

**BYLAWS OF THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL**

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BYLAWS OF THE UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

ARTICLE I: INTRODUCTION

The Graduate School of Biomedical Sciences (GSBS) is one of the schools at the University of Massachusetts Medical School (UMMS) and has responsibility for conferring Doctoral and Master's degrees to its graduates as described herein.

Governance of UMMS (including the GSBS) is administered according to the UMMS Governance Document (Doc. T03-035, as amended). The purpose of these bylaws is to set forth the operating procedures and administration particular to the GSBS not otherwise contained in the UMMS Governance Document (Doc. T03-035, as amended). These bylaws also set forth GSBS's representative body — GSBS Assembly — which represents the concept of shared governance throughout the UMMS campus.

There are no departments in the GSBS. The GSBS Faculty and Dean do not have the authority to establish academic departments within the GSBS.

For the purposes of this document, all general terms (i.e., Dean, Chair, Faculty, GSBS Assembly, Governing Bodies, etc.) refer specifically to the GSBS unless otherwise specified. Any conflict between these Bylaws and other policies is resolved in the following order: these Bylaws, the UMMS Governance Document, and applicable University policies. Notwithstanding the above, all GSBS policies must be in accord with federal, state and local laws.

The GSBS offers and awards the following degrees:

Master's Degrees

- Master of Science in Biomedical Sciences
- Master of Science in Clinical Investigation
- Master of Science in Medical Sciences

Doctoral Degrees

- Doctor of Philosophy (PhD) in Biomedical Sciences

Students may apply to the GSBS to study for either the Master of Science in Clinical Investigation or the Doctor of Philosophy in Biomedical Sciences degrees. Study for the Doctor of Philosophy in Biomedical Sciences degree may be combined with study for the Doctor of Medicine (MD) degree offered by the UMMS School of Medicine within the MD/PhD Program of Study (Article III.A.1.g).

The Master of Science in Biomedical Sciences degree is awarded to students who do not complete the requirements for the Doctor of Philosophy in Biomedical Sciences degree but are judged, on recommendation by a Program Director and approval by the Dean, to have met requirements for the Master of Science in Biomedical Sciences, as defined by GSBS guidelines. The Master of Science in Medical Sciences degree is awarded to students who do not complete the requirements for the Doctor of Medicine (MD) degree offered by the UMMS School of

Medicine but are judged, on approval by the Dean, to have met requirements for the Master of Science in Medical Sciences, as defined by GSBS guidelines.

The development and approval of new degrees or the termination of degrees within the GSBS must follow procedures outlined by the University of Massachusetts Procedures for University Approval of New Academic Degree Programs, Program Changes, and Program Termination (Doc. T92-012, as amended).

Degree programs are reviewed in accordance and compliance with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended), and Guidelines on Academic Quality Assessment and Development.

ARTICLE II: ADMINISTRATION

A. Dean

1. Activities

The Dean, upon authority delegated by the Provost, is responsible for the operation of GSBS in accordance with the UMW Governance Document (Doc. T03-035, as amended). The duties of the Dean include, but are not limited to, the following:

- a. Approve new Programs of Study and the consolidation, realignment, or retirement of existing Programs of Study, as defined in Article III.B
- b. Appoint, review, evaluate, and, if necessary, terminate Directors of Programs of Study, as defined in Article III.D.2 and III.D.3
- c. Approve the selection of Thesis Advisors, Qualifying Exam Committee (QEC) members, Thesis Research Advisory Committee (TRAC) members, and Dissertation Examination Committee (DEC) members on recommendation by the Director of a Program of Study
- d. Approve candidates for the award of GSBS degrees on recommendation by the Director of a Program of Study
- e. Appoint, reappoint and, if necessary, terminate Faculty membership in the GSBS, as defined in Article VI.B and VI.C
- f. Appoint Chairs and members of Standing Committees, as defined in Article VI.B and VI.C.

2. Appointment

The Dean is appointed pursuant to and in compliance with the UMW Governance Document (Doc. T03-035, as amended) and the Board of Trustee Statement on University Governance (Doc. T73-098, as amended).

3. Review and Evaluation

The Chancellor will conduct a review and evaluation of the Dean in accordance with with the UMW Governance Document (Doc. T03-035, as amended) and the University

Guidelines on the Review and Evaluation of Senior Administrators (Doc. T93-080, as amended). The Chancellor may at their discretion delegate the authority for evaluating the Dean to the Provost.

B. Assistant and Associate Deans

1. Activities

Assistant and Associate Deans, upon authority delegated by the Dean, are responsible for oversight of specific activities and functions within the GSBS.

2. Appointment

The Dean will appoint Assistant and Associate Deans, with prior consent from the Provost.

3. Review and Evaluation

Assistant Deans and Associate Deans serve at the discretion of the Dean. The Dean will conduct an annual review and evaluation of each Assistant and Associate Dean. The Dean may place an Assistant or Associate Dean on probation or summary suspension at any time, if in their view such action is in the best interest of the GSBS or UMMS. Such action applies only to the administrative position of the Assistant or Associate Dean.

ARTICLE III: PROGRAMS OF STUDY

Programs of Study are the academic programs of the GSBS and are distinct from UMMS Programs, Centers and Institutes. The establishment, approval and administration of Programs of Study are governed by these Bylaws. Programs of Study organize the GSBS curriculum with thematically-aligned research activities developed by the Faculty and led by a Program Director. Each student pursuing a Master's or Doctoral degree in the GSBS is enrolled in an Academic Plan, which may include Program of Study.

The Faculty of a Program of Study share common educational goals and/or research interests in the area of a Program of Study. A Faculty Member may be a member of more than one Program of Study.

The Dean and Faculty may organize departmental, interdepartmental, or interdisciplinary Programs of Study around common curricular and/or research interests. The purpose of these Programs of Study is to provide GSBS students with an enriching training environment and specialized curriculum focused on shared research interests or educational mission. Programs of Study reflect the educational and research interests of GSBS faculty, which are dynamic.

A. GSBS Programs of Study

GSBS Programs of Study are as follows:

1. Doctoral Programs of Study

- a. Biochemistry and Molecular Pharmacology
- b. Bioinformatics and Computational Biology
- c. Cancer Biology

- d. Clinical & Population Health Research
- e. Immunology and Microbiology
- f. Interdisciplinary
- g. MD/PhD
- h. Millennium PhD
- i. Neuroscience
- j. Translational Science

2. Master's Programs of Study

- a. Master of Science in Clinical Investigation

3. Pre-matriculation Programs of Study

- a. Health Sciences Preparatory Program
- b. Postbaccalaureate Research Education Program

B. Establishment of Programs of Study

The establishment of new Programs of Study, or the consolidation, realignment, or retirement of existing Programs, is the responsibility of the Dean after consultation with the GSBS Assembly, the Faculty Council and Executive Council, and is subject to approval by the Provost and the Chancellor.

New Programs of Study or changes in existing Programs of Study may be recommended to the Dean by the Faculty, Program Directors, Provost, and/or Chancellor. The Dean will consider the request and will forward the recommendation to the GSBS Assembly for review. The Faculty Council and Executive Council will be consulted before a final recommendation is made to the Dean. Any such recommendation will be subject to approval by the Provost and the Chancellor.

C. Requirements of Programs of Study

The Faculty of each Program of Study determine operational guidelines and specialized course requirements that conform to standards outlined in the GSBS Student Handbook, subject to approval by the GSBS Assembly and the Dean.

The Faculty of each Program of Study are required to:

1. Elect a Program Director
2. Monitor student progress
3. Define Objectives and Competencies for the Program of Study
4. Publish current information on the Program of Study offerings and requirements on a website (or other public interfaces)
5. Offer specialized courses consistent with the individual research focus, mission, and curricular requirements of the Program of Study
6. Maintain active representation and participation in GSBS Assembly.

D. Directors of Programs of Study

1. Activities

The Director of a Program of Study is responsible to ensure all duties are performed, though they may delegate responsibilities to other Faculty in the Program of Study.

- a. Ensure that the Program of Study is compliant with these Bylaws and GSBS policies and guidelines
- b. Ensure that course offerings are sufficient to achieve Program of Study requirements and objectives
- c. Review and approve Faculty membership in the Program of Study
- d. Review and approve students joining the Program of Study
- e. Review the selection of Thesis Advisors, Qualifying Exam Committee (QEC) members, Thesis Research Advisory Committee (TRAC) members, and Dissertation Examination Committee (DEC) and recommend to the Dean for approval
- f. Review and certify outcomes of Qualifying Exams and TRAC meetings
- g. Ensure that students meet requirements for continuing education and training (*e.g.* annual TRAC meetings, annual research presentation, etc.)
- h. Recommend candidates for the award of GSBS degrees for approval by the Dean
- i. Represent the Program of Study at all GSBS Assembly meetings, participate in Assembly votes, and disseminate Assembly minutes to Faculty in the Program of Study
- j. Prepare a self-study report for the Program of Study review and respond to the report of the Program of Study review.

2. Appointment

Program Directors are elected by the Faculty in each Program of Study for a five-year term, subject to approval by the Dean. Elections will occur in the Academic Year following the five-year review described below (Section D). The GSBS Administration will notify Program Directors of the election schedule and those whose terms are ending. Incumbent Program Directors may be re-elected to a second consecutive term.

In the event of a vacancy that is not immediately filled through election, the Dean, after consultation with GSBS Assembly, will appoint an individual as *interim* Director until such time as the vacancy is filled by election. Programs of Study may appoint an individual as *acting* Director in the event the Program Director takes a leave of absence or sabbatical, but this will not alter their original five-year term. If a Program Director fails to fulfill their responsibilities, the Dean may call for election of a new Program Director at any time.

3. Review and Evaluation

Program Directors will be reviewed and evaluated by the Dean every five years, usually in conjunction with the Review of the Program of Study (Section E). The Dean may discipline, place on probation or summary suspension and/or remove a Director from their position at any time, if in their view such action is in the best interest of the GSBS. Such action applies only to the administrative position of Director.

E. Program of Study Reviews

Programs of Study will be reviewed by the Dean every five years. Programs will be evaluated on their success in meeting their stated goals and objectives, as well as their substantive contribution to the mission of the GSBS. The purpose of the review is: (i) to verify that individual Programs of Study actively evaluate their curricular offerings, achievements, challenges, and goals; and (ii) to collect information needed to support periodic external reviews of the GSBS as a whole.

1. Review Procedure

- a. The Dean appoints a review committee consisting of two GSBS Primary Members, who are not members of the Program of Study being reviewed, and an external member, with expertise in the research area of the Program of Study, who is a member of the graduate faculty at another academic institution. The Dean selects the external member from a list of individuals proposed by the faculty of the Program of Study.
- b. The Faculty of the Program of Study prepare a self-study, describing the curriculum, co-curricular activities, program operations and governance, and procedures to oversee student progress. Outcomes measures and teaching and course evaluations are provided by the GSBS Office of Academic Affairs.
- c. The review consists of a site visit by the review committee that includes interviews with the Director, Faculty, and Students of the Program of Study, and the Dean.
- d. The review committee submits a written report with recommendations for the Dean and Program Director.
- e. The Dean provides the report to the Program Director with a request for a written response and action plan.
- f. The Dean meets with the Program Director to discuss the review, response, and action plan. The Program Director may modify the response and action plan as a result of this meeting.
- g. The review report and final response and action plan are presented to the GSBS Assembly and distributed to Faculty in the Program of Study.

ARTICLE IV: GSBS FACULTY MEMBERSHIP

Members of the GSBS Faculty are expected to contribute to teaching, research and scholarship activities consistent with the mission of the GSBS. All GSBS Faculty Members must have a UMMS Faculty appointment as defined by Section 3.3 of the Academic Personnel Policy (APP,) of the University of Massachusetts Medical School (T95-022, as amended). Membership in the GSBS Faculty ends coterminously with termination of the individual's UMMS Faculty appointment.

A. Categories of Membership

There are three categories of membership in the GSBS:

- 1. Primary Member** requires a Ph.D., M.D. or equivalent degree from an accredited institution, a rank of Assistant Professor or above, affiliation with a Program of Study, and evidence of active independent research and/or scholarly activity. Such evidence may include senior authorship, principal investigator status on external grants, available start up funds dedicated to the individual, and/or prior evidence of training PhD students or postdocs. Faculty (F) may serve as thesis advisors, members of QECs, TRACs, or DECc, and/or provide teaching and/or mentoring.
- 2. Associate Member** requires a Ph.D., M.D. or equivalent degree from an accredited institution, a rank of Instructor or above, affiliation with a Program of Study, and evidence of active research and/or scholarly activity. Associate Members may serve on TRACs and/or provide teaching but cannot serve as thesis advisors, or serve on QECs or DECc.
- 3. Affiliate Member** requires a UMMS Affiliate or Adjunct Faculty appointment (as defined by the UMMS APP, Article 6) at the rank of Assistant Professor or above. GSBS Affiliate Faculty include UMMS Faculty Members who are employed by another institution but who advise GSBS students. Affiliate Members may serve as a thesis co-advisor for graduate students [with a Primary Member as co-advisor], serve on TRACs, and/or provide teaching.

B. Appointment to the GSBS Faculty

The Dean appoints individuals to Membership in the GSBS Faculty as follows:

1. An individual seeking GSBS Membership must first apply for membership in a Program of Study on recommendation by their Department Chair or Dean (for schools without departments). For membership in a Program of Study, an individual is required to conduct research, provide teaching, and/or advise students in the area of the Program of Study.
2. The Director of the Program of Study reviews the application. If the Director approves membership in the Program of Study, they submit the individual's application to the Faculty Review Committee (Article VI.E).

3. The Faculty Review Committee reviews the application and makes a recommendation to the GSBS Assembly.
4. The GSBS Assembly reviews the application and makes a recommendation to the Dean.
5. The Dean reviews the application and, if they approve, appoints the individual to Membership in GSBS.

C. Review of Members

Members are reviewed periodically for their active participation in the GSBS mission by the Faculty Review Committee (Article VI.E). Recommendations by the Faculty Review Committee to continue, change, or terminate Membership are approved by the GSBS Assembly for final approval by the Dean.

D. Membership Records

The Dean or their designee will maintain a current list of GSBS Members and their category of membership, and make this list publicly accessible to prospective students, enrolled students and faculty to assist in the identification of opportunities for thesis research and student committee membership. The Dean or their designee will report changes in Faculty membership to the Office of Faculty Affairs for inclusion in the Faculty personnel records (UMMS APP, Article 1.7.e).

ARTICLE V: REPRESENTATIVE BODY

Faculty and Students, as members of GSBS Programs of Study, participate in the policy and decision-making processes that affect the GSBS through the GSBS Assembly.

A. GSBS Assembly

1. Duties

- a. Provide recommendations to the Dean on matters of importance regarding the administration, educational process, and strategic planning of the GSBS including matters affecting the Faculty and faculty life
- b. Recommend representatives to serve on campus-wide standing committees and other committees as requested by the Dean
- c. Annually review and forward to the GSBS Dean and UMMS Provost a recommendation for graduate student stipends and fees in the GSBS and comparator graduate programs
- d. Receive informational reports from and provide input to all GSBS Standing Committees
- e. Receive Program of Study reviews
- f. Approve individuals for GSBS Membership for appointment by the Dean
- g. Approve Standing Committee Chairs and members for appointment by the Dean

- h. Appoint subcommittees as needed and as defined herein (Section V)
- i. Forward recommendations of the GSBS Assembly for consideration to the Dean, who must respond within 20 working days with approval, request for reconsideration or disapproval, consistent with the “Board of Trustees Statement on University Governance” (Doc. T73-098, as amended).

2. Membership

- a. Voting membership of the GSBS Assembly consists of the following:
 - i. The Chair and Vice-Chair
 - ii. One Faculty Representative from each Program of Study, either the Program of Study Director or their designee; designees have full voting rights for their Program of Study
 - iii. Two graduate student representatives, appointed annually by the Graduate Student Body Committee (GSBC)
 - iv. Chairs of all Standing Committees.
- b. Non-voting members of the GSBS Assembly consist of the the Dean, Administrative Officers, and other representatives or administrative officials as may be designated annually by majority vote of the GSBS Assembly.

3. Officers

The Officers of the GSBS Assembly include the Chair and the Vice-Chair. Officers serve one year terms coterminous with the Academic Year. Officers of the GSBS Assembly must be GSBS Faculty (F) with a tenured UMMS appointment..

- a. Duties
 - i. Chair will:
 - a. Preside at all Assembly Meetings
 - b. Prepare the agenda for Assembly Meetings with the Rules Committee.
 - ii. Vice-Chair will:
 - a. Attend all GSBS Assembly Meetings
 - b. Preside at all Assembly Meetings in the absence of the Chair
 - c. Serve as Chair-Elect of the GSBS Assembly.
- b. Selection of GSBS Assembly Officers

The Vice-Chair of GSBS Assembly is elected by annual vote of the Primary Members. Prior to the vote, the Dean will solicit nominations and compile a list of all candidates who volunteer to be considered. The current Vice-Chair will be elected to Chair at the final GSBS Assembly of the academic year by a majority vote of the Assembly. In the event that the Vice-Chair is not elected to Chair, the Primary

Members will select by vote a new Chair, choosing from amongst the current GSBS Assembly voting members.

The Chair and Vice-Chair cannot serve as Program of Study Faculty Representatives on GSBS Assembly. In the instance where an individual elected to Chair or Vice-Chair is a Program of Study Representative, a new Representative must be selected by the Program of Study Faculty.

4. Meetings

- a. Meetings will be held at least 6 times per academic year, or more frequently as necessary. The meeting schedule will be announced before the beginning of the academic year.
- b. Meetings will be conducted in general accordance with Robert's Rules of Order.
- c. A quorum is one half of the voting members. Consistent with the UMW Governance Document (Doc. T03-035, as amended; Article VI, Section 3.f), decisions are made by a simple majority of the voting members present at a meeting where a quorum is declared. Such “votes” may be established by members participating in-person and/or via teleconference, video conference, or any other technology that allows full participation by the member.
- d. An emergency meeting may be called by the Dean or the Chair. GSBS Faculty may bring issues of urgent concern to the Chair or the Dean for consideration during an emergency meeting. The written notification of such a special meeting to all GSBS Assembly members must be at least three (3) working days in advance of the meeting.

5. Rules Committee

The Rules Committee of the GSBS Assembly is comprised of the Chair, Vice Chair, and Dean. Its duties include:

- a. Preparation of the agenda of the GSBS Assembly. Requests for agenda items may be submitted by the President, Chancellor, Provost, any Faculty member, or any Student, and are reviewed by the Rules Committee for placement on the agenda. If the proposed agenda item is within the GSBS Assembly’s stated duties, it is placed on the agenda of the meeting date requested or, if that request cannot be accommodated, on the agenda of the earliest next meeting date. The agenda is distributed to Program Directors and Assembly Members at least one week prior to scheduled meetings.
- b. Resolution of procedural matters
- c. Preparation of a list of representatives or administrative officials to be considered for non-voting membership on an annual basis

- d. Advise the GSBS Assembly of substantive changes in administrative policies and procedures affecting Faculty prior to the implementation of these policies and procedures
- e. Other duties as assigned by the GSBS Assembly or the Chair.

ARTICLE VI: STANDING COMMITTEES

Standing Committees within the GSBS function in an advisory capacity to the GSBS Assembly and Dean. Standing Committees, unless otherwise stated, must adhere to Article VI of the UMMS Governance Document (Doc. T03-035, as amended).

A. Establishment and Operation

1. Appointment

- a. The Dean appoints Standing Committee Chairs following approval by the GSBS Assembly.
- b. The Dean in consultation with the Standing Committee Chair will appoint other Committee members subject to approval by the GSBS Assembly. Membership of Standing Committees is approved annually by the GSBS Assembly at the first Assembly Meeting of each Academic Year.
- c. The Dean will annually distribute to the Primary and Associate Members a list of open Standing Committee positions for the upcoming Academic Year.
- d. The exclusion to these rules is the Graduate Student Body Committee (GSBC), which is the governing body for GSBS Students.

2. Terms

- a. Faculty members of Standing Committees serve staggered three-year terms and may serve for up to two consecutive terms.
- b. Committee Chairs serve only one three-year term as chair, but may serve a second consecutive term as a Committee member.

3. Meetings

- a. Standing Committee meetings will be conducted in accordance with Robert's Rules of Order.
- b. A quorum is one half of the voting members, unless otherwise specified below. Decisions are made by a simple majority of the voting members present at a meeting where a quorum is declared. Such "votes" may be established by members participating in-person and/or via teleconference, video conference, or any other technology that allows full participation by the member. Proxy (absentee) voting is not permitted.

B. Academic Standards Committee

1. Duties

- a. Develop, review, and make recommendations regarding issues relevant to the admissions, progression, retention, and graduation standards and policies of the GSBS
- b. Review and recommend changes to the GSBS Student Handbook to the GSBS Assembly and Dean
- c. Provide an annual report to the GSBS Assembly on student performance in core curricula, qualifying examinations and thesis defenses
- d. Review the cases of students who have fallen out of good academic standing and are referred to the Committee by the GSBS Office of Academic Affairs. Recommendations from these reviews, including remediation or dismissal, will be reported to the Dean
- e. Perform other duties as determined by the GSBS Assembly and/or Dean.

2. Advising and Reporting

- a. The Academic Standards Committee will advise and consult with the GSBS Assembly and the Admissions Committee.
- b. The Dean will consult with the Academic Standards Committee on matters related to academic standards.
- c. The Academic Standards Committee will report to the Dean and GSBS Assembly.

3. Membership

- a. Voting membership of the Academic Standards Committee consists of five Primary Members, holding tenured UMMS appointments, with consideration for broad representation by the Programs of Study and UMMS Departments.
- b. Non-voting members are appointed annually by majority vote of the Committee.

C. Admissions Committees

GSBS Admissions Committees include the following:

- a. Basic Biomedical Sciences Admissions Committee
- b. MD/PhD Admissions Committee
- c. Clinical & Population Health Research Admissions Committee
- d. Millennium PhD Admissions Committee
- e. Masters in Clinical Investigation Admissions Committee
- f. Pathway to Graduate Study Program Admissions Committee
- g. Health Sciences Preparatory Program Admissions Committee.

New Admissions Committees may be established or existing Committees may be changed on the establishment of new Programs of Study or changes to existing Programs.

1. Duties

- a. Review and propose standards and qualifications for admitting students for the appropriate degree or Program of Study, as well as for admission of transfer students with advanced standing. Proposals require approval by the Academic Standards Committee and by the GSBS Assembly before being forwarded to the Dean for consideration/action.
- b. Consult annually with the Dean or their designee, regarding targets for admission to each degree or Program of Study. The Dean will set annual admissions targets for each degree or Program of Study before offers of admission may be made.
- c. Review and propose to the GSBS Assembly procedures appropriate for consideration and selection of applicants, including:
 - i. The application procedure and the process for applicant review for each degree
 - ii. Activities related to the recruitment of students and the dissemination of admissions information throughout undergraduate campuses and academic biomedical research centers
 - iii. Procedures to identify and recruit applicants from groups that are underrepresented in biomedical sciences research and/or are from disadvantaged backgrounds consistent with Trustee Policy on Affirmative Action and Equal Opportunity (Doc. T92-034, as amended).
- d. Participate in candidate interviews and evaluation of interview outcomes
- e. Make recommendations to the Dean for acceptance of candidates to a Program of Study based upon admission criteria and interview results, policies related to the selection process for each degree or Program of Study, and the Dean's previously approved admission target
- f. Submit an annual report to the GSBS Assembly on aggregate admission data, including but not limited to, applicant pools admitted and matriculated, and recommendations for future student recruitment efforts
- g. Perform other duties as determined by the GSBS Assembly and/or Dean.

2. Advising and Reporting

- a. Each Admissions Committee will advise and consult with GSBS Assembly and the Academic Standards Committee.
- b. The Dean or their designee will consult with each Admissions Committee on matters related to student admissions.

- c. Each Admissions Committee will report to the Dean.

3. Membership

- a. Voting membership of each Admissions Committee consists of:
 - i. At least four Primary Members as selected by the Dean in consultation with appropriate Program Director(s). The Members should have appropriate degrees, expertise, and membership relevant to the relevant Program(s) of Study.
 - ii. The Program Director (when the committee reviews applications for admission to a single Program of Study, e.g. MD/PhD, CPHR, MPP or MSCI)
 - iii. One or two Program-specific students, the number being relative to the number of Faculty Members. Student membership is recommended by each Admission Committee Chair to the Dean, or their designee. Terms for student members are for one academic year, renewable for up to two years.
- b. Non-voting membership consists of the Dean or their designee. Additional non-voting members of each Admissions Committee may be appointed annually by majority vote of the Committee.

D. Curriculum Committee

1. Duties

- a. Develop, review, and make recommendations regarding general education policy, including, but not limited to, overseeing Program of Study curricula as well as overall GSBS curriculum
- b. Review and recommend policy and courses to GSBS Assembly for approval
- c. Recommend modification or termination of existing courses as needed
- d. Establish specialized subcommittees, in consultation with the Dean, as needed
- e. Perform other duties as determined by the GSBS Assembly and/or Dean.

2. Advising and Reporting

- a. The Curriculum Committee will advise, consult and report to the GSBS Assembly.

3. Membership

- a. Voting membership of the Curriculum Committee consists of:
 - i. Seven Primary Members
 - ii. Two Students selected by the GSBC; Student members serve one-year terms.
- b. The Chair must hold a tenured UMMS Faculty appointment.
- c. The quorum for all Committee votes is four Faculty members and one Student member.

- d. Non-voting membership consists of the Dean or their designee. Additional non-voting members may be appointed annually by majority vote of the Committee.

E. Faculty Review Committee

1. Duties

- a. Review applications for GSBS Membership. Evaluate whether applicants meet the criteria for the requested level of Membership and make recommendations for GSBS Membership to the GSBS Assembly
- b. Review individual Members at least once every five years, on a rolling basis or upon request by the Dean, for their level of participation in the GSBS educational mission, according to their category of Membership (Article IV.C)
 - i. Criteria for inactivity include, but are not limited to, lack of thesis or rotation students, lack of participation in TRAC or QE committees, and lack of participation in classroom teaching or other training.
 - ii. The committee will notify such Members of their inactivity, and request a response clarifying whether the individual wishes to continue, change or terminate their current category of Membership. The Committee will take the response of the Member into consideration in making a recommendation on their membership.
 - iii. Make recommendations to the GSBS Assembly for one of the following actions for each Member reviewed:
 - 1. Continuation of GSBS Membership for up to five years
 - 2. Change in category of GSBS Membership
 - 3. Termination of GSBS Membership.
- c. When there is an institutional finding involving a GSBS Member (all categories), the Faculty Review Committee will determine if Faculty Membership should be changed involuntarily, and advise the Dean.

2. Advising and Reporting

- a. The Faculty Review Committee will advise and consult with the GSBS Assembly.
- b. The Faculty Review Committee will report to the GSBS Assembly.

3. Membership

- a. Voting membership consists of one Primary Member with a tenured UMMS Faculty appointment from each Program of Study recommended by the Program Director.

F. Graduate Student Body Committee (GSBC)

1. Duties

- a. Conduct itself in accordance with the GSBS Student Body Committee Charter and Bylaws.
- b. Recommend representatives to serve on GSBS Standing Committees, representative bodies and other committees as requested.

2. Advising and Reporting

- a. The GSBC will advise and consult with the Student Government Alliance and GSBS Assembly.
- b. The Office of Campus Life will consult with the GSBC on significant issues affecting the student body.
- c. The GSBC will report to the Dean or their designee.

3. Membership

- a. The voting members of the GSBC are elected by the GSBS student body, as described in the GSBC Bylaws.
- b. Non-voting members may appointed annually by majority vote of the GSBC

ARTICLE VII: MEETINGS OF GSBS FACULTY

Meetings of the Faculty must occur at least annually for the GSBS Dean to present matters pertaining to the GSBS to the GSBS Faculty. Such meetings may be called at any time by the ~~President~~, Chancellor, Provost, Dean, Chair of the Executive Council, Chair of the GSBS Assembly, or, upon petition, by any 20 members of the GSBS Faculty (PF or CF) or by 20 GSBS students.

- a. All GSBS Faculty must receive written notification of the time, place, and agenda of all Faculty meetings from the Vice-Chair of the GSBS Assembly at least fourteen (14) working days in advance thereof.
- b. The Rules Committee of the GSBS Assembly prepares the agenda, which includes the items submitted by those calling the meeting. Only those items on the agenda may be discussed and voted on.
- c. The Chair of the GSBS Assembly presides over the meeting.
- d. Resolutions for consideration arising out of such faculty meetings require a majority vote of the Primary and Associate Members present at the meeting. Any such approved resolutions may be forwarded to either:
 - i. the GSBS Assembly for additional consideration consistent with these Bylaws; or

- ii. the GSBS Faculty for a vote administered by the Office of Faculty Affairs. Resolutions that receive a minimum of fifteen percent (15%) favorable vote of the Faculty will be forwarded to the Dean for review and consideration.
- e. In the event of an “emergency” – as determined in agreement by the Provost, Dean and Chair of the GSBS Assembly – the written notification of such a special meeting to all Faculty will be at least three (3) working days in advance of the meeting.

ARTICLE VIII: AMENDMENT

The GSBS Assembly, in consultation with the UMMS Faculty Council and Executive Council, will review these Bylaws at a minimum of every five years. Any Primary or Associate Member or student may propose an amendment. The proposed amendment will be handled in accordance with Article II, Section A.1.a of the Governance Document for the University of Massachusetts Worcester (Doc. T03-035 as amended).

The Board of Trustees reserves the right to alter, amend, or revoke the foregoing document in part or in whole at any time.