

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS BIOMEDICAL & HEALTH SCIENCES (RBHS)
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

BYLAWS for Governance

PREAMBLE

The Graduate School of Biomedical Sciences (GSBS) is a separate school of Rutgers, The State University of New Jersey with Divisions on the Newark (GSBS at New Jersey Medical School and GSBS at Rutgers School of Dental Medicine) and Piscataway (GSBS at Robert Wood Johnson Medical School) campuses of Rutgers, The State University of New Jersey. It offers educational programs leading to the M.B.S., M.S. and Ph.D. degrees and Certificates. Faculty at each Division are drawn primarily from faculty of RBHS as defined in ARTICLE IV, Title A, hereunder.

General guidelines for educational programs are established by the GSBS Dean, but the specific Graduate Programs are primarily the responsibility of the respective Division and the Graduate Program leadership with input from their faculty. Each Division offers programs that provide opportunities for students to be exposed to the biomedical curriculum, thereby heightening student awareness of human biology in health and disease and distinguishing the biomedical science programs from other life science programs. The specific course content and requirements necessary to attain this goal may vary among Divisions.

To accomplish its mission, the GSBS provides: 1) a rich and diverse academic environment that fosters creative thinking, acquisition of scientific information, and mastery of contemporary methodologies of scientific inquiry; 2) academic programs in the biomedical sciences that prepare students to carry out independent and multidisciplinary biomedical research; 3) instruction in ethical values related to the

Approved 11/10/77; amended 9/10/96; amended 12/18/01; amended 6/18/13

proper conduct of human, animal and environmental studies, with a clear emphasis on the paramount importance of integrity in all aspects of scientific research and its communication; and 4) opportunities to master the written and verbal communication of science. The following bylaws outline the organizational and functional relationships that the GSBS leadership and the Graduate Faculty consider appropriate for governance to fulfill its mission.

ARTICLE I TITLE AND LIMITATIONS

Section 1

- 1.1 This document shall be known as the bylaws for the governance of the GRADUATE SCHOOL OF BIOMEDICAL SCIENCES, that consists of the GSBS at Rutgers School of Dental Medicine, GSBS at New Jersey Medical School, and GSBS at Robert Wood Johnson Medical School and is henceforth identified as GSBS.
- 1.2 Nothing in these bylaws shall be construed as an infringement upon the powers and authority of the Rutgers Board of Governors or the President, nor the bylaws of the individual schools in which the Faculty have their academic appointments.
- 1.3 Policies developed by the faculty and administration of the GSBS shall be consistent with the University-wide policies and procedures issued by the Board of Governors and/or President.

ARTICLE II ADMINISTRATIVE ORGANIZATION

Section 1 The Dean

- 1.1 The Dean shall be the chief academic and administrative officer of the GSBS with primary responsibility for implementing the mission of the school.

Approved 11/10/77; amended 9/10/96; amended 12/18/01; amended 6/18/13

- 1.2 The Dean shall have primary responsibility for promoting and supervising the planning, development, and conduct of the academic programs of the GSBS.
- 1.3 The Dean shall represent the GSBS in its relationship with the other units or schools of Rutgers, The State University of New Jersey and with extramural academic, civic, government, professional, and other organizations.
- 1.4 The Dean shall supervise the implementation and execution of policies and regulations prescribed for the GSBS by the Board of Governors, the Chancellor, and President of the University. The Dean shall regularly provide reports and recommendation(s) to the Chancellor, the Board of Governors and the Executive Councils of the GSBS Divisions concerning the plans, development and operation of the School. The Dean shall have responsibility for consultation, discussion, and affiliation agreements with appropriate institutions of higher education, research institutes and other industry, government and community groups.
- 1.5 The Dean shall ascertain the financial needs of the school, seek fiscal support, and be responsible for the preparation of the annual budget for the GSBS. The Dean shall be responsible for the expenditure of funds made available to the GSBS.
- 1.6 The Dean shall be responsible for valuation and final approval of curricula, review of faculty performance, development of faculty careers, supervision of academic and non-academic staff, and assignment of space allocated to the GSBS.
- 1.7 The Dean shall be appointed by the Board of Governors upon recommendation of the Chancellor from among a slate of nominees provided by a Dean's Search Committee. The members of the Committee shall be appointed by the Chancellor; the majority shall be from a list of faculty provided by the GSBS

Faculty. The faculty list shall contain two GSBS Program Directors and two GSBS Faculty Members who are not Program Directors from each GSBS campus. The GSBS Executive Council on each campus shall arrange for nominations and election of the GSBS faculty representatives and Program Directors from their campus.

- 1.8 The term of the Dean of the GSBS shall be at the pleasure of the Chancellor. There shall be a periodic review of the stewardship of the Dean as specified in the University-wide policies and procedures.

Section 2 Subordinate Administrative Officers

- 2.1 The Dean may appoint administrative officers, with the approval of the President of the University upon the recommendation of the Chancellor, and delegate authority and responsibilities to such administrative officers as may be deemed necessary for the effective administration of the School. All administrative officers shall serve at the pleasure of the Dean of the GSBS.

- 2.2 Each Division shall have a GSBS Senior Academic Officer who shall report to the Dean of the GSBS with regard to academic and GSBS matters. This officer, who will be appointed by the Dean of the GSBS in consultation with the Dean of the respective professional school, shall act as a liaison to the Dean of the professional school with regard to administrative matters under the purview of that Dean, and shall represent the GSBS with regard to campus-specific issues. To accomplish this, it is desirable that this officer sit on the Executive Committee of the respective professional school. This officer will receive input from the GSBS Executive Council at his/her Division, and will serve as a member of the GSBS Graduate Council (see Section 3).

Section 3 The GSBS Graduate Council (GGC).

- 3.1 This body shall advise the Dean on school-wide academic policies and other matters concerning graduate education. These policies will set forth minimum standards to be applied to all academic programs, with the understanding that individual programs in the GSBS Divisions may set more stringent standards. The GGC will review the Graduate School budget on an annual basis and make fiscal recommendations to the Dean of the GSBS. The GGC shall establish criteria for periodic review of faculty effectiveness, as well as appointments and renewals to be implemented by the GSBS Executive Council at each Division, with results reported to the Dean of the GSBS. The GGC may make recommendations for primary GSBS faculty appointments for approval by the Dean (see Article IV, Section 3).
- 3.2 Each Division of the GSBS will appoint faculty to the GGC for a term of three years, with the number of faculty from each Division determined in a fair and representative manner by the Dean of the GSBS, taking into consideration the number of graduate students at each Division. In addition, the Senior Academic Officer of each Division of the GSBS will also serve on the GGC, and his/her continued appointment on the GGC will be coterminous with his/her administrative appointment. Other faculty members who serve on the GGC will be appointed by the Senior Academic Officer at each Division, with approval of the GSBS Executive Council at that Division; such members may serve no more than two consecutive terms. The chair and vice-chair of the GGC will be elected for two-year terms by the membership of the GGC, and must represent different Divisions of the GSBS. Quarterly meetings of the GGC will be convened annually by the chair, and additional meetings may be convened at the request of the Dean of the GSBS.

ARTICLE III ORGANIZATION OF THE PROGRAMS

Section 1 The Programs

Approved 11/10/77; amended 9/10/96; amended 12/18/01; amended 6/18/13

- 1.1 Graduate Programs are established by the GSBS Executive Council of each Division, as defined hereunder in Article IV, Title B, Section 2 of these Bylaws. Each Graduate Program will be overseen by a Program Director who shall be appointed by the Senior Associate Dean in consultation with the Faculty of that program, and with approval of the campus GSBS Executive Council.
- 1.2 New Graduate Programs at a Division may be offered upon the recommendation of the respective GSBS Executive Council, subject to approval of the program by the GSBS Dean, the Chancellor, and Board of Governors of the University.

Section 2. Responsibilities of Program Directors

- 2.1 Under the Senior Academic Officer of the Division, the Program Directors shall have administrative responsibility for the Program. This includes establishing goals and objectives for the faculty, overseeing the curriculum, and ensuring satisfactory academic performance of students in the Program. In consultation with the graduate faculty of the Program, the Program Director shall recommend appointments to the graduate faculty and dismissals from the graduate faculty. The Program Director shall submit periodically to the GSBS Division Executive Council and the GSBS Division Senior Academic Officer a report regarding instructional activities, accomplishments, and performance and progress of faculty and students relative to that Graduate Program.

ARTICLE IV ORGANIZATION OF THE FACULTY

Title A The Graduate Faculty

Section 1 Composition

- 1.1. All Graduate Faculty within GSBS will hold the title of Member, Associate Member or Adjunct Member.

- 1.2. Faculty whose primary appointment is within the GSBS (see Article IV, section 3) will also hold the title of Assistant Professor, Associate Professor or Professor, or Adjunct Assistant Professor, Associate Professor or Professor at GSBS.

Section 2 Requirements of Membership

2.1 Associate Member and Member Status for RBHS faculty

2.1.1 To be eligible for Member status, an individual must:

- a) hold the rank of Assistant Professor, Associate Professor, or Professor at RBHS
- b) have an active, productive research program and/or have made significant contributions to research and have offered or participated in courses for graduate students
- c) actively participate in the Graduate Program.

2.1.2 To be eligible for Associate Member status, an individual must:

- a) hold a faculty appointment at RBHS
- b) actively participate in graduate education

2.2 Associate Member or Member status – non-RBHS faculty

2.2.1 To be eligible for Associate Member or Member status, individuals with academic appointments at other institutions must:

- a. hold the rank of Assistant Professor, Associate Professor, or Professor (or equivalent) at their institution
- b. be a member of an academic institution that participates in a joint Graduate Program with GSBS
- c. meet the other eligibility requirements as defined in Article IV, Section 2, 2.1.

2.2.2 To be eligible for Associate Member or Member status, individuals without other academic appointments must:

- a. actively participate in an affiliated program and/or

- b. make contributions to an educational program at GSBS that are considerable and critical to program success.

2.3 Adjunct Member

To be eligible for Adjunct member status, an individual:

- a) must have demonstrated accomplishments in scientific research or critical expertise in another field that is vital to the expansion and development of GSBS programs
- b) is not required to hold an academic appointment at RBHS or another academic institution
- c) is not required to be part of an affiliated program.

2.4 Eligibility for primary appointments as Assistant Professor, Associate Professor, or Professor at GSBS.

The broadening definition of graduate education in the biomedical sciences has also broadened the range of expertise needed to train GSBS students to include fields outside of the traditional medical and dental school faculty. This will, on occasion, require the primary appointment of an individual to exist within GSBS, rather than within the professional schools wherein the traditional GSBS faculty reside. Individuals who are eligible for primary appointments within GSBS must:

- a. have expertise in a field that lies outside of the traditional medical/dental research arena
- b. have expertise in a field vital to the development or expansion of GSBS educational programs
- c. demonstrate competence in teaching and commitment to the education of GSBS students.

Section 3 Appointment of GSBS Faculty

- 3.1 Each individual considered for Member, Associate Member, or Adjunct Member must be nominated by the Program Director (or the Dean for Adjunct Members), with approval of a majority of the Graduate Faculty in that Program. Appointment to the Graduate Faculty rests upon the decision of the Executive Council.

- 3.2 Faculty seeking primary appointments within GSBS will be nominated by the GGC and approved by the Dean and will be considered members of the faculty of all GSBS divisions.

Section 4 Duties and Powers

- 4.1 The Graduate Faculty at each Division shall have jurisdiction over student admissions and continued enrollment of students, evaluation of students, curriculum, academic calendar, requirements for graduation, prescribing academic standards for acceptance and conduct of courses and programs, and recommending through the Dean to the President and Board of Governors membership on the Graduate Faculty and degree candidates who have fulfilled requirements for graduation. The faculty at each Division reserve the right to adopt regulations governing its own Divisional procedures.
- a) Members who hold a primary appointment at RBHS are eligible to vote in all GSBS-wide elections or referenda.
 - b) Individuals holding a faculty rank at RBHS who do not qualify for Member status may be appointed as Associate Member and fully participate in the graduate teaching programs except as a mentor or a member of the GSBS Executive Council. The Associate Member will have all other privileges and vote at Graduate Faculty meetings.
 - c) Members who do not hold a primary appointment at RBHS will not be eligible to vote in GSBS-wide elections or referenda, but may serve on the Graduate Council (Article II, section 3) with vote.
 - d) Adjunct Members cannot be members of the GSBS Executive Council nor vote at faculty meetings. They may serve as Members on dissertation/thesis Advisory Committees, but not as a mentor or chairperson of the committee.
 - e) In some instances it may be desirable for an Associate or Adjunct Member to supervise a thesis research project. In such instances the GSBS Executive Council at the Division may appoint a Full Member of the GSBS as “mentor of

record”; this individual shall be responsible for the academic progress of the student.

Section 5 Meetings

- 5.1 The Graduate Faculty at each Division shall meet annually to review the policy decisions of the Executive Council and to consider any other matters. A quorum shall consist of twenty (20) percent of the voting Members of the Faculty. Motions shall be passed by a simple majority of the voting Members present unless specified otherwise.
- 5.2 Special meetings of the Graduate Faculty at each Division may be convened by the Dean or by the Senior Academic Officer. A special meeting of the faculty at each Division shall be convened upon receipt of a signed petition from 10 voting Members of the Faculty setting forth the reason(s).
- 5.3 Annual and special meetings of the faculty shall be convened by the Dean upon ten work-days advance notice. Items for placement on the agenda may be offered by any Member of the faculty or Executive Council. The Dean or his/her designee shall be charged with the preparation and promulgation of the agenda and the minutes for all meetings of the Graduate Faculty. New business not included on the meeting agenda may be excluded from consideration upon motion passed by a simple majority of the voting Members present.

Title B The Executive Council

Section 1 An Executive Council at each Division shall be composed of:

- 1.1 The Senior Academic Officer or his/her designee, who shall preside as Chairperson, shall vote only in case of a tie, and shall be responsible for providing the agenda and minutes of Divisional Executive Council meetings;

Approved 11/10/77; amended 9/10/96; amended 12/18/01; amended 6/18/13

- 1.2 The Program Director from each Graduate Program, who shall serve on the Executive Council with vote;
- 1.3 A minimum of three representatives from the Graduate Faculty, who shall be elected by the Members of the Division and serve with vote for a term of two years. No elected member shall serve for more than two consecutive terms.
- 1.4 Additional Members and/or students, who will serve with vote, may be added upon approval of the Executive Council, renewable on an annual basis.

Section 2 Duties and Powers

- 2.1 The Divisional Executive Council may act on any academic matter over which the Faculty has authority and responsibility. It shall be the responsibility of each Executive Council to formulate policies and to advise the Dean, through their Senior Academic Officer, on matters affecting the operations and policies of the GSBS. The right of the faculty to review and to accept or reject decisions of the respective Executive Council shall not be abridged. Actions of the Executive Council may be rejected by the vote of a two-thirds majority of the Members present at any Divisional annual meeting with a quorum of the Graduate Faculty.
- 2.2 It shall be the responsibility of each Executive Council through the GSBS Dean to advise the Chancellor and the Board of Governors of the University, upon request or upon its own initiative, concerning the status or progress of the Division or School. Each Executive Council shall review progress on a regular basis in such matters as academic programs and the performance of students, and the Graduate Faculty.
- 2.3 The functions of the Executive Council include but are not limited to:
 - approving the process for selection of students for admission;

Approved 11/10/77; amended 9/10/96; amended 12/18/01; amended 6/18/13

- defining academic standards and requirements for candidacy status;
- evaluating and approving new programs of study;
- recommending through the Dean to the appropriate University officials, those degree candidates who have fulfilled the requirements for graduation.
- approval of new courses

Section 3 Meetings

The Executive Council at each Division shall hold scheduled meetings throughout the calendar year. The Senior Academic Officer may call a special meeting whenever the need arises. Fifty (50) percent of the voting Members of the Council shall constitute a quorum. Any Member of the Graduate Faculty may attend meetings of the Executive Council, without vote.

ARTICLE V APPOINTMENT AND TERMINATIONS

Section 1

The general provisions concerning faculty appointments, reappointments, promotions, leaves of absence and terminations of the RBHS School where the GSBS Faculty member has their appointment shall apply to the Faculty of the GSBS.

ARTICLE VI BYLAWS

Section 1 Adoption

These Bylaws shall take effect upon approval successively by a two-thirds majority of the ballots cast in a poll of the eligible Membership of the GSBS Faculty, and subsequently by the President and the Board of Governors of Rutgers, The State University of New Jersey.

Section 2 Amendments

- 2.1 Amendments to these Bylaws shall be initiated upon submission to the Dean a signed petition of ten Members of the Graduate Faculty or by recommendation of the GGC, and shall be submitted by the Dean to the Graduate Faculty within 30 days after receipt of proposed amendments.

- 2.2 To become effective, proposed amendments shall require approval successively by: two-thirds of the ballots cast in a poll by the eligible Members of the GSBS Faculty; the President and the Board of Governors of Rutgers.