



UNIVERSITY *of* NORTH TEXAS
HEALTH SCIENCE CENTER *at Fort Worth*
★
Graduate School of Biomedical Sciences

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

FFACULTY BYLAWS

**Adopted by the Graduate Council
Amended August 2000, June 2002, January 2003, July
2009**

July 14, 2009 APPROVED

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

FACULTY BYLAWS

Table of Contents

MISSION STATEMENT	3
I. GRADUATE SCHOOL OF BIOMEDICAL SCIENCES. . . .	3
II. FACULTY.....	4
III. FACULTY CLASSIFICATION AND RANK.	4
IV. APPOINTMENT.....	6
V. EVALUATION OF FACULTY.....	8
VI. REAPPOINTMENT OF FACULTY	9
VII. SALARY AND MERIT RAISES.....	9
VIII. PROMOTION.....	9
IX. TENURE	10
X. POST-TENURE REVIEW.....	13
XI. APPEALS.....	15
XII FACULTY MISCONDUCT.....	17
XIII GRIEVANCE BY A FACULTY MEMBER.....	21
XIV. GRADUATE FACULTY MEMBERSHIP	23
XV. OFFICERS	27
XVI. MEETINGS.....	27
XVII STANDING COMMITTEES.....	28
XVIII. RULES OF ORDER	30
XIX. AMENDMENTS.....	30

**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
FACULTY BYLAWS**

MISSION STATEMENT

The Graduate School of Biomedical Sciences (GSBS) mission is to advance medical sciences through innovative research and develop outstanding biomedical and clinical research scientists.

ARTICLE I - GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

Section A. Name.

The faculty of the GSBS, a constituent faculty, is designated hereinafter as the "graduate faculty." Faculty of UNT Health Science Center may apply for graduate faculty membership if they will be involved in graduate education.

Section B. Object and Function.

The object of the graduate faculty is to give emphasis to graduate instruction and related research and to function as follows: to maintain an overview of the program and procedures of graduate instruction and of the environment created by the UNT Health Science Center (hereafter referred to as "UNTHSC") for research, to establish academic regulations for graduate study, and to review proposed graduate curricula.

Section C. Authority.

This graduate faculty is authorized to establish and achieve its educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other executive officers, and faculty members, subject only to the general rules and regulations of the UNTHSC faculty and the authority of the dean of the GSBS, provost, president, chancellor and the Board of Regents.

ARTICLE II - FACULTY

Section A. Composition.

Faculty status shall be assigned to persons whose qualifications and primary functions are academic. A faculty employee shall have a specified academic rank and hold an appointment for a fixed term as determined by the president. Administrative officers of the GSBS, such as the dean/associate deans and other officers who are recommended by the president, may have faculty status if they are also members of the academic departments even though their primary responsibilities are those of planning and/or administration.

Section B. Voting Privileges.

Voting privileges are extended to faculty members appointed under Section A above, who are employed full-time. A current list of faculty eligible to vote shall be compiled and maintained in the office of the faculty affairs. Eligible faculty members shall have one vote each on issues voted on by the faculty.

Section C. Academic Freedom

Academic freedom is an additional assurance beyond constitutional rights to faculty. Academic freedom is not an absolute; it is recognized and protected in order that members of the academic community may perform a vital function. Academic freedom properly applies to rights of expression pertaining to teaching and research within areas of professional competence. Academic freedom is the right of members of the academic community to freely study, discuss, investigate, teach, conduct research and publish as is appropriate to their respective roles and responsibilities even if exercising these freedoms proves controversial. It is the policy and responsibility of the UNTHSC to assure and protect these rights within the governing framework of the institution. All faculty members are, therefore, entitled to full freedom in the classroom to discuss the subjects which they teach and to voice their conclusions concerning the significance of evidence which they consider relevant. All faculty members are also entitled to full freedom in research and in the publication and dissemination of the results there from.

ARTICLE III - FACULTY CLASSIFICATION AND RANK

1. Full-time and Part-time Faculty are responsible for the quality of their contributions to the curriculum in areas of specific teaching, clinical, or research/scholarly activities.
 - a. Full-time faculty devote their primary professional efforts to the affairs of the UNTHSC. The success of the instruction program lies with the full-time faculty.
 - b. Part-time faculty devote less than 50% of their professional efforts to the affairs of the UNTHSC.

2. Tenured and Tenure Track Faculty
 - a. Tenured faculty are full-time-faculty appointed for one year with a mutual expectation of continued, annual reappointment. Tenure may be granted to

faculty at the rank of associate professor or professor, or Regents Professor.

- b. Tenure track faculty are those non-tenured faculty seeking tenure and are appointed annually. These individuals are eligible for annual appointments only up to the time tenure is achieved. Non-tenured faculty on tenure track serve a specified term with no expectation of reappointment beyond a specific contract term. Faculty rank may be instructor, assistant professor, associate professor, or professor.
 - c. Appointment with Tenure: Under special circumstances and with the approval of the chair, appropriate dean, provost and president, a new faculty member may be appointed with tenure. Such appointments must be approved by the Board of Regents.
3. Non-tenure Track Faculty
 - a. Faculty who do not seek tenure and are eligible to receive appointment to instructor, assistant professor, associate professor, and professor may be appointed to a non-tenure track. Tenure cannot be awarded to faculty holding these titles on the non-tenure track, nor does time in these academic titles count towards the maximum probationary time towards tenure. Those individuals appointed to full-time or part-time positions for the primary purpose of patient care or other service activities or to full time or part-time positions for the primary purposes of research activities will be given one of the following titles, even though the faculty may be assigned limited teaching responsibilities: Clinical Instructor/Clinical Assistant Professor/clinical Associate Professor/Clinical Professor, or Research Instructor/Research Assistant Professor/Research Associate Professor/Research Professor. Service in these titles is for a stated period of time as determined by the contract. In cases where the salary of a research faculty member is funded by a grant and the funding terminates, the faculty member's appointment ends at the time the funding terminates, regardless of the term of appointment.
4. Transfer between Tracks
 - a. All transfers between tracks must be approved by the department chair, the appropriate dean, and the provost. Transfer between non-tenured and the tenure track may occur only once in each direction.
5. Rank of Appointment

The rank of initial appointment is determined by factors such as education, type of degree held, academic experience, research activity, publications, academic responsibilities at the UNTHSC, public service and any contributions to the academic community.

6. Other Designations

Faculty members who have reached a high level of distinction in their professional activities may be given a named chair within a department or be recommended for designation as a Regent's professor. This rank is reserved to honor a professor who has been recommended by at least four (4) full professors at the UNTHSC and nominated through the appropriate dean to the provost and the president, who shall submit the nomination and citation to the chancellor who, in turn, will recommend to the Board of Regents, which awards the honor. Faculty members who continue, after retirement from full-time faculty, to contribute to the UNTHSC may be designated as emeritus professor by the Board of Regents. The procedure for awarding this title shall be the same as for naming a Regent's professor. Emeritus status may be awarded in the ranks other than professor by the above procedure.

ARTICLE IV - APPOINTMENT

Section A. Initial Appointment.

All vacant full time faculty positions should be advertised in conformity with federal and state policies pertinent to equal opportunity employment. Applicants for faculty positions are recruited and recommended for appointment to the faculty through a procedure which generally involves faculty members of the department of each school in which the applicant will be employed. When a position becomes available, the department will form a search committee composed of members within and, if necessary, outside the department whose primary tasks shall be to properly post and advertise the vacancy within the guidelines of the law, to review the applicants' qualifications and recommend the most qualified applicant for the position. Recommendations by the search committee will be reviewed and approved or disapproved by the department chair, the GSBS promotion and tenure committee, the dean, the provost, the president and the chancellor. The chancellor shall then nominate and recommend to the Board of Regents those applicants who will best serve the interests of the GSBS. A vacancy which occurs in the faculty may be filled by an interim appointment by the president of the UNTHSC or the provost with the advice of the chair in the department in which the vacancy exists and the dean. Recommendations for appointment to non-tenure faculty positions will be reviewed and approved or disapproved by the department chair, the GSBS promotion and tenure committee, the dean, the provost, and the president. The individual will be notified in writing by the president as to the rank and status of his/her initial appointment. For new appointments with tenure, the president will make a recommendation to the chancellor, who shall then nominate and recommend to the Board of Regents those applicants who will best serve the interests of the appropriate school/college of the UNTHSC.

Section B. Faculty Contracts.

Faculty contracts shall specify the term of the contract, the salary, rank and status of the faculty member. The date of issuance of the contract may vary yearly according to the time when the GSBS receives its appropriations, and contracts are not valid before that date. A contract becomes valid when signed by the faculty member, the provost and the

president of the UNTHSC. Administrative officers such as department chairs and deans/associate deans serve in those positions without fixed term at the discretion of the president of the UNTHSC. For non-tenured faculty serving in the tenure track, annual contracts shall contain the term of the probationary period, the year in which the faculty member is serving, and the year in which the faculty member is expected to be reviewed for tenure. Clerical errors in faculty contracts are not binding on the GSBS or the faculty member and are subject to revision.

Section C. Types of Appointment

1. Adjunct Appointments

- a. Except in special circumstances, qualified individuals can be appointed to titles of Adjunct Instructor/Adjunct Assistant Professor/Adjunct Associate Professor/Adjunct Professor, with approval by the department chair, the appropriate dean, and the provost. These are faculty whose primary position is not in UNTHSC and whose function is to participate in teaching, research or service programs (e.g., teaching a course or participating in a teaching a course, serving on dissertation or thesis committees, serving as a preceptor or site for a clinical rotation). Such appointments can be up to three (3) years and shall terminate without notification upon expiration of the stated period of appointment. Reappointment may be offered to individuals holding these titles. Temporary faculty appointments to serve on thesis or dissertation committees or special medical preceptorships are made in accordance with school bylaws.

2. Visiting Faculty

- a. The titles of Visiting Instructor/Visiting Assistant Professor/Visiting Associate Professor/visiting Professor are used only for temporary appointment of persons either visiting from other institutions where they hold similar ranks or who are brought to UNTHSC on a trial basis. Such appointments are limited to two (2) years unless an exception is approved in writing by the provost.

3. Cross Appointments

- a. Cross appointments designate faculty appointments to more than one department, or school with financial support for the position coming from only one of the units. Cross appointments may be at any of the faculty ranks. Recommendations for promotion in rank for cross appointed faculty should be made only after consultation among the various administrative units of the department, or school and such input provided in a recommendation to the appropriate dean as part of the promotion and tenure process.

4. Joint Appointments

- a. Joint appointments designate faculty appointments to more than one department, or school with financial support for the position shared by the

units concerned. Joint appointments may be at any of the faculty ranks. Recommendations for promotion in rank for joint appointed faculty should be made only after consultation among the various administrative units of the department or school and such input provided in a recommendation to the appropriate dean as part of the promotion and tenure process. In all cases, the faculty member will have a primary academic appointment in one of the departments of a school and this department will take the lead on all evaluations and promotion and tenure procedures.

Section D. Renewal of Appointment.

Notice of renewal of appointment is determined by classification of faculty as follows:

1. Full-time tenured faculty are entitled to continue the appointment except as otherwise provided in these bylaws.
2. Full-time tenure track faculty must be given notice of non-renewal no later than 60 days prior to the date of termination during the first year of employment. After the first year of employment, notice of non-renewal in this category must be given at least one year prior to the effective date of termination.
3. Full-time non-tenure track faculty must be given notice of non-renewal no later than 60 days prior to the date of termination during the first year of employment. After the first year of employment, notice of non-renewal in this category must be given at least one year prior to the effective date of termination.
4. Notification of non-renewal of full-time non-tenure track (research) faculty must be given no later than 30 days prior to the date of termination. In cases where the salary of a faculty member is funded by a grant and the funding terminates, the faculty member's appointment ends at the time the funding terminates, regardless of the term of appointment.
5. Part-time faculty must be given notice of non-renewal at least 30 days prior to the date of termination.

ARTICLE V - EVALUATION OF FACULTY

Section A. Procedure for Evaluation

Every faculty member shall be evaluated annually by his/her chair. The faculty member shall be advised of his/her strengths and weaknesses and on an annual basis by the department chair and be counseled concerning his/her overall academic achievement as a faculty member. The department chair must notify the dean that all faculty reviews were completed.

Section B. Evaluation Considerations.

In the annual evaluation, such factors as continuing education, certification, teaching, research and/or scholarly activity, publications, academic responsibilities at the GSBS, public service and unique contributions to the academic community shall be considered. In each case, it is the responsibility of the faculty member to submit a summary of his/her

achievements to the department chair in accordance with the criteria below. Each department chair is responsible for initiating annual reviews of all faculty within the department, providing written expectations for each faculty member commensurate with faculty rank and seniority, and providing written evaluations of performance in scholarship, teaching, service and other assigned responsibilities. A report of unsatisfactory performance of a faculty member must be accompanied by a written plan for improvement that has been agreed upon by both the faculty member and the department chair. Disagreements over the written development plan between the department chair and the faculty member, following an unsatisfactory annual review, will be mediated by the departmental promotion and tenure committee or in its absence the GSBS promotion and tenure committee.

ARTICLE VI - REAPPOINTMENT OF FACULTY

All faculty members, whether or not tenured, must be appointed by the Board of Regents to terms or annual appointments. Each appointee shall be advised in writing of the provisions and conditions of the appointment by the president of the UNTHSC. The chair shall recommend whether non-tenured faculty members shall be re-appointed to terms appropriate to their classification. Recommendations for reappointment shall be reviewed and approved or disapproved by the appropriate dean, the provost, and the president. The department chair, dean, provost, and president shall not give reasons to the faculty member for the decision not to reappoint other than, in their professional judgment, the prescribed action is recommended.

ARTICLE VII - SALARY AND MERIT RAISES

All faculty members shall be evaluated annually by the department chair for recommending salary and merit raises in accordance with the criteria established by the GSBS and in accordance with state and federal regulations. The recommendation of the department chair shall be forwarded to the dean. The dean, the provost and the president shall similarly make the determination of the appropriate salary level of each faculty member.

ARTICLE VIII - PROMOTION

Section A. General Criteria.

The responsibility of the GSBS is to develop a faculty of the highest quality by recognizing and encouraging academic achievement. The specific criteria for promotion are established by each department within the GSBS, and approved by the dean. Evaluation of faculty members is detailed in Article V. The process focuses upon assessing fulfillment of three principal functions: (1) teaching, (2) research and/or other scholarly activities, and (3) service. Outstanding contribution to one of the above areas, alone, will not qualify an individual for promotion. Balance among the primary factors will vary from one discipline to another and, as a matter of choice, interest and talent from individual to individual. GSBS-specific criteria for promotion and tenure shall be provided to each member considering promotion and/or tenure. The graduate school

faculty members who wish to progress beyond the rank of assistant professor must possess a terminal degree.

Section B. Promotion.

The individual faculty member, in consultation with his/her chair, initiates the promotion application process. The department chair appoints a departmental promotion committee, which reviews the documentation of the faculty member and arrives at a recommendation as to whether the applicant should be promoted. The departmental promotion committee then presents its recommendation, along with all documentation, to the department chair. The chair then arrives at his/her recommendation and presents it to the GSBS promotion and tenure committee along with all documentation. The department chair will notify the faculty member in writing of the recommendations of the departmental committee and the chair. The GSBS promotion and tenure committee considers all documentation and the recommendations of the departmental committee and the department chair, arrives at its recommendation as to whether the applicant should be promoted, and forwards its recommendation and all documentation to the dean. The dean then sends his/her recommendation and all documentation to the provost at a date specified by the promotion, tenure and post-tenure review process timeline published annually by the Office of Faculty Affairs. The provost shall review the documentation, and make his/her recommendation to the president. The faculty member shall not be present during the official reviews of his/her promotion application. This promotion process will also be followed for non-tenure track faculty except that the final recommendations will be made by the president. The promotion process is confidential and any public or private statements shall be avoided.

The faculty member shall receive written notice within 15 working days of the decision at each step of the review process. If promotion is not granted, the department chair, the GSBS promotion and tenure committee, the dean, the provost and the president shall not give specific reasons to the faculty member for their decision other than the categories of deficiency (teaching, research and/or other scholarly activities or service) and that, in their professional judgment, the prescribed action is recommended. Finally, if the decision of the dean, the provost and/or president is negative, the decision will be stated by letter to the faculty member. The entire promotion process must be completed within the time frame specified to allow the faculty grievance and appeal committee sufficient time to act on appeals.

ARTICLE IX - TENURE

Section A. Non-tenured Faculty Members on the Tenure Track.

The maximum period of probationary faculty service in non-tenured status for faculty members on the tenure track in any academic rank or combination of academic ranks shall not be more than nine years of full-time academic service. Faculty members who are not recommended for tenure by the president of the UNTHSC shall not be entitled to tenure by virtue of being employed at the GSBS past their probationary period. On recommendation of the chair and approval by the dean, the provost and the president of the UNTHSC, the probationary period for a faculty member appointed at the rank of

assistant professor or higher may be decreased by the same amount of time that he/she has served at another institution at the rank of assistant professor or higher. Any such agreements should be specified in writing at the time of the faculty member's initial appointment. However, each new faculty member shall serve a minimum probationary term of no less than one year before application for tenure, unless the president of the UNTHSC, in special circumstances, recommends immediate tenure. The GSBS shall adhere to the following probationary periods:

1. Beginning with the initial appointment to the rank of assistant professor, the probationary period shall not exceed nine years; i.e., the decision on tenure will be made during the last probationary year. If tenure is not granted to the faculty member, his/her next year shall be his/her terminal year on the tenure track. A faculty member may apply for tenure before the last probationary year. If denied, then the faculty member may remain on tenure track and reapply during the last probationary year.
2. Beginning with the initial appointment to the rank of associate professor or professor, the probationary period shall be a minimum of one year before application for tenure, but not to exceed six years; i.e., the decision on tenure will be made during the last probationary year. If tenure is not granted to the faculty member, his next year will be his/her terminal year on the tenure track. A faculty member may apply for tenure before the last probationary year. If denied, then the faculty member may remain on tenure track and reapply during the last probationary year.

Appointment periods for tenure purposes are calculated from September 1 of the calendar year in which the appointment is effective. A faculty member's probationary period shall be the length of time defined by the rank of initial appointment to the GSBS on the tenure track. A faculty member granted a leave of absence will have his/her probationary period extended accordingly. If the faculty member disagrees with the report of the GSBS promotion and tenure committee or the dean's recommendation, he/she has the opportunity to appeal the decision through the faculty grievance and appeal committee.

Section B. Tenure.

The individual faculty member, in consultation with his/her chair, initiates the tenure application process. The department chair appoints a departmental tenure committee, which reviews the documentation of the faculty member and arrives at a recommendation as to whether tenure should be granted. The departmental tenure committee then presents its recommendation, orally and in writing, along with all documentation, to the department chair. The chair then arrives at his/her recommendation and presents it to the GSBS promotion and tenure committee along with all documentation. The department chair will notify in writing the faculty member of the recommendations of the departmental committee and the chair. The GSBS promotion and tenure committee considers all documentation and the recommendations of the departmental committee and the department chair, arrives at its recommendation as to whether tenure should be granted, and forwards its recommendation and all documentation to the dean. The dean

then sends his/her recommendation and all documentation to the provost at a date specified by the promotion, tenure and post-tenure review process timeline published annually. The provost shall review all the documentation and make his/her recommendation to the president. The faculty member shall not be present during the official reviews of tenure. The president shall review the documentation, and make his/her recommendation through the chancellor, to the Board or Regents. The tenure process is confidential and any public or private statements shall be avoided.

The faculty member shall receive written notice within 15 working days of the decision at each step of the review process. If tenure is not granted, the department chair, school/college promotion and tenure committee, the dean, the provost, the president and the chancellor shall not give specific reasons to the faculty member for their decision other than the categories of deficiency (teaching, research and/or other scholarly activities or service) and that, in their professional judgment, the prescribed action is recommended. Finally, if the decision of the dean, the provost and/or president is negative, the decision will be stated by letter to the faculty member. The entire tenure procedure must be completed within the time frame specified to allow the faculty grievance and appeal committee sufficient time to act on appeals before the president's tenure recommendations are brought before the Board of Regents. If the faculty member disagrees with the report of the GSBS promotion and tenure committee or the dean's recommendation, he/she has the opportunity to appeal the decision through the faculty grievance and appeal committee.

Section C. Tenure Guidelines

1. Goals of the Tenure System - The goals and objectives of the GSBS and the UNTHSC can be achieved only through recruitment, development and retention of an outstanding faculty. One factor in attracting, developing and retaining such personnel is a system of tenure which provides a stable environment for effective efforts in teaching and research, and a reward system for achievement.
2. Status and Rights of Tenured Faculty - Academic tenure is a condition of continuous employment under which termination may occur only for good cause, as determined by due process, or in a financial exigency or phasing out of a program, as defined in Article XII. Tenure ensures faculty academic freedom to pursue original research or to study and teach ideas that are new, unpopular or misunderstood. Tenure does not guarantee any certain level of compensation. The level of compensation is determined by rank, performance of assigned duties and productivity. Due process hearings at the GSBS shall be conducted by a faculty grievance and appeal committee, the members of which are elected by the faculty as stipulated in Article XVIII - Section D of the UNTHSC Faculty Bylaws. Faculty members will continue to hold tenure while on approved leave of absence from the GSBS. Faculty members who resign or are terminated shall

lose their tenure. A faculty member may not be transferred to a non-tenure track status during or after an appointment under the tenure track system except as approved by the president of the UNTHSC upon written petition by both the faculty member and his department and recommendation of the dean and provost.

3. Criteria for Tenure - The specific tenure criteria are established by each department within the GSBS and approved by the dean. However, in all cases, faculty on the tenure track are expected to demonstrate outstanding performance in two of the three (teaching, research and service) areas with quality performance in the third. Thus, a faculty member with major teaching responsibilities must show evidence of outstanding achievement in teaching and either research and service, and quality achievement in the third area, in order to be considered for tenure. A faculty member with major responsibilities in research must show evidence of outstanding achievement in research and teaching, and quality achievement in service. It is recognized that the quantity of effort among teaching, research and/or scholarly activity may vary between faculty in each of the departments according to their respective disciplines. Faculty on the non-tenure track are expected to demonstrate outstanding performance in one of the three (teaching, research and service) areas, with quality performance in the second.

ARTICLE X – POST- TENURE REVIEW

According to Section 51.942 of the Texas Education Code each tenured faculty shall receive a comprehensive performance peer evaluation by department and school/college promotion and tenure committees no less often than once every six (6) years following the last tenure, promotion, or post-tenure review which resulted in the granting of tenure, promotion or approval of post-tenure performance. Tenured department chairs will have post-tenure review of their faculty activities. Tenured faculty with administrative responsibilities above the department or unit level will not be subject to post-tenure review. Administrators who resume full-time faculty service will be subject to post-tenure review beginning six (6) years after the change in classification. The post-tenure review evaluations shall include a review of teaching, research and/or other scholarly activities, service, and patient care (for faculty with clinical responsibilities).

1. Faculty will be notified by the department chair through the office of the appropriate dean six (6) months prior to the intent to perform a post-tenure review.
2. The faculty member shall submit a curriculum vitae. Additional documentation may include a summary of professional accomplishments, professional goals, annual reports, development plans, teaching evaluations and other supplemental materials including internal and external peer input that the faculty member wishes for consideration.

3. The faculty member's performance shall be reviewed initially by the departmental promotion and tenure committee (or in the absence of departmental committee, the school/college committee) and chair. Documentation and the department's (school/college) evaluation will then be submitted to the school/college promotion and tenure committee for evaluation. The timetable for submission and evaluation will be the same as in Article IX, Section B - Tenure.
4. The faculty member may address the school/college promotion and tenure committee but shall not be present during the official reviews. The committee may request additional documentation of performance, including external evaluations.
5. The recommendation will be communicated in writing to the faculty member, department chair, and appropriate dean. The school/college promotion and tenure committee chair will then meet with the appropriate dean to present its written recommendation and all documentation, and to orally discuss the qualifications of the faculty member. The appropriate dean shall forward his/her written evaluation to the faculty member, and department chair. Faculty members demonstrating overall satisfactory performance will be scheduled for post-tenure review at the next six (6) year interval. For faculty members found to be performing at a superior level, results may be used to determine nomination for awards such as Regent's Professor, or other forms of recognition. For faculty members whose post-tenure review indicates that improvement is needed, a post-tenure development plan will be formulated by the faculty member, the department chair and the departmental (college/school) promotion and tenure committee to improve the faculty member's overall effectiveness. The plan will provide assistance in needed areas; e.g., teaching, effectiveness training or mentoring, grant writing, additional research methodology training, or by faculty developmental leave. A copy of the plan will be submitted to the appropriate dean for approval. A faculty member selected for a post-tenure development plan will be reviewed after two (2) years by the departmental promotion and tenure committee and chair and the school/college promotion and tenure committee. If, after two (2) years, overall unsatisfactory performance in the plan is determined by the school/college promotion and tenure committee, sanctions (Article XIII, Section B) will be recommended by the school/college promotion and tenure committee to the appropriate dean. If performance in the plan is determined to be satisfactory, the next post-tenure review will be six (6) years from the completion of the satisfactory review. For a faculty member whose post-tenure review indicates consistent unsatisfactory performance, and who has not responded to annual development plans, further sanctions (Article XII, Section B) will be recommended by the school/college promotion and tenure committee to the appropriate dean who will then forward a recommendation to the provost. In any post-tenure review of tenured faculty, the burden of proof is on the institution to establish that performance is unsatisfactory. Opportunity to appeal a post-tenure review recommendation shall be provided in accordance with Article XI of the faculty bylaws through the Faculty Grievance and Appeal Committee. Prior to the faculty member's appeal to the Faculty Grievance and Appeal Committee under either Article XI or Article XII, the appropriate dean will provide the faculty

member the opportunity for referral to nonbinding alternative dispute resolution (ADR) of a promotion and tenure committee's recommended sanction of termination because of unsatisfactory performance under a post-tenure development plan or because of non-responsiveness to consistent unsatisfactory performance under annual development plans. If the faculty member elects ADR, the ADR will follow applicable UNTHSC policy, HR 9.02, unless the faculty member and the appropriate Dean agree to another type of ADR.

ARTICLE XI – APPEALS

A faculty member may appeal to the faculty grievance and appeal committee within fifteen (15) working days of receipt of a written notice of an adverse decision from the school/college promotion and tenure committee or the appropriate dean only regarding the following: (i) salary, (ii) promotion, (iii) renewal of employment, (iv) renewal of appointment, (v) tenure or (vi) post-tenure review. Appeals for revocation are addressed in Article XII, Faculty Misconduct. The faculty member may appeal only if he/she alleges that the adverse decision was based on an impermissible reason. Such impermissible reasons are the adverse decision(s): (i) were based on conduct protected by these Faculty Bylaws, including academic freedom or (ii) unlawful under the Constitution of Texas or the US Constitution, including the First Amendment, the Fifth and Fourteenth Amendment (violation of due process or equal protection); or (iii) unlawful under state or federal law (“Impermissible Reason”).

The faculty member shall prepare a detailed written statement of particulars explaining the reasons he/she believes the adverse action was for an impermissible reason and present the same to the chair of the committee within five (5) working days after filing a written notice of an adverse decision with the committee. If the chair of the committee determines that the alleged facts, if proven by credible evidence, support a conclusion that the decision was made for one of the impermissible reasons, such allegations shall be heard by the committee under the following procedures.

1. Time and Place for the Hearing - At least twenty-one (21) calendar days prior to the hearing the faculty member and appropriate chair and dean shall be informed in writing of the time and place for the hearing. The hearing may be open if desired by both parties. Otherwise, the hearing shall be restricted to the principals, the advisors, attorneys and the witnesses called by the committee. By mutual consent of the parties, no public statements may be made concerning the case. However, in any event, public statements shall be avoided, as far as possible, until the proceedings have been concluded.
2. Challenges to Serve as Committee Members - Either the faculty member or UNTHSC may challenge in writing to the chair of the committee regarding the ability of a member(s) (including the chair) to serve fairly or objectively no later than ten (10) working days before the date of the hearing. The member of the committee will determine whether or not he or she can serve with fairness and objectivity. Neither the faculty member nor UNTHSC shall have the right to disqualify a member from service who is in good standing as a faculty member. If the member voluntarily disqualifies himself or herself, then the provost will

- appoint a substitute member from the full-time faculty having the rank of associate professor or professor.
3. Advisors.
 - a. The faculty member may be represented by an institutional advisor who is not an attorney. Also, the faculty member may have an attorney present at the hearing for consultation, but the attorney cannot participate in the hearing. If the faculty member desires to bring an advisor and/or an attorney, then the faculty member must notify the chair of the committee no later than ten (10) working days before the date of the hearing.
 - b. The appropriate dean shall appoint a faculty member from any department or an administrative official to represent and produce evidence for the UNTHSC. If the faculty member brings an attorney to the hearing, UNTHSC has the right to bring attorney(s), including the attorneys from the UNT System General Counsel's Office.
 4. Evidence - Formal rules of evidence shall not apply in these proceedings. The decision as to the admissibility of evidence shall be determined by the chair of the committee, whose decision shall be final. Only relevant evidence of whether the appropriate dean primarily based his/her decision on an impermissible reason shall be heard as determined by the chair of the committee. During the hearing, each of the parties shall have the right to confront, cross-examine and rebut all witnesses. Each party may submit oral and written testimony, briefs, qualified expert opinions, and other evidence as long as such evidence is relevant. The faculty member shall have the right to testify and may be required to do so by the committee chair. The committee may call additional witnesses and examine the evidence as to the reasons for the adverse decision.
 5. Burden of Proof - The burden of proof is upon the faculty member to establish by the greater weight of the credible evidence that the adverse decision was made for an impermissible reason. UNTHSC need not state the reasons for the adverse decision, or offer evidence in support thereof, unless the faculty member presents credible evidence that, if unchallenged, proves the adverse decision was made for an impermissible reason.
 6. Findings and Recommendation - After the evidence is presented at the hearing, the sole responsibility of the committee is to determine if the appropriate dean primarily based his/her decision on an impermissible reason. If the committee concludes, upon examining the evidence, that the appropriate dean reached the adverse decision based primarily on an impermissible reason, then the committee shall recommend to the provost to reverse or modify the decision. If the committee believes the appropriate dean had sufficient reason to reach the adverse decision, then it shall recommend to the provost to affirm the decision. The committee by a vote of the majority will make written findings and recommendations based on evidence presented at the hearing. The committee will forward to the president through the provost the findings and recommendations, transcripts and exhibits.
 7. The provost shall then review the committee's determination and/or the faculty member's grievance, and approve, reject, modify, or take any other action he/she

deems necessary for further review of the case. After such review, the provost's decision shall be final.

In addition to the above, a faculty member at an institution of higher education has the right, whether an impermissible reason exists or not, to present a grievance in person to the president on an issue related to the non-renewal or termination of the faculty member's employment at the institution.

ARTICLE XII - FACULTY MISCONDUCT

Section A - Responsibility and Conduct of the Faculty Member

Faculty members are expected to conduct themselves in a professional manner at all times. Abrogation of academic responsibility will subject the faculty member to appropriate sanctions. The UNTHSC will not pay wages and salaries to any person who, without proper cause, chooses to withhold any of the services for which he/she is employed. Also, department chairs will report the precise details of any unauthorized faculty or graduate assistant absence from class. Such a report should be made to the appropriate dean.

Section B - Good Cause Defined

The definition of good cause may include, but should not be limited to, the following:

1. Professional incompetence (examples of which are lack of knowledge or ability to impart knowledge); physical mistreatment of students; serious lack of cooperation required to effectively teach; inability to conduct research, or work in the UNTHSC; persistent, repeated, or gross negligence.
2. Mental, physical or emotional disablement of a continuing nature adversely affecting, to a material and substantial degree, the performance of duties or the meeting of responsibilities to the institution or to students or associates. While the UNTHSC recognizes that mental, physical or emotional disablement may not be categorized as misconduct, such disablement still may provide justification for and be subject to sanctions, when reasonable accommodations cannot be made.
3. Deliberately, willfully or knowingly violating Board of Regents orders or reasonable administrative orders, rules or regulations.
4. Conduct unbecoming a member of the faculty includes but is not limited to absences without authorization; violation of ethical standards of the medical and teaching profession; commission of a misdemeanor involving moral turpitude or a felony; willful destruction of UNTHSC property or violent disruption of the orderly operation of the campus; accepting or soliciting gifts that might tend to influence the discharge of one's professional responsibilities; engaging in potential financial conflicts-of-interest of the UNTHSC without the written approval of the appropriate chair, dean and president, knowing or intentional misuse or misappropriation of State property, State funds, or funds held by a faculty member.

The following sanctions for misconduct of a faculty member may be imposed by the UNTHSC for good cause only:

1. reprimand;
2. salary reduction or withholding of salary;
3. demotion;
4. suspension with or without pay before the expiration of the term of an employment contract of any faculty member or suspension with or without pay of a tenured faculty member; and/or
5. termination before the expiration of the term of an employment contract of any faculty member or termination of a tenured faculty member. A tenured faculty member who is subject to termination on the basis of periodic evaluation must be given the opportunity for referral of the matter to nonbinding alternative dispute resolution, to the extent require by Section 51.942 of the Texas Education Code and in compliance with applicable UNTHSC policies and procedures for alternative dispute resolution, prior to the appeal of the proposed sanctions of the Faculty Grievance and Appeal Committee.

In addition to the above sanctions in this Section B of Article XII, the appropriate administrative officer may impose an interim suspension (with or without pay) on a faculty member pending the outcome of the process outlined in Section C of Article XII, if the appropriate dean determines any of the following:

- (i) the imposition of any suspension, restriction, or limitation by any governmental authority to such an extent that the faculty member cannot perform faculty member's services including debarment by a governmental authority, or suspension, limitation, revocation or cancellation of a professional license; or
- (ii) a threat by the faculty member to the health, safety, or welfare to himself/herself or to the members of the UNTHSC faculty, staff, students or patients; or
- (iii) the faculty member is convicted of a felony.

Section C - Due Process for Faculty Misconduct

1. Personal Conference, Faculty - Upon notification of misconduct of a faculty member as described in Section B above, the chair of the department in which the faculty member is appointed, or the appropriate administrative officer, shall, if possible, have a conference with the faculty member and shall discuss the reasons for the proposed sanction. If the faculty member wishes to challenge the proposed sanction, he/she shall, within five (5) working days, request a conference with the appropriate dean. If the faculty member is dissatisfied with the decision of the appropriate dean he/she shall, within five (5) working days, request a hearing before the faculty grievance and appeal committee. Unless the faculty member receives an interim suspension without pay in accordance with Section B of Article XII, the faculty member will be paid his or her salary until (i) a determination by the provost as outlined in paragraph three (3) of Section C of Article XII or (ii) if the faculty member appeals termination of tenure to the Board of Regents, then the faculty member's salary will continue until the final determination by the Board of Regents.

2. Hearing by the Faculty Grievance and Appeal Committee - The faculty grievance and appeal committee shall hear all cases of alleged faculty misconduct. No member of the committee shall consider or introduce any evidence or testimony which he/she has acquired from outside the actual hearing. The composition of the committee shall be as described in Article XVI - Section D. The faculty grievance and appeal committee shall adhere to the following procedures when hearing a case:
 - a. At least twenty-one (21) calendar days prior to the hearing, the accused faculty member, appropriate chair and dean shall be informed of the time, place and procedures for the hearing.
 - b. The faculty member shall also be presented with a concise statement of the charges made against him/her, a list of witnesses to be called by the committee, and a brief summary of other evidence against him/her that may be presented at the hearing. (This procedure, 2.b., shall apply only to faculty misconduct and shall not apply to denial of reappointment, tenure, promotion or termination for financial exigency or phasing out of programs.)
 - c. Either the faculty member or UNTHSC may challenge in writing to the chair of the committee the ability of a member(s) to serve fairly or objectively no later than ten (10) working days before date of the hearing. The committee shall not include any accuser of the faculty member. The member of the committee will determine whether or not he or she can serve with fairness and objectively. Neither the faculty member, not UNTHSC shall have the right to disqualify a member from service who is in good standing as a faculty member. If the member voluntarily disqualifies himself or herself, then the provost will appoint a substitute member from the full-time faculty having a rank of associate professor or professor.
 - d. The burden of proof rests on the UNTHSC to establish by the greater weight of the credible evidence good cause for imposing sanctions against a faculty member for misconduct.
 - e. The hearing may be open if desired by both parties. Otherwise, the hearing shall be restricted to the principals, attorneys, the advisors and the witnesses called by the committee.
 - f. By mutual consent of the parties, no public statements may be made concerning the case. However, in any event, public statements shall be avoided, as far as possible, until the proceedings have been concluded.
 - g. The chair of the committee will rule as to the admissibility of evidence, whose decision shall be final.
 - h. The appropriate dean shall appoint a faculty member from any department or an administrative official to represent and produce evidence for the UNTHSC.
 - i. During the hearing, each of the parties shall have the right to confront, cross-examine and rebut all witnesses.

- j. Each party may submit oral and written testimony, briefs, qualified expert opinions, and other evidence as long as such evidence is relevant as determined by the chair, whose decision shall be final.
 - k. The accused faculty member may be represented by an advisor of his/her own choosing from UNTHSC. An advisor cannot be an attorney; however the faculty member may have an attorney present at the time of the hearing for consultation, but he/she cannot participate in the hearing. If the faculty member brings an attorney to the hearing, then UNTHSC has the right to bring attorney(s), including the attorney from the UNT System General Counsel's Office. The chair may require prior written notification to the committee of the intent to bring an advisor and/or an attorney to the hearing.
 - l. Only relevant evidence to the charge shall be heard. Formal rules of evidence shall not apply in these proceedings. The decision as to the admissibility of evidence shall be determined by the chair of the committee, whose decision shall be final.
 - m. The faculty member shall have the right to testify and may be required to do so by the committee chair.
 - n. A verbatim audio account of the proceedings should be filed with the provost and made available to the president. An audio copy of such account shall be available to the accused faculty member without cost, at his/her request which must be made prior to the proceedings. The verbatim account may be transcribed for the accused faculty member at a reasonable cost to the accused.
 - o. The hearing committee, by a majority of the total membership present at the hearing, shall make written findings on the material facts and a recommendation of the appropriate sanction or sanctions to the president through the provost. The hearing committee, by a majority of its membership present at the hearing, may make any supplementary suggestions it deems proper concerning the disposition of the case. The original of such findings and the basic recommendation, together with any supplementary suggestions and the tape recording or transcript of the hearing, shall be delivered to the president through the provost and a copy thereof to the faculty member.
 - p. The chair of the faculty grievance and appeal committee, in his/her sole discretion, may develop procedures to implement the process of the items listed in paragraph 2 of Section C of Article XII.
3. Review of the Recommendations from the faculty grievance and appeal committee and appeal to the Board of Regents - Based on the record before him/her and on any additional written briefs which either party may wish to submit, and based on the recommendation of the provost and the president of the UNTHSC shall approve, reject or amend such findings, recommendations and suggestions of the hearing committee or may recommit the report to the hearing committee to hear additional evidence and reconsider its findings, recommendations and suggestions. Reasons for approval, rejection or amendment of such findings, recommendations and suggestions shall be stated in writing and

communicated to the accused faculty member. No appeal shall be allowed from the decision of the president of the UNTHSC except where the sanction imposed by the president is termination of tenure. In those cases, the faculty member may appeal the termination of tenure through the chancellor to the Board of Regents. The original of such findings and recommendations, or suggestions, if any, and the record and exhibits shall be delivered to the UNT System Board of Regents; a copy of all shall be delivered to the accused faculty member and to the president of UNTHSC. If minority findings, recommendations or suggestions are made, they shall be similarly delivered. The UNT System Board of Regents, by a majority of the total membership present, will approve, reject, or amend such findings, recommendations, and suggestions; or will recommit the report to the faculty grievance and appeal committee for hearing additional evidence and reconsidering its findings, recommendations, and suggestions, if any. Reasons for approval, rejection, or amendment of such finds, recommendations, or suggestions will be stated in writing and communicated to the accused faculty member and the president of UNTHSC.

ARTICLE XIII - GRIEVANCE BY A FACULTY MEMBER

Section A. Any faculty member at UNTHSC may file a grievance against a faculty member or administrator that concerns conditions of employment, including wages, hours, duties, working conditions, job assignments, or the interpretation or application of UNTHSC policy. A grievance may not be for issues of scientific misconduct, promotion and tenure, conflict of interest, program termination, discrimination, equal employment, termination of employment, sexual discrimination, sexual harassment, racial discrimination, or discrimination against the disabled, since there are other methods under UNTHSC policies and these Faculty Bylaws that govern these issues.

Section B. An informal grievance is initiated when the aggrieved faculty member presents, within ten (10) working days from the date of the action that is the subject matter of the grievance, a written complaint related to one's employment, as specified above, at the level at which the action that forms the subject matter of the grievance occurred. The grievance shall request that a meeting with his/her immediate supervisor be scheduled. The meeting should be conducted within ten (10) calendar days of the request at a mutually agreeable time. At the informal grievance process meeting, a good faith effort should be made by both parties to resolve the grievance. The meeting and proposed solutions should be summarized in writing by the supervisor. The grievant should read this summary, add clarification if he/she deems it is needed, and both parties shall sign the final summary report. The summary should be completed within ten (10) working days of the meeting. If a resolution of the grievance has not been mutually agreed upon, the supervisor shall inform the grievant of the availability of a formal grievance process.

Section C. Formal Grievance Process

1. To initiate the formal grievance process, the grievant may go to the next

appropriate administrative level, or if the last step was the chairperson, go to the dean, within ten (10) working days of the final signing of the informal grievance summary report.

1. If the grievance is directly to the dean, or is appealed to the dean from a department chair's decision, the grievant may request that the dean handle the grievance himself/herself or involve the faculty grievance and appeal committee.
2. If the grievant does not request in writing a review by the faculty grievance and appeal committee, the dean will handle the grievance as follows:
 - (i) The grievant will forward a copy of the summary report and statement of reason for appeal to the dean and the dean shall acknowledge in writing the receipt of the summary report within five (5) working days.
 - (ii) The dean will review the substance of the grievance by reviewing relevant documents presented to him/her by the grievant, including the summary report and the grievant's statement of the reason for appeal. All documents given to the dean will be confidential to the extent authorized under the Texas law, and will be held by the appropriate dean's office. If the dean deems it necessary, he/she may meet with either party to discuss the issues. Such a meeting should be held within ten (10) calendar days of the date the dean received the grievant's request for appeal.
 - (iii) A formal decision will be sent to the grievant by the dean within five (5) working days of the meeting. If no meeting is held, the decision will be sent to the grievant within ten (10) working days of the date the dean received the request for appeal.
3. If the grievant requests in writing for a review by the faculty grievance and appeal committee, the procedure will be as follows.
 - (i) The grievant will forward a copy of the summary report and statement of reason for appeal to the dean and the dean shall acknowledge in writing the receipt of the summary report of the grievance within five (5) working days.
 - (ii) The faculty grievance and appeal committee will review the substance of the grievance by reviewing relevant documents presented by the grievant and dean, including the summary report and grievant's statement of reason for appeal. All documents given to the committee will be confidential to the extent authorized under Texas law, and will be held by the appropriate dean's office. If deemed necessary by the faculty grievance and appeal committee, a date to hold a hearing on the grievance should be set.
 - (iii) At the formal faculty grievance and appeal committee hearing the grievant and respondent will discuss their points of view, elaborating on written information presented to the committee. The faculty grievance and appeal committee may ask questions of the grievant and respondent and request any additional information it

thinks would be helpful. A written report will be made to the dean by the committee within five (5) working days of the formal hearing. This report is advisory and not binding on the dean. The grievant and respondent shall be give a copy of the committee report.

4. A formal decision will be sent to the grievant by the dean within five (5) working days of the receipt by the dean of the committee report. Copies of the decision would be forward to the grievant, respondent, faculty grievance and appeals committee, appropriate department chair and appropriate members of the administration.

Section D. The decision of the dean shall be final unless the dean determines that the grievance is of campus-wide importance or concerns a major policy of UNTHSC so that it merits review by the provost; and

1. so notifies the grievant in writing within five (5) workings days of the provost's or dean's decision on the merits of the case

Section E. Any such appeal of the decision of the dean shall be submitted in writing (with all supporting documents and detailed reasons why the grievant thinks the decision is incorrect) to the president of UNTHSC through the provost within ten (10) working days from the date of the grievant's receipt of the dean's decision. Within a reasonable time, not to exceed thirty (30) calendar days following receipt of the appeal in the office of the provost or the president, a written decision will be mailed to the grievant. The president's decision is final.

ARTICLE XIV - GRADUATE FACULTY MEMBERSHIP

Section A. Graduate Faculty.

The graduate faculty is constituted of those members of the GSBS faculty and associated faculties who are elected by the Graduate Council.

Section B. Policy for Graduate Faculty Membership.

1. Eligibility.

Graduate faculty membership is in one of three categories (I, II, III). Membership in a category provides authorization to participate in specified functions within the graduate program. Persons with the rank of Professor, Associate Professor or Assistant Professor are eligible to be nominated as members of category I, II, or III of the graduate faculty. Faculty members who have demonstrated evidence of mature, independent work over time in scholarly, research or creative activities but whose current programs of activity are impeded because of major university administrative responsibilities may be designated for Ex-Officio membership in Category III of the graduate faculty as deemed appropriate by the graduate dean.

Section C.

Functions.

Individuals must be members of the graduate faculty to participate in the graduate program; only graduate faculty members are authorized to perform one or more of the following functions:

1. teach 5000- and 6000-level courses;
2. serve as member of Master's Degree Advisory Committees;
3. serve as major or co-major professor for master's degree students;
4. direct master's theses;
5. serve as major professor or co-major professor for doctoral degree students;
6. serve as member of Dissertation Committees;
7. serve as major professor for doctoral dissertations;
8. serve as graduate school representative (University Member) for doctoral dissertation or final comprehensive examinations of doctoral students.

Section D. Criteria for Graduate Faculty Membership (four-year term).

Departments may recommend appointments to membership on the graduate faculty on the basis of the following minimum qualifications established by the Graduate Council for each category. Each department shall develop its own, more detailed guidelines for selection consonant with the spirit of the basic criteria. These written statements of departmental guidelines shall be submitted through the appropriate school or college process, if applicable, and then to the Graduate Council for review and approval. Guidelines that have received final approval by the Graduate Dean will be kept on file in the office of the Graduate Dean and shall be reviewed every four years. The Graduate Council expects that departments will measure each candidate carefully and critically against their own criteria and the minimum criteria listed below before sending recommendations forward.

Section E Functions and Qualifications by Category.

1. Category I.

Functions

1. teach 5000- or 6000-level courses, excluding 6950 (dissertation);
2. serve as member of Master's Advisory Committees;
3. serve as member of Dissertation Committees;
4. serve as a co-major professor with a Category II or III faculty member on a Master's Advisory Committee (cannot chair master's or dissertation advisory committee).

Qualifications

1. Education: appropriate advanced degree (PhD, DO, MPH, MD or equivalent) and appropriate experience;
2. Experience: college teaching or significant professional experience or both.

2. Category II

Functions

1. Teach 5000- or 6000-level courses;
2. Serve as member of master's advisory committees;
3. Serve as member of dissertation committees;
4. Serve as major professor for master's degree students;
5. Serve as a co-major professor with a category iii faculty member for a doctoral student;
6. Serve as Graduate School representative (university member) for doctoral dissertations or final comprehensive examinations of doctoral students.

Qualifications

1. Education: terminal degree (PhD, DO, MD, or equivalent) and appropriate experience.
2. Scholarly and research attainments: evidence of scholarly, research, professional or creative activity.
3. Experience: college-level teaching or significant professional experience or both.

3. Category III

Functions

1. Teach 5000- and 6000-level courses;
2. Serve as member of master's advisory committees;
3. Serve as member of dissertation committees;
4. Serve as major professor or co-major professor for master's and doctoral students;
5. Serve as major professor or director for master's theses and doctoral dissertations;
6. Serve as Graduate School representative (university member) for doctoral dissertations or final comprehensive examinations of doctoral students.

Qualifications

1. Education: terminal degree (PhD, DO, MD or equivalent) and appropriate experience;
2. Scholarly and research attainments: evidence of mature, independent work continuing to the present in scholarly, research, or creative activities (generally implies obtaining extramural funding). Such evidence takes the form of published books, scholarly monographs, articles in refereed or other appropriate journals, presentations, consultant ships, or other significantly scholarly and professional activity;
3. Experience: significant graduate-level teaching or professional experience.

Section F. Procedures for Nomination and Election.

Recommendations for membership to Categories I, II, or III of the Graduate Faculty must follow a specific procedure. Faculty members not recommended shall have the usual rights to file appeals through the appropriate departmental and appeals committee of the institution. Membership to the graduate faculty shall occur through nomination and review by appropriate departmental, school/college, and Graduate Council Committees.

1. Nominations.

- a. Nominations to Category III membership on the Graduate Faculty shall be made by the departmental Graduate Studies Committee, or other duly constituted departmental committee with access to relevant information. Criteria for nominations shall follow the minimum standards listed previously for Category III.
- b. The departmental chair may choose to file a report supporting or differing from the committee nominations; but in the event of disagreement, the chair shall discuss the matter with the nominating committee and seek a resolution of the differences.
- c. Departmental nominations with all documentation shall be sent to the Graduate Dean.
- d. After review, the dean shall submit nominations and recommendations for Category III membership to the Graduate Council which shall certify by appropriate documentation that those nominated satisfactorily meet the qualifications for Category III.
- e. The Graduate Dean shall review all actions of the Graduate Council and may accept or reject recommendations.
- f. When the Graduate Council is not available to meet, the Dean of the Graduate School may make appointments and report them later to the Graduate Council.

Section G. Review.

Graduate faculty status shall be reviewed every four years through the procedures detailed in this document.

Section H. Auxiliary and Emeritus Faculty.

Institutional policy shall prevail in this category, unless the GSBS creates school-specific policy that differs from UNTHSC policy.

Section I. Adjunct and Visiting Faculty.

Faculty members holding the title of Internship Mentor, Visiting Professor, Adjunct Associate Professor or Adjunct Assistant Professor may be nominated by the departmental graduate studies committee or department chair for graduate faculty membership at the Category I or II level.

The appropriate departmental committee may nominate adjunct faculty members for Category III membership on the graduate faculty. Adjunct faculty designated as Category III may serve as co-major professors for (master's and) doctoral degree students.

Section J. Temporary Faculty.

The solicitation of members outside the health science center faculty is encouraged, when appropriate, to provide expertise to an individual student's specific research project. These individuals, designated as temporary faculty, will retain the designation until they are either removed from the student's committee or upon the dissolution of the student's committee.

Section K. Modified Service and Retired Faculty.

Assistant, Associate, or full Professors holding graduate faculty membership at the Category II or III level at the time of modified service or retirement may continue to act as advisors for their advisees in progress at the time of retirement with the approval of the appropriate departmental committee and notification to the Graduate School. For these faculty to engage in graduate teaching or advising activities not in progress at the time of retirement, approval of both the appropriate departmental committee and the Dean of the Graduate School shall be required.

ARTICLE XV - OFFICERS

The Dean of the GSBS serves as the chair of the graduate faculty and of the Graduate Council. In the absence of the dean, the Associate or Assistant Dean of the GSBS will substitute in this role. The secretary is appointed by the dean with the concurrence of the Graduate Council.

ARTICLE XVI - MEETINGS

Section A. Call of Meetings.

Meetings of the graduate faculty may be called at the discretion of the dean or, in his/her absence, by a designate. Meetings must be called at the earliest convenient time on the request of the Graduate Council or on the written petition of 10 members of the graduate faculty.

Section B. Quorum.

Fifty-one percent of the voting members of the graduate faculty present at a meeting properly called in accordance with this article constitute a quorum.

Section C. Agenda.

The dean is responsible for the agenda and causes it to be issued at least one week before each meeting of the graduate faculty. The agenda lists all subjects, other than routine matters, to be voted on by the graduate faculty.

ARTICLE XVII - STANDING COMMITTEES

Standing committees of the graduate faculty or of the Graduate Council are appointed by the Graduate Council. Special or *ad hoc* committees are appointed by the dean in consultation with the Graduate Council.

Section A. Graduate Council.

1. Function.

The Graduate Council is the representative body of and is empowered to act for the graduate faculty. The council is responsible to and reports its actions to the graduate faculty. The Graduate Council has the authority to originate actions affecting the GSBS. Actions affecting the graduating school originating outside the school are considered and acted on by the council when they are forwarded to it by the appropriate UNTHSC faculties. Policy actions concerning standards for admission, academic standards, courses or instruction, curricula, graduation requirements, and graduate degrees to be granted require routine approval by the Graduate Council.

2. Composition of Graduate Council.

The chair of the Graduate Council is the Dean for the GSBS. Additionally, the Graduate Council will consist of:

- the graduate advisor for each Biomedical Science discipline;
- two "at large" members elected from the graduate faculty;
- two student members (the President and Vice President of the Graduate Student Association);
- Ex-Officio (non-voting) members consisting of:
 - Director of the Library
 - Associate or Assistant Deans of the GSBS
 - Director of Graduate Admissions and Services

In the case of a tie the chair of the Graduate Council or his/her designee will vote. The chairs of the biomedical sciences departments will serve as the Executive Advisory Committee to the Graduate Dean and Graduate Council.

3. Terms of Office.

The regularly elected and appointed faculty members of the council serve for three years, taking office on the first day of the fall semester of the year for which they are elected or appointed.

4. Eligibility.

Every voting member of the graduate faculty is eligible to serve on the council.

5. Elections.

Regular elections for college representatives on the council are held before the start of the fall semester in each year in which the school is to hold an election. Nominations are solicited in writing from the graduate faculty constituency. Once nominations are

closed, The Election Committee prepares ballots and distributes them to voting members of the graduate faculty. The deadline for the return of the ballots is stated on the ballots and it may not be less than one week after the date of mailing the ballots to the voting members of the graduate faculty. The Election Committee canvasses the ballots and election is by majority vote.

6. Appointments.

In appointing faculty members to serve on the council, the dean considers the number of members of the graduate faculty in the graduate school and also considers the need for breadth of representation of disciplines. The appointment of the graduate student members is based on GSA elections of President and Vice President.

7. Vacancies.

If an elected member of the council is unable to complete his/her term, the dean appoints another member to complete the term.

8. Quorum.

A quorum consists of a majority of the members of the council.

Section B. Promotion and Tenure Committee.

1. Reporting.

The promotion and tenure committee reports to the dean.

2. Composition and Terms.

This committee shall consist of seven members: the chair of each departmental P&T committee shall be appointed, and two members shall be elected by the faculty at large. Members shall serve for three-year terms, but may not be re-appointed consecutively. The members shall elect a chair from the membership who must be approved by the dean. The chair shall have a voice and shall vote. The election for the chair shall take place at the first meeting of each academic year. A member may serve as chair for no more than two succeeding one year terms. The chair shall have had previous service on the promotion and tenure committee. All members must be tenured and hold the rank of associate professor or professor. No member may serve on this committee and on the faculty grievance and appeal committee simultaneously. Committee members who are from the same department as a candidate being reviewed for promotion and/or tenure shall not be allowed to vote on that candidate's application. If the spouse of a candidate for promotion and/or tenure serves on the promotion and tenure committee at the time of application, that committee member (the spouse) will not be permitted to participate in the discussion of the candidate's application nor will he/she be allowed to vote or be present during these proceedings. The chair may appoint additional *ad hoc* members to replace members with a

conflict or an approved absence to maintain the balance of the committee.

3. Responsibilities.

This committee shall have the responsibility of reviewing all application documentation for the promotion and/or tenure process as per Article IX, Section B, and Article X, Section B of the Institutional Faculty Bylaws. This committee has the option to call for additional input or information to aid in its deliberations. After review of all documentation, and a subsequent vote on the application, this committee shall forward its recommendation along with all documentation to the dean. The dean shall make his/her recommendation to the Institutional Promotion and Tenure Committee and to the provost and the president. This committee shall also review changes in status as it pertains to tenure and non-tenure track faculty status.

4. Minutes.

Copies of the minutes of this committee shall be available to the faculty member(s) under consideration. Unless otherwise required by law, only those portions of the minutes pertaining to that faculty member shall be available to him/her in order to protect the privacy of other faculty member(s) and to ensure confidentiality of materials presented to the committee.

ARTICLE XVIII - RULES OF ORDER

Latest revision of *Roberts Rules of Order* shall serve as the rules of order for all meetings.

ARTICLE XIX - AMENDMENTS

These bylaws may be amended by approval of a two-thirds vote of the voting members of the Graduate faculty. Amendments that conflict with any provision of the faculty bylaws of the UNTHSC or with Regents' policies are without effect. Proposed amendments must have been published in the agenda at least one week before the meeting of the Graduate faculty or presented in writing at the meeting previous to the one in which the vote is to be taken. No provisions of this article may be suspended.