who are eligible to vote (the Voting Faculty) shall include all primary faculty members with at least a 50% FTE appointment.
 - a. Considering the initial phase of the school's expansion, the Dean is authorized to extend voting privileges to secondary faculty members with appointments of less than 50% FTE, as necessary, through December 31, 2028.
- B. **Privileges:** Members of the Voting Faculty shall be entitled to vote on:
 - a. Issues pertaining to curriculum requirements, graduate course content, and changes to specific graduate program guidelines.
 - b. Election of officers of the FGSBS graduate council.
 - c. On all other general FGSBS faculty matters presented for consideration by the faculty; except those concerning promotion and tenure.

2.7 Review of Faculty Appointments

- A. Primary faculty appointments on the non-tenure track shall be reviewed annually by the Dean, in accordance with HSCEP OP 60.01. A written notice of non-reappointment may be issued in accordance with HSCEP OP 60.01.

- B. Secondary faculty appointments shall be reviewed annually by the Dean. Notice of non-reappointment can be issued at any time.
- C. Faculty members who no longer demonstrate evidence of meeting the criteria described in Section 2.1 shall be notified of the deficiencies and subject to review by the Graduate Council ad-hoc review committee. The ad-hoc review committee shall make recommendations to the Dean on appropriate action, to include termination of appointment.
- D. The FGSBS affords all faculty members due process as outlined in HSCEP OP 60.10.
- E. The Dean reserves the right to revoke faculty appointment status if the faculty member does not meet appointment criteria or institutional competencies for educational and organizational excellence as described, but not limited to, Section 2.1.

2.8 Retirement and Appointment to Emeritus Status

- A. Retirement from the faculty of the FGSBS is subject to the regulations of the Texas Tech University Health Sciences Center El Paso, described in HSCEP OP 70.02.
- B. Appointment as an emeritus faculty member may be conferred at full retirement for those members of the faculty with senior academic rank as recognition for long and faithful service, or for very distinguished service to the institution. The FGSBS shall follow the procedures and policies described in the Texas Tech University System Board of Regents' Rules Section 04.01.2 and in HSCEP OP 10.12.

Article 3 FACULTY MEETINGS

3.1 Frequency of Meetings

The 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 FGSBS administration.

3.2 Presiding Officer of the FGSBS Faculty

The Chair of the Graduate Council shall be the presiding officer of the faculty meetings. In the absence of the Chair, the Chair's designee shall preside.

3.3 Conduct of Meetings

Meetings shall be conducted in accordance with Robert's Rules of Order, except as modified by the majority vote of the faculty.

- A. Quorum:** Fifty percent (50%) of the voting faculty shall comprise a quorum for business.
- B. Agenda:** The agenda of the faculty meetings shall be established with contributions from faculty, the FGSBS administration, and the Dean. The agenda for each meeting shall be distributed to the faculty no less than three (3) business days before the scheduled meeting. Items not listed on the agenda may be open for discussion, but only agenda items may be eligible for formal consideration during the meeting.
- C. Minutes:** Minutes of all meeting shall be recorded and distributed to the faculty no less than three (3) business days prior to the next scheduled meeting.
- D. Voting:** Decisions of the faculty shall be made by a majority vote of members present at a meeting (more than half of the votes cast).

3.4 Authority

The faculty may overturn any particular action undertaken by the FGSBS Graduate Council by a majority vote of the entire faculty.

Article 4 THE GRADUATE COUNCIL

The Graduate Council is a governing body of elected representatives that shall act on behalf of the FGSBS faculty and shall serve as an advisory body to the Dean on matters relating to the FGSBS programs.

4.1 Responsibilities

The FGSBS Graduate Council shall have the responsibility for review of and final actions for the following:

- A.** Consideration of other matters referred to it by the Dean, FGSBS Standing Committees, and/or FGSBS faculty members.
- B.** Providing the Dean with recommendations and nominations for positions on Standing Committees in accordance with the provisions stated in Section 5.
- C.** Review and acceptance or rejection of recommendations made by Standing Committees.
- D.** Appointment of ad-hoc committees to address Faculty and Graduate Council responsibilities.
- E.** Selection of three (3) faculty members who will represent the FGSBS in the Texas Tech University Health Sciences Center El Paso, Faculty Senate.

- F. The 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 FGSBS Graduate Council before further actions are taken.

4.2 Membership

- A. **Members:** The FGSBS Graduate Council shall consist of six FGSBS primary faculty members who are elected by the FGSBS faculty and the Dean who serves as the Chair.
 - a. During the first three (3) years of the school's expansion, the Dean can temporarily grant voting privileges to secondary faculty members with less than 50% FTE appointments, to be elected to the Graduate Council, as needed.
- B. **Eligibility:** Those eligible for election are members of the Voting Faculty.
- C. **Election Process:** The FGSBS faculty may nominate colleagues and/or themselves for these positions. Once nominees are identified, the FGSBS Voting Faculty shall vote on the identified nominees. Graduate Council members are elected by the FGSBS faculty majority vote and ratified by the Dean.
- D. **Term of Service:** Elected Graduate Council members shall serve two-year, staggered terms with unrestricted eligibility for re-election. They shall be nominated and elected by January and take office in February of each year.
- E. **Student Representation:** A student representative from the FGSBS Graduate Student Association (GSA) shall serve as a non-voting member. The GSA representative shall be the current President of GSA.
- F. **Officers:** The Dean shall serve as Chair of the FGSBS Graduate Council.
- G. **Vacancies:** FGSBS Graduate Council vacancies shall be filled following the process established in Section 4.2C.

4.3 Conduct of Business

- A. **Meeting Frequency:** The FGSBS Graduate Council shall generally meet monthly, although additional meetings may be called by the Dean or as voted by the FGSBS Graduate Council. Announcements of time and place for any meeting shall be sent at least a week prior to the meeting to be scheduled.
- B. **Attendance:** All FGSBS Graduate Council members are required to attend the meetings of the FGSBS Graduate Council. Alternates or proxies shall not be permitted in the FGSBS Graduate Council meetings. Three unexcused absences shall result in

replacement of the FGSBS Graduate Council member. In order to select replacements, the FGSBS shall follow the process established in Section 4.2.C.

- C. Presiding Officer:** The Chair of the Graduate Council shall be the presiding officer of meetings of the Graduate Council. In the absence of the Chair, the Chair's designee shall preside.
- D. Agenda:** Any member of the FGSBS Graduate Council may place items on the agenda of a FGSBS Graduate Council meeting. Items not listed on the agenda may be open for discussion, but only agenda items may be eligible for formal consideration during the meeting.
- E. Quorum:** A quorum shall consist of one-half (1/2) of the Graduate Council's members.
- F. Voting:** Decisions by the FGSBS Graduate Council shall be made by a majority vote. The Chair of the FGSBS Graduate Council shall have the deciding vote in the event of a tie.

Article 5 COMMITTEES

5.1 Appointment

Appointments to committees will be made by the Dean based on recommendations and nominations by the Graduate Council, faculty at large, or as otherwise stated in Section 5.2, and in accordance with federal statute, operation policies, and procedures of the Texas Tech University Health Sciences Center El Paso, and the Texas Tech University System Board of Regents' Rules.

The Graduate Council shall review vacancies in the Standing Committees reporting to the Graduate Council. The Graduate Council shall seek nominations for vacant positions on Standing Committees that report to the Graduate Council, and subsequently, these nominations shall be submitted to the Dean for formal appointment. For Dean appointed committees, the Dean will designate the replacement.

Members of Standing Committees shall be drawn from the FGSBS Voting Faculty, with the exception of student and/or resident/fellow representation in the appropriate committees as specified below. Chairs of each committee will be appointed or elected as described below. Committees will maintain open communication with the Dean.

5.2 Standing Committees

Changes to the composition or charge of any Standing Committee may be enacted through the amendment of the bylaws set forth in Section 7 prior to implementation.

Committees will report to the Graduate Council as described below. In the event that any Standing Committee reporting to the Graduate Council should find itself at an impasse with the Graduate Council regarding programs or policies, the issue in question will be referred to the Dean. The Dean may make a decision about the issue in question or recommend that the matter be referred to the Voting Faculty for a vote as deemed necessary.

The Dean may remove or replace a committee member, at the request of the Chair of any of the FG SBS standing or ad-hoc committees, who has excessive absences from committee meetings, unprofessional behavior or conduct adversely affecting their performance as a committee member, or negligence of committee duties.

A. Faculty Appointments, Promotion, and Tenure (APT) Committee

- a. Leadership:** This committee will report to the Dean. The Chair of the committee shall be appointed by the Dean as a non-voting member, but may vote to break a tie.
- b. Membership:** The Dean appoints four (4) faculty members. Members shall serve three (3)-year terms with an option to serve additional terms, upon recommendation of the Dean.
 - i.** Until the FG SBS includes sufficient faculty to fulfill its peer review requirements, the Dean may appoint faculty of other schools within the TTU System to the committee.
- c. Charge:** The committee is advisory to the Dean in the matter of recommendations for initial faculty appointment, promotion, and/or tenure of faculty members, comprehensive performance evaluation of tenured faculty, and faculty development leave. The committee will recommend action and forward recommendations to the Dean and for review, recommendation, and if necessary, transmittal for final action to the President of the Texas Tech University Health Sciences Center El Paso and the Texas Tech University System Board of Regents.
- d. Function:** The Faculty APT Committee shall serve as a medical committee as defined by the Texas Health and Safety Code §161.031 and is authorized by the Texas Tech University System Board of Regents to evaluate the qualifications of all faculty, to include faculty appointments, tenure and promotion reviews, and comprehensive performance evaluations. Members of the APT committee shall act as members of a medical committee when performing functions or responsibilities of the committee.

B. Committee on Graduate Student Admissions

- a. Membership:** Appointments to the committee will be made by the Dean based on recommendations and nominations by the Graduate Council. The committee shall

consist of six (6) faculty members, divided into two (2) sub-committees: three (3) members for the degree program and three (3) members for the certificate program. Members shall serve one (1) year term with the option to serve additional terms, upon recommendation of the Dean.

- b. Leadership:** This committee will report to the Graduate Council. The committee shall be led by two (2) sub-committee Chairs, appointed by the Dean
- c. Charge:** The sub-committees shall have full authority to select members of the graduate school entering class based on the screening assessments and interview evaluation reports and to fill vacancies that may occur in any of the graduate school classes. The sub-committees also shall have the responsibility to review the requirements for admission and, if necessary, to recommend revisions to the Graduate Council.

C. Committee on Graduate Curriculum

- a. Membership:** Appointments to the committee will be made by the Dean based on recommendations and nominations by the Graduate Council. The committee shall consist of three (3) faculty members. Members shall serve a three (3)-year term with the option to serve additional terms, upon recommendation of the Dean.
- b. Leadership:** This committee will report to the Graduate Council. The Chair of the committee will be appointed by the Dean.
- c. Charge:** The committee is charged with the development, design, implementation, management, monitoring, integration, review, evaluation, and revision of the graduate school curriculum to ensure continuous quality improvement. The committee's responsibilities are to:
 - i.** Establish, review, and approve the FGFBS education program goals and learning objectives.
 - ii.** Design, manage, and evaluate the graduate education program to ensure the program goals and learning objectives are met in accordance with the mission and vision of the FGSBS.
 - iii.** Establish performance standards and criteria for student evaluations of faculty teaching.
 - iv.** Establish performance standards required for student promotion and graduation.
 - v.** Advise the Dean on resources required to support the curriculum.

- d. **Authority:** The committee has the authority to set educational policy; establish education requirements; establish and approve curricular content; ensure curricular integration, coordination and coherence; allocate curriculum time; establish teaching and assessment methods; and evaluate educational outcomes or the organization of the curriculum with the concurrence of the Dean and with comment and input from the Graduate Council. The committee will establish, review, and approve the FGFBS education program goals and learning objectives. The committee will provide updates on its activities at least twice a year to the Graduate Council.
- i. The faculty of the FGSBS has the responsibility to define course objectives, create and deliver content to meet those objectives, and modify their activities in response to appropriate feedback from peers and students.

D. Committee on Graduate Student Performance

- a. **Membership:** Appointments to the committee will be made by the Dean based on recommendations and nominations by the Graduate Council. The committee will include three (3) faculty members. Members shall serve a three (3)-year term with the option to serve additional terms, upon recommendation of the Dean.
- b. **Leadership:** This committee will report to the Graduate Council. The Chair of the committee will be appointed by the Dean.
- c. **Charge:** The committee shall have the responsibility to receive reports of grades and other performance evaluations of students, to evaluate those reports, to make decisions regarding promotions of those students whose performance is deemed satisfactory, and to direct dismissal of those students whose performance is deemed unsatisfactory.

E. Faculty Grievance and Hearing Committee

- a. **Membership:** This committee will be composed of three (3) faculty members. Appointments to the committee will be made by the Dean based on recommendations and nominations by the Graduate Council. Members shall serve a three (3)-year term with the option to serve additional terms, upon recommendation of the Dean.
- b. **Leadership:** This committee will report to the Dean. The Chair of the committee will be appointed by the Dean.
- c. **Charge:** This committee is charged with seeking resolution of grievances brought under the FGSBS Faculty Grievance Procedure not covered under the TTUHSC El Paso Tenure and Promotion Policy. The committee is also charged with conducting hearings for cases of dismissal of tenured faculty during their term of appointment as described in HSCEP OP 60.01. The committee shall be responsible for

nominating members of mediation teams.

- d. **Function:** This Committee shall serve as a medical committee as defined by the Texas Health and Safety Code §161.031 and is authorized by the Texas Tech University System Board of Regents to seek resolution of faculty grievances and conduct hearings for cases of dismissal of tenured faculty during their term of appointment.

5.3 Committees Appointed for Special Purposes (Ad-Hoc Committees)

The FGSBS Dean based on recommendations and nominations by the Graduate Council may create an ad-hoc committee deemed necessary to assist in the administration of the FGSBS. Membership, terms of service, and charge for these committees are at the discretion of the Dean or appointing body.

A. Ad-Hoc Faculty Development Leave Committee

The faculty of the FGSBS shall follow the HSCEP OP 60.02 with respect to faculty development leave of absence. Faculty development leave (sabbatical) is granted by the Texas Tech University System Board of Regents for study, research, writing, field observations, or other suitable purposes under conditions allowable by the State of Texas. Application for leave of absence should be submitted to the Faculty Development Leave Committee, an ad-hoc committee appointed by the Chair of the FGSBS Committee on Faculty Appointments, Promotion, and Tenure for recommendation to the Dean and subsequent ratification in accordance with HSCEP OP 60.02.

Article 6 ADMINISTRATION OF PROGRAMS

6.1 Dean

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

6.2 Authority and Affiliation Agreements

Affiliation agreements may be developed between the FGSBS 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 faculty 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 FGSBS Graduate Council.

6.3 Course Director's Responsibilities

Course directors shall be responsible for the content of the course syllabus, developing learning objectives, review of exams, exam grading, and any other activity related to class delivery. Course directors are responsible for taking into consideration recommendations made by the Dean, 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.

Article 7 RATIFICATION

These bylaws shall be enacted immediately upon ratification by a majority of the Voting Faculty who cast votes and the Dean with the concurrence of the TTUHSC El Paso President, the Chancellor, and the TTU System Board of Regents

Article 8 PUBLICATION

These bylaws shall be reviewed every three (3) years by an ad-hoc committee appointed by the Dean. The results of that review shall be an agenda item on the regularly scheduled Graduate Council meeting. A copy of the current bylaws shall be maintained on the web site of the FGSBS.

Article 9 AMENDMENTS

The Dean of the FGSBS reserves the right to make administrative changes to the bylaws for minor corrections/additions with notice to the FGSBS Graduate Council. Minor changes include, but are not limited to, typographical edits.

- A.** Bylaws amendments may be proposed by any one of the following:
 - a.** Proposal by the Dean of the FGSBS.
 - b.** Proposal by the Graduate Council.
 - c.** Proposal by petition of fifty (50) percent of the Voting Faculty.