

GOVERNANCE DOCUMENT  
DOC.T 86 085

Graduate School of Biomedical Sciences  
University of Massachusetts at Worcester

**Final - 9/8/86**

Table of Contents

|   | <b><u>Page</u></b> |
|---|--------------------|
| ARTICLE I: EXECUTIVE AUTHORITY .....                                    | 1                  |
| 1.1 Executive Authority of Dean .....                                   | 1                  |
| 1.2 Responsibilities of Dean.....                                       | 1                  |
| ARTICLE II: THE GRADUATE FACULTY .....                                  | 1                  |
| 2.1 Definition .....  | 1                  |
| 2.2 Membership .....  | 1                  |
| 2.3 Terms of Appointment .....  | 2                  |
| 2.4 Responsibilities .....  | 2                  |
| 2.5 Special Membership.....   | 2                  |
| 2.6 Authority of Graduate School in<br>Academic Personnel Matters ..... | 3                  |
| 2.7 Graduate Programs .....   | 3                  |
| ARTICLE III: THE GRADUATE COUNCIL.....                                  | 4                  |
| 3.1 Responsibilities .....  | 4                  |
| 3.2 Membership .....  | 4                  |
| 3.3 Election of Officers .....  | 5                  |
| 3.4 Chair .....   | 5                  |
| 3.5 Chair-Elect/Vice Chair .....  | 5                  |
| 3.6 Meetings.....   | 5                  |
| 3.7 Standing Committees.....  | 6                  |
| ARTICLE IV: RATIFICATION AND AMENDMENT .....                            | 6                  |
| 4.1 Authority of Trustees;<br>Five-Year Evaluation.....                 | 6                  |
| 4.2 Amendment Process.....  | 6                  |

GOVERNANCE DOCUMENT  
Graduate School of Biomedical Sciences  
University of Massachusetts at Worcester

ARTICLE I: EXECUTIVE AUTHORITY

Section 1.1 Executive authority within the Graduate School of Biomedical Sciences shall reside in the Dean to whom the Board of Trustees, the President and the Chancellor have delegated certain responsibilities.

Section 1.2 As chief academic officer of the Graduate School, the Dean shall be responsible for administering the Ph.D. Program in Medical Sciences and supervising curriculum planning and development; overseeing the quality of graduate education and student research within the School; developing, proposing and managing the School budget and directing the Office of Graduate Studies; handling all aspects of the admissions process; appointing members of the Graduate Faculty, and performing other duties associated with the deanship.

ARTICLE II: THE GRADUATE FACULTY

Section 2.1 The Graduate Faculty is herein defined as the faculty of the Graduate School of Biomedical Sciences. It shall be composed of persons previously appointed to the faculty of the Medical School or the Graduate School of Nursing who are qualified by their scholarly and teaching accomplishments to participate in the education of graduate students.

Section 2.2 Any faculty member who (a) holds a primary or adjunct appointment as Professor, Associate Professor or Assistant Professor (or equivalent) in an academic department of the Medical School or the Graduate School of Nursing, (b) meets Graduate Council approved qualifications with respect to teaching, research and scholarship, and (c) intends to be an active participant in Graduate School programs, shall be eligible for Graduate Faculty membership. Members shall be appointed by the Dean of the Graduate School, upon review and recommendation of the Department Chairs and the Graduate Council, subject to approval by the Provost and the Chancellor.

## GSBS Governance 1986

Section 2.3 Appointments shall be for terms consistent with the University of Massachusetts/Worcester Academic Personnel Policy document and shall be contingent on continued appointment of the faculty member in his/her primary department.

Section 2.4 Responsibilities of Graduate Faculty Members may include teaching of courses, supervision of student dissertation research, membership on committees, affiliation with Graduate Programs and such other functions as may be requested by the Graduate Faculty, the Graduate Council and the Dean.

Section 2.5 In exceptional cases, individuals who are not eligible to be Members but who can contribute to the instructional programs of the Graduate School on a short-term or part-time basis may be appointed as Special Members by the Dean, upon the recommendation of the Graduate Council and subject to approval by the Provost and the Chancellor. Such appointments as Special Members of the Graduate Faculty shall be for one year terms, renewable annually upon recommendation of the Graduate Council and approval by the Dean.

Section 2.6 The Graduate School's authority in academic personnel matters shall be limited to appointments to the Graduate Faculty. All other matters of faculty status, i.e., primary and joint appointments, reappointments, promotion and tenure, shall remain within the province of the Medical School and the Graduate School of Nursing as provided in the Academic Personnel Policy document for the Worcester campus.

Section 2.7 The Graduate Faculty may organize interdepartmental or interdisciplinary programs around common teaching and/or research interests. Such programs shall be designated as Programs of the Graduate School and shall comprise those faculty members who share common educational goals and research interests in specific areas. A faculty member may be affiliated with more than one program. The members of each program shall determine operational guidelines, specialized course requirements and standards of academic performance, subject to approval by the Graduate Council and the Dean.

Program activities shall be coordinated by a Program or Graduate Director, appointed annually by the Dean upon recommendation of the Program or Departmental Faculty. The Director shall be responsible for all activities of the program.

Faculty groups may form Graduate Programs by submitting a request through the Dean to the Graduate Council, which will seek advice from its standing committees before making a recommendation to the Dean. The final decision shall rest with the Dean.

While the Graduate Faculty and the Dean shall have full authority to initiate Graduate Programs as herein described, consistent with campus guidelines, at no time shall they be empowered to establish academic departments within the School.

#### ARTICLE III: THE GRADUATE COUNCIL

Section 3.1 As the representative body of the Graduate Faculty, the Graduate Council shall advise the Dean on all aspects of graduate education within the School including but not limited to: graduate admissions, curriculum, academic standards, appointments to the Graduate Faculty and student affairs. The Council shall also be responsible for (a) periodically evaluating Graduate School programs; (b) coordinating activities of Standing Committees of the Council and recommending to the Dean the appointment of all Committee chairs and members; and (c) electing Council officers.

Section 3.2 The Council shall consist of one representative from each of the basic medical science departments of Anatomy, Biochemistry, Molecular Genetics & Microbiology, Pathology, Pharmacology and Physiology; one representative from each approved Interdepartmental Program; two clinical science representatives, and a representative of the graduate student body. Faculty representatives shall be nominated by the Medical School Committee on Committees, subject to approval by the Medical School Executive Council and the Dean of the Graduate School. In addition, the Worcester Foundation for Experimental Biology shall be represented by one ex-officio non-voting member selected by those Medical School faculty members based at the Worcester Foundation. Faculty members on the Graduate Council shall serve three year terms, with one-third being replaced annually. The graduate student member shall be appointed annually by the graduate student body. The Dean shall serve ex-officio.

Section 3.3 The officers of the Graduate Council shall be a Chair and a Chair-Elect. The Chair-Elect shall be elected annually by majority vote of the Council, and shall serve one year in that capacity and the following year as Chair. The election shall be held at the September meeting of the Council. Initially, both a Chair and a Chair-Elect shall be chosen by majority vote of the Council for one year terms.

Section 3.4 The Chair shall serve for one year beginning September 1. As elected head of the Graduate Council and as chief representative of the Graduate Faculty, the Chair shall preside at all Council meetings. The Chair may appoint ad hoc committees as necessary and shall be an ex-officio member of all Standing Committees. If for any reason the Chair should vacate office, the Chair-Elect shall become Chair to serve the balance of the year plus the elected term following.

Section 3.5 The Chair-Elect shall serve as Vice Chair of the Graduate Council for one year and shall become Chair upon the expiration of the Chair's term of office. If for any reason the Chair-Elect should vacate office, a new Chair-Elect/Vice Chair shall be chosen by majority vote of the Council. The Vice Chair shall preside at Council meetings in the absence of the Chair.

Section 3.6 Regular meetings shall be held on a monthly basis during the academic year, and all meetings shall be conducted in general accordance with Robert's Rules of Order. Special meetings may be called at any time by the Chair, by the Dean, or by petition of ten or more Graduate Faculty Members.

Section 3.7 The Graduate Council shall establish and maintain the following Standing Committees which shall be responsible to the Council and advisory to the Dean: Admissions Committee, Academic Standards Committee, Curriculum Committee and Medical Student Research Committee. Additional Standing Committees may be established as deemed necessary by the Council. Members and Chairs of all Standing Committees shall be appointed by the Dean upon recommendation of the Graduate Council. Normally Committee members shall serve three-year terms, and Committee Chairs shall not be voting members except to break tie votes. Committee reports shall be made at each monthly Council meeting.

#### ARTICLE IV: RATIFICATION AND AMENDMENT

Section 4.1 The Board of Trustees reserves the right to alter, amend or revoke this document in part or in whole at any time. If the present document is not revoked, the Graduate Council shall evaluate the foregoing bylaws every five years.

Section 4.2 Proposed amendments to this document shall require a two-thirds vote of the Graduate Council, and upon Council approval, shall be submitted for administrative and Trustee approval according to established procedures. No amendments to this document shall become effective without Board of Trustees sanction.