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

**TABLE OF CONTENTS**

**ARTICLE I: INTRODUCTION ..... 4**

**ARTICLE II: MEMBERSHIP ..... 4**

**ARTICLE III: GRADUATE PROGRAMS ..... 5**

    A. Program Reviews ..... 6

    B. Program Directors ..... 6

        1. Appointment ..... 6

        2. Review and Evaluation ..... 6

        3. Discipline ..... 6

**ARTICLE IV: REPRESENTATIVE BODY ..... 7**

    A. GSBS Assembly ..... 7

        1. Duties ..... 7

        2. Membership ..... 7

        3. Officers ..... 8

        4. Meetings ..... 8

        5. Rules Committee ..... 8

        6. Bylaws ..... 9

**ARTICLE V: STANDING COMMITTEES ..... 9**

    A. Academic Standards Committee ..... 9

        1. Duties ..... 9

        2. Advising and Reporting ..... 10

        3. Membership ..... 10

    B. Admissions Committees ..... 10

        1. Duties ..... 10

        2. Advising and Reporting ..... 11

        3. Membership ..... 11

    C. Curriculum Committee ..... 12

        1. Duties ..... 12

        2. Advising and Reporting ..... 12

        3. Membership ..... 12

    D. Faculty Review Committee ..... 13

        1. Duties ..... 13

        2. Advising and Reporting ..... 13

        3. Membership ..... 13

E.	Graduate Student Body Committee.....	13
1.	Duties.....	13
2.	Advising and Reporting.....	14
3.	Membership.....	14
F.	Research Sustainability Committee.....	14
1.	Duties.....	14
2.	Advising and Reporting.....	15
3.	Membership.....	15
<b>ARTICLE VI: MEETINGS OF GSBS FACULTY.....</b>		<b>15</b>
<b>ARTICLE VII: AMENDMENT.....</b>		<b>16</b>

# **BYLAWS OF UMW'S 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 Worcester (UMW) [also known as 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 UMW (including the GSBS) is administered by UMW's Governance Document (Doc. T03-035, as amended). Accordingly, the purpose of these bylaws is to set forth the operating procedures and administration particular to the GSBS not otherwise contained in the UMW Governance Document. For the purposes of this document, all general terms (i.e., Dean, Chair, Faculty, GSBS Assembly, Governing Bodies, etc.) shall refer specifically to the GSBS, unless otherwise specified. These bylaws set forth the GSBS's representative body – GSBS Assembly – which informs the concept of shared governance throughout the UMW campus.

The GSBS offers the following degrees:

### **Master's Degrees**

- Master of Science in Biomedical Sciences
- Master of Science in Clinical Investigation
- Master of Science in Biomedical Engineering and Biotechnology

### **Doctoral Degrees**

- Doctor of Philosophy (PhD) in Biomedical Sciences
- Doctor of Philosophy (PhD) in Biomedical Engineering and Biotechnology
- Doctor of Philosophy (PhD) in Biomedical Engineering and Medical Physics

The development and approval of new degrees or the termination of degrees within the Graduate School 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).

## **ARTICLE II: MEMBERSHIP**

GSBS membership requires an active primary appointment in an academic department within the School of Medicine (SOM) or in the Graduate School of Nursing (GSN) and an appointment by the Dean [upon review and recommendation of their Department Chair or Dean (for schools without departments), Graduate School Program Director(s) and the GSBS Assembly]. Faculty shall contribute to teaching, research and scholarship activities consistent with the mission of the GSBS.

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. Such appointments as Special Members shall be for three year terms, renewable upon approval by the Dean.

### **ARTICLE III: GRADUATE PROGRAMS**

The Dean and Faculty may organize departmental, interdepartmental or interdisciplinary Graduate Programs around common teaching and/or research interests. These GSBS Graduate Programs are distinct from UMW Programs, Centers and Institutes. Such Graduate Programs shall be designated as academic programs of the GSBS 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 Graduate Program. The Faculty of each Graduate Program shall determine, subject to approval by the GSBS Assembly and the Dean, operational guidelines and specialized course requirements which conform to standards outlined in the GSBS Student Handbook.

There are fourteen (14) such Graduate Programs within the GSBS, and other such Graduate Programs as may later be established. They are as follows:

- Biochemistry and Molecular Pharmacology
- Bioinformatics and Computational Biology
- Cancer Biology
- Cell Biology
- Clinical & Population Health Research
- Health Sciences Preparatory Program
- Immunology and Microbiology Program
- Interdisciplinary Graduate Program
- Master of Science in Clinical Investigation
- MD/PhD
- Millennium PhD
- Neuroscience
- Pathway to Graduate Study Program
- Translational Science

Establishment of new Graduate Programs or consolidation or realignment of existing Graduate Programs may be recommended to the Dean by the Faculty, Program Directors, Provost, and/or Chancellor. Such recommendations shall be forwarded by the Dean to the GSBS Assembly for review. The Faculty Council and Executive Council shall be consulted before a final recommendation is made to the Dean. Any such recommendation shall be subject to approval by the Provost and the Chancellor.

At no time shall the Faculty and/or the Dean be empowered to establish academic departments within the GSBS.

## **A. Program Reviews**

All Graduate Programs shall be reviewed by the Dean every five years; a report shall be presented to GSBS Assembly for evaluation and recommendation.

## **B. Program Directors**

### **1. Appointment**

The Dean shall appoint the Director of each Graduate Program annually. The Dean shall consider the recommendation of the faculty members of the particular Graduate Program and the GSBS Assembly, consistent with the Graduate Program's operating guidelines.

In the event of a vacancy and notwithstanding any provision to the contrary, the Dean, after consultation with faculty members of the Graduate Program and the GSBS Assembly, shall appoint an individual as *interim* Director until such time as the vacancy is filled. Further, the Dean may appoint an individual as *acting* Director in the event of a leave of absence or sabbatical.

### **2. Review and Evaluation**

The Dean shall contribute to the annual performance review of the Director of each Graduate Program, providing a written assessment of his/her performance as Director. Such written assessment shall be forwarded to the Director's Department Chair or Dean (for schools without departments).

### **3. Discipline**

The Dean may discipline, place on probation or summary suspension and/or remove a Director from their position at any time, if in his/her view such action is in the best interest of the GSBS and UMW. Such action applies only to the administrative position of Director. The Director's Department Chair or Dean (for schools without departments) shall be notified in writing of such action. The Graduate Program Faculty shall be notified of the need to recommend a new Director to be appointed by the Dean.

## **ARTICLE IV: REPRESENTATIVE BODY**

The Faculty and Students, through the GSBS Assembly, participate in the policy and decision-making processes that affect the GSBS.

### **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 all matters affecting the Faculty and faculty life.
- b. Recommend to the Dean the appointment of all Standing Committee chairs and members.
- c. Recommend representatives to serve on campus-wide standing committees and other committees as requested and appropriate.
- d. Appoint subcommittees as needed and as defined in the GSBS Assembly's bylaws.
- e. Receive informational reports from and provide input to all GSBS Standing Committees.
- f. Whenever possible, the GSBS Assembly shall be advised of substantive changes in administrative policies and procedures affecting Faculty prior to the implementation of these policies and procedures.
- g. Recommendations of the GSBS Assembly will be forwarded 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 shall consist of the following:
  - i. One faculty representative elected annually from each of the Graduate Programs as nominated by the faculty members of the Graduate Program, subject to approval by the Dean.
  - ii. Two graduate student representatives, appointed annually by the Graduate Student Body Committee (GSBC).
- b. Non-voting membership of the GSBS Assembly shall consist of the following: the Dean, Associate Deans, Assistant Deans 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 shall consist of the following:

- a. Chair who shall:
  - i.* Preside at all meetings.
  - ii.* Prepare the agenda.
  - iii.* Appoint ad hoc committees as necessary.
  - iv.* Serve as a non-voting member on all standing committees.
- b. Vice-Chair who shall:
  - i.* Preside at all meetings in the absence of the Chair.
  - ii.* Notify all members of forthcoming meetings and distribute and publish the agenda at least three working days in advance of all regularly scheduled meetings.
  - iii.* Serve as Chair-Elect of the GSBS Assembly.

The terms of the officers are for one year beginning September 1<sup>st</sup>.

### **4. Meetings**

- a. Meetings shall normally be held on a monthly basis during the academic year, or more frequently as necessary.
- b. Meetings shall be conducted in general accordance with Robert's Rules of Order.
- c. An emergency meeting may be called by the Dean or by unanimous vote of the Rules Committee. The written notification of such a special meeting to all GSBS Assembly members shall be at least three (3) working days in advance of the meeting.

### **5. Rules Committee**

The Rules Committee of the GSBS Assembly shall be comprised of the Chair, Vice Chair, Associate Dean for Curriculum and Academic Affairs, and Dean. Its duties shall include:

- a. Preparation of the agenda of the GSBS Assembly. The Rules Committee shall review all proposed agenda items submitted by the President, Chancellor, Provost, President of the GSBC, or Chair of any Standing Committee. Requests for agenda items may be submitted by any GSBS faculty member or student and shall be reviewed by the Rules Committee for placement on the agenda. If the proposed agenda item is within the GSBS Assembly's stated duties, it shall be 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.

- 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. Other duties as assigned by the GSBS Assembly or the Chair.

## **6. Bylaws**

The GSBS Assembly shall review its bylaws at a minimum of every 5 years.

## **ARTICLE V: STANDING COMMITTEES**

Standing Committees within the GSBS function in an advisory capacity to the GSBS Assembly and Dean.

The Dean appoints standing committee members, upon the recommendation of GSBS Assembly, and serves as a non-voting member on all standing committees.

Standing Committees, unless otherwise stated, shall adhere to Article IV of the UMW's Governance Document (Doc. T03-035, as amended). Bylaws for the GSBS Standing Committees will be reviewed and approved by the GSBS Assembly and Dean.

Recommendations shall require a simple majority of those participating provided that a quorum is present. Such "votes" may be established by members participating in-person or any other technology that allows full participation by the voting member.

### **A. 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. Update the GSBS Student Handbook annually and communicate approved changes in academic policies and standards to matriculated students and GSBS Faculty as they occur.
- c. Provide an annual outcomes report on student performance in core curricula, qualifying examinations and thesis defenses and their correlations, if any, to admissions credentials.
- d. Perform other responsibilities as determined by the GSBS Assembly and/or Dean.

## **2. Advising and Reporting**

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

## **3. Membership**

- a. Voting membership of the Academic Standards Committee shall consist of:
  - i.* Five (5) Faculty drawn from the Faculty-at-large, with consideration for broad program representation. Terms for faculty members shall be for three years. Initial appointments shall be staggered. Faculty may be reappointed to successive terms.
  - ii.* One (1) student and one (1) student alternate as selected by the GSBC. Terms for student members shall be for one academic year.
- b. Non-voting membership shall consist of: the Associate Dean for Curriculum and Academic Affairs. Additional non-voting members may be added and shall be appointed annually by majority vote of the Academic Standards Committee.

## **B. Admissions Committees**

Annually, the Dean shall approve admissions targets for each degree before offers of admission may be made. Admissions Committees are formed based on degrees and associated Graduate Programs. They are as follows:

- Basic Biomedical Sciences Admissions Committee
- MD/PhD Admissions Committee
- Clinical & Population Health Research Admissions Committee
- Millennium PhD Admissions Committee
- Masters in Clinical Investigation Admissions Committee
- Pathway to Graduate Study Program Admissions Committee
- Health Sciences Preparatory Program Admissions Committee

### **1. Duties**

- a. Review and propose standards and qualifications for admitting students for the appropriate degree and for admission of transfer students with advanced standing. Proposals shall require endorsement by the Academic Standards Committee and by the GSBS Assembly before being forwarded to the Dean for consideration/action.

- b. Review and propose procedures appropriate for consideration and selection of applicants, including:
  - i.* Standards and qualifications of applicants, 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.* Annually consult with the Dean, the Research Sustainability Committee and GSBS Assembly regarding targets for admission to each degree.
  - iv.* Procedures for identification and recruitment of 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).
- c. Participate in the interviews of applicants.
- d. Make recommendations to the Dean for acceptance of applicants to a degree based upon admission criteria, policies related to the selection process for each Graduate Program, and the Dean's previously approved admission target.
- e. Submit to GSBS Assembly aggregate admission characteristics of applicant pools admitted and matriculated, and recommendations for future student recruitment efforts.
- f. The members shall be responsible for organizing specialized subcommittees for each degree as defined in each Admissions Committee's bylaws.

## **2. Advising and Reporting**

- a. Each Admissions Committee shall advise and consult with GSBS Assembly, the Research Sustainability Committee and the Academic Standards Committee.
- b. The Dean and Associate Dean for Curriculum and Academic Affairs shall consult with each Admissions Committee on matters related to student admissions.
- c. Each Admissions Committee shall report to the Dean.

## **3. Membership**

- a. Voting membership of each Admissions Committee shall consist of:
  - i.* At least 4 Faculty as selected by the Associate Dean for Admissions in consultation with the Dean and appropriate Program Director(s).

- ii.* The Program Director (when the committee reviews applications for admission to a single Graduate Program, e.g. MD/PhD, CPHR, MPP or MSCI).
- iii.* One (1) or two (2) Program-specific student(s), the number being relative to the number of faculty members. Student membership is recommended to the Dean by the Associate Dean for Admissions. Terms for student members shall be for one academic year and renewable for one or two more years.

Terms for members shall be for three years. Initial membership should be staggered. Faculty may be reappointed to successive terms.

- b. Non-voting membership shall consist of: the Associate Dean for Admissions. Additional non-voting members of each Admissions Committee may be added and shall be appointed annually by majority vote.

## **C. Curriculum Committee**

### **1. Duties**

- a. Develop, review, and make recommendations regarding general education policy.
- b. Review and consider approval of courses proposed for all GSBS Programs.
- c. Make recommendations for modification or termination of existing courses as needed.
- d. Review and oversee curricular matters in all Graduate Programs.
- e. The members will be responsible for organizing specialized subcommittees, in consultation with the Dean, as needed and as defined in the Committee's bylaws.

### **2. Advising and Reporting**

- a. The Curriculum Committee shall advise and consult with the GSBS Assembly, the Academic Standards Committee and the Admissions Committees.
- b. The Curriculum Committee shall report to the Dean.

### **3. Membership**

- a. Voting membership of the Curriculum Committee shall consist of:
  - i.* Five (5) Faculty selected by the GSBS Assembly in consultation with the Dean.
  - ii.* Two (2) GSBS students selected by the GSBC.

Terms for student members shall be for one academic year. Terms for other voting members shall be for three years. Faculty may be reappointed to successive terms.

- b. Non-voting membership shall consist of: the Associate Dean for Curriculum and Academic Affairs. Additional non-voting members may be added and shall be appointed annually by majority vote of the Curriculum Committee.

## **D. Faculty Review Committee**

### **1. Duties**

- a. Review individual faculty at least every five (5) years or upon request by the Dean for continued contributions to teaching, research and scholarship activities consistent with the mission of the GSBS.
- b. Make recommendations for each faculty in one of three categories:
  - i.* Continuation of membership for up to 5 years.
  - ii.* Conditional continuation of membership for one-year with renewal of membership thereafter subject to performance improvement in delineated areas.
  - iii.* Discontinue membership.
- c. Provide recommendations to the GSBS Assembly and forward final recommendations to the Dean for review and approval.

### **2. Advising and Reporting**

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

### **3. Membership**

Voting membership shall consist of one faculty from each Graduate Program holding the rank of Professor with Tenure selected by the Program Director. Terms for members shall be for three years. Initial membership shall be staggered. Faculty may be reappointed to successive terms.

## **E. Graduate Student Body Committee**

### **1. Duties**

The Graduate Student Body Committee (GSBC) shall conduct itself in accordance with the GSBS Student Body Committee Charter and Bylaws. The GSBC will recommend representatives to serve on GSBS standing committees, representative bodies and other committees as requested and appropriate.

## **2. Advising and Reporting**

- a. The GSBC shall advise and consult with the Student Government Alliance and GSBS Assembly.
- b. The Office of School Services shall consult with the GSBC on significant issues affecting the student body.
- c. The GSBC shall report to the Dean or his/her designee.

## **3. Membership**

- a. The elected membership of the GSBC shall consist of fifteen (15) representatives as described in the GSBC Bylaws.
- b. Non-voting membership shall consist of the following: One (1) SOM representative as elected by the SOM Study Body Committee, one (1) GSN representative as elected by the Graduate Student Nursing Organization. Additional non-voting members may added and shall be appointed annually by majority vote of the Curriculum Committee.

## **F. Research Sustainability Committee**

### **1. Duties**

- a. Annually review graduate student stipends and fees in the GSBS and external competing graduate programs.
- b. Annually review faculty survey data on number of available thesis research opportunities.
- c. Annually consult with the Department Chairs on admissions targets, student stipends and fees.
- d. Annually report their recommendations on student stipend and fee adjustments to GSBS Assembly. Proposed adjustments to stipends and fees will be reviewed by GSBS Assembly who shall then forward a final recommendation to the Dean for review and approval.
- e. Annually consult with and advise GSBS Assembly and the appropriate Admissions Committee(s) on admissions targets. Admissions targets proposed by the Research Sustainability Committee and by each Admissions Committee shall be reviewed by GSBS Assembly who shall then forward a final recommendation to the Dean for review and approval.

## **2. Advising and Reporting**

- a. The Research Sustainability Committee shall advise and consult with the GSBS Assembly, the UMW Committee on Scientific and Research Affairs and the appropriate Admissions Committees.
- b. The Dean and the Executive Vice Chancellor for Research shall consult with the Department Chairs and the Research Sustainability Committee on research-related matters and significant issues affecting the research environment.
- c. The Research Sustainability Committee shall report to the GSBS Assembly.

## **3. Membership**

- a. Voting membership of the Research Sustainability Committee shall consist of: One (1) member of each Graduate Program selected by the Program Director. Terms for members shall be for three years. Initial membership shall be staggered. Faculty may be reappointed to successive terms.
- b. Non-voting membership shall consist of: the Associate Dean for Admissions, Associate Dean for Curriculum and Academic Affairs, the Executive Vice Chancellor for Research and a member of the UMW Committee on Scientific and Research Affairs. Additional non-voting members may be added and shall be appointed annually by majority vote of the Research Sustainability Committee.

## **ARTICLE VI: MEETINGS OF GSBS FACULTY**

Meetings of the Faculty may occur from time-to-time to discuss any matter pertaining to the GSBS. 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 Faculty or by 20 students.

- a. All Faculty shall 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 shall prepare the agenda, which shall include 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 shall preside.
- d. Resolutions for consideration arising out of such faculty meetings shall require a majority vote of those present at the meeting and only the Faculty-at-large are eligible to vote. Any such approved resolutions may be forwarded either:

- i.* to the GSBS Assembly for additional consideration consistent with this Document;  
or
  - ii.* directly to the Faculty-at-large for a vote administered by the Office of Faculty Affairs. Only those resolutions that receive a minimum of fifteen percent (15%) favorable vote of the Faculty-at-large shall 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 shall be at least three (3) working days in advance of the meeting.

#### **ARTICLE VII: AMENDMENT**

The GSBS Assembly, in consultation with the campus Faculty Council and Executive Council, shall review the foregoing bylaws at a minimum of every five years. Any individual within the GSBS may propose an amendment. The proposed amendment shall 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.