

BYLAWS OF THE BIOMEDICAL SCIENCES GRADUATE FACULTY

(Approved December, 2014)

I. General Organization

A. Functions

The Biomedical Sciences Graduate Faculty (BSGF) shall have the following responsibilities:

- 1) Develop policies procedures and activities to promote excellence in graduate teaching, research, and creative activity;
- 2) Set and implement requirements for membership in the BSGF;
- 3) Accept or reject nominations for membership in the BSGF
- 4) Oversee programs leading to advanced degrees;
- 5) Recommend and approve candidates for graduate degrees and certificates;
- 6) Take action on recommendations of the Graduate Faculty Council;
- 7) Initiate action pertaining to Graduate affairs;
- 8) Teach all courses eligible for graduate credit in the Biomedical Sciences;
- 9) Advise and mentor graduate students and their research, scholarly and creative activities.

B. Organization and Governance

- 1) Composition: The BSGF comprises Full Members, Associate Members and Emeritus Members of Subject Matter Group 6 of the Graduate Faculty. Primarily, this includes graduate faculty from the Center for Health Sciences (CHS) and the Center for Veterinary Health Sciences (CVHS). Full Members and Associate Members of the BSGF may come from outside these Colleges as well as from outside OSU.
- 2) Graduate Programs and Academic Departments: The graduate academic programs associated with Group 6 are: Biomedical Sciences Program; Forensic Sciences Program; Health Care Administration Program ; and Veterinary Biomedical Sciences Program. The academic departments associated with the Veterinary Biomedical Sciences Program at the Center for Veterinary Health Sciences in Stillwater include: Physiological Sciences, Veterinary Pathobiology, and Veterinary Clinical Sciences. The academic departments associated with the

Biomedical Sciences Program at the Center for Health Sciences in Tulsa include: Anatomy and Cell Biology, Biochemistry and Microbiology, Pharmacology and Physiology, Pathology, and Behavioral Sciences. The Department of Forensic Sciences at the Center for Health Sciences administers the Forensic Sciences Graduate Program. Further programs and departments may be added to Group 6 as they are developed.

- 3) Officers: The officers of Group 6 are the Chair, Vice Chair, and Secretary. Officers are members of the Graduate Council and represent the Graduate Faculty within Group 6.

II. Membership: Categories, Process and Duration

Exceptions to the criteria for membership and privileges may be considered by the Group. The department/program head must submit sufficient justification for any such exceptions to the Group Chair who will forward the information to the Membership Committee.

A. Full Member

- 1) Requirements for eligibility:
 - a) Earned doctoral degree (or highest degree considered in discipline as terminal degree) from an appropriately accredited institution;
 - b) Record of ongoing scholarship, as appropriate to the individual's discipline. Examples of evidence of scholarly activity are: publication of original research papers in peer review journals, presentation of research at national or international meetings, obtaining extramural funding for a research project, giving an invited talk at a regional, national or international meeting, writing book chapters, serving on an editorial board for a peer review journal or serving on a study section for a funding agency. The membership committee will judge whether the member has met the requirement for significant scholarly activity. Authorship on research publications and presentations will be judged in weighted fashion. For example, being first or senior author of an original peer review publication is much more significant than being a co-author on a conference poster presentation.
 - c) Appointment to a tenure-track or tenured faculty position at Oklahoma State University includes Full Membership in the Graduate Faculty.
 - d) Clinical, research, and adjunct faculty members who are affiliated with Oklahoma State University as a professional as defined in the Oklahoma State University Faculty Handbook and who have appropriate credentials may request status as Full Members of the Graduate Faculty.

2) Privileges and Limitations:

a) Advisory Committee Member: All Full Members are eligible to serve as voting members of masters and doctoral advisory committees and as outside members.

b) Teaching: All Full Members are eligible to teach graduate courses.

c) Voting Privileges: All Full Members are eligible to attend Group 6 meetings. All Full Members with an OSU academic appointment equal to or higher than assistant professor, assistant research professor, assistant clinical professor, or adjunct assistant professor are eligible to vote at Group 6 meetings and on matters referred to in these bylaws.

d) Advisor: All Full Members with documented mentoring activity and research accomplishments are eligible to be a thesis/dissertation advisor.

e) Chair Masters Committee: Full Members with documented mentoring activity and research accomplishments, and an OSU academic appointment equal to or higher than assistant professor, assistant research professor, assistant clinical professor, or adjunct assistant professor are eligible to chair masters committees.

f) Chair Doctoral Committee: Full Members with documented mentoring activity and research accomplishments, and an OSU tenure-track faculty appointment at the level of assistant professor or higher are eligible to chair doctoral committees.

B. Associate Member

1) Requirements for eligibility:

a) Associate Members are (1) non-OSU faculty members or (2) individuals at Oklahoma State University who hold tenure-track or the following non-tenure track appointments: adjunct, clinical, research and temporary appointments such as visiting assistant/associate/professor, scholar, artist, or other titles as outlined in the Oklahoma State University Faculty Handbook. Individuals may request full member status, see section A 1.c above. (3) OSU faculty members who do not meet the requirements for Full Membership

b) Earned masters degree or higher

2) Privileges and Limitations:

- a) Teaching: Associate members may teach graduate courses. An Associate Member may serve on master's and doctoral committees. Associate Members may not chair student committees, and may not serve as the Outside Committee Member.
- b) Voting: Associate members may attend Group 6 meetings but are not eligible to vote on issues related to the affairs of Group 6.
- c) Requested privileges must be specifically indicated on the Associate Member application form submitted by the sponsoring department.

C. Emeritus Member

1) Requirements for Eligibility

a) Oklahoma State University faculty members who have retired and been appointed as Emerita/us Faculty and who held graduate faculty status before retirement may be appointed as an Emeritus Member.

2) Privileges and limitations

Emeritus Members possess all the privileges of Full Members of the Graduate Faculty, with the exception of (1) chairing student committees; (2) serving as the Outside Committee Member; and (3) voting on matters presented to the Subject Matter Groups and to the Graduate Faculty as a whole. Emeritus members may serve on committees. Emeritus Members may serve as research advisor for students. Emeritus Members who were chairing graduate committees at the time of retirement should assist the Graduate Coordinator, other members of the student's advisory committee, and the student in selecting an appropriate chair from the Members of the Graduate Faculty.

D *Ex Officio* Candidates

The President, the Graduate College's administrative leadership, and all deans and vice presidents are eligible to be considered for membership and renewal on the Graduate Faculty. In these administrative roles, the candidates must initiate the process by requesting active membership and renewal through the appropriate unit to the Dean of the Graduate College. The Dean of the Graduate College will then advance the request to the Graduate Council for review and decision on membership status as Full, Associate or Emeritus as appropriate.

E. Membership Application Process and Duration

1) Duration

All appointments and reappointments to the BSGF are for terms not to exceed five years and are subject to ongoing, periodic review based on performance and record of scholarship.

2) Process

The following procedures are utilized for all appointments and reappointments to the BSGF.

a) Full Member.

(1) New tenure-track Oklahoma State University faculty members shall be granted an initial appointment as a Full Member of the Graduate Faculty at the time of employment. Clinical, research and adjunct faculty can also request Full Member status through their academic unit. Initial appointment shall be initiated by submission of the "Appointment to the Graduate Faculty" form by the Unit Head to the Dean of the Graduate College.

(2) Oklahoma State University faculty who are reappointed, promoted and/or granted tenure shall be immediately eligible for renewed membership.

(3) Members must be evaluated at least once every five years by a committee of other Members in their unit to determine if they meet the Subject Matter Group requirements for renewed membership. Candidates may appeal a Graduate Faculty evaluation to the Officers of their respective Subject Matter Group through the standard Subject Matter Group review process. If that appeal is rejected, the candidate may appeal to the membership committee of the Graduate Council.

(4) Administrative actions

i) Department heads submit nominations/renewals to Graduate College by the end of September in the Fall, and the end of February in the Spring. ii) The Graduate College delivers all nominations to the Group Chair. iii) The Membership Committee of BSGF reviews nominations. iv) BSGF vote on nominations at regular Group 6 meetings. v) The Group Chair submits recommendations to the Graduate Council. In the case of a negative recommendation by Group 6, the applicant may add a rebuttal to the documents submitted to the Graduate Council. vi) The Graduate Council approves nominations and makes appointments.

b) Associate Member.

The normal term of membership for Associate Member shall be for no more than five years and shall be renewable. Appointment and reappointment as an Associate Member shall be initiated by submission of the "Appointment to the Graduate Faculty" form by the Unit Head to the Dean of the Graduate College.

d) Emeritus Member.

Emeriti faculty members may request membership through their respective Department Head. This action must be initiated by the respective Department Head to the Dean of the Graduate College and be in compliance with OTRS regulations regarding restrictions for newly retired faculty. Appointment shall be for no more than five years and shall be renewable.

e) *Ex Officio* Candidate

The President, the Graduate College's administrative leadership, and all deans and vice presidents are eligible to be considered for Graduate Faculty membership through an Ex Officio Affiliation process, where the review is through the elected faculty representatives serving on Graduate Council. Ex Officio Candidates may be considered for Full, Associate or Emeritus Membership status depending on what is requested and deemed appropriate by the Graduate Council.

e) The Group Chair shall inform the BSGF of Group 6 membership actions and shall be responsive to the BSGF input on such matters.

F. Continuing Evaluation and Termination of Membership

Group 6 will provide for continuing evaluation to determine that each Member meets the criteria for membership. Regular review will be performed, at least every five years.

To retain all rights for membership, Full Members must demonstrate scholarly activity. If a member is unable to fulfill this requirement, his or her membership may not be renewed. To obtain reinstatement, the Member may at any time petition the Membership Committee. The petition should be sent to the Group Chair and must be accompanied with appropriate justification.

Membership of a Member of Group 6 may be revoked by action resulting from a complaint as described in the Graduate Faculty Bylaws 2.9.

III. BSGF and Subject Matter Groups

A. Membership

All Graduate Faculty Members shall hold membership in an appropriate Subject Matter Group according to their academic appointments. Associate Members who teach in interdisciplinary programs will be affiliated with the subject matter group appropriate to their nomination. Changes of the affiliation of an academic unit with a Subject Matter Group shall require approval by the Graduate Council; such changes shall not be considered amendments to these bylaws and shall be entered immediately after approval.

The academic units of BSGF (Group 6) include, but are not limited to, Biomedical Sciences, Forensic Sciences, and Veterinary Biomedical Sciences.

B. Duties of Group 6

- 1) Create and approve bylaws to govern the Group that are consistent with the bylaws of the Graduate Faculty. If amendments to the Graduate Faculty bylaws necessitate amendments to the Group bylaws, the Graduate Faculty bylaws shall prevail in the interim;
- 2) Clearly define the “academic units” that comprise Group 6, for purposes such as determination of outside members of graduate committees and nomination procedures for members of the Graduate Faculty.
- 3) Hold regular Group meetings, at a minimum once per semester, before the end of October in the Fall, and March in the Spring;
- 4) Recommend actions to the Graduate Council;
- 5) Provide the results of the Group 6’s vote on the Membership to the Graduate Council for consideration;
- 6) Provide a current list of the BSGF membership to the Graduate Dean no later than June 1 each year;
- 7) Advise or counsel group officers;
- 8) Review qualifications of Members to ensure they meet membership criteria.

C. Officers of Group 6

- 1) Criteria: Officers must be voting Full Members of Group 6 with at least three academic years of full-time employment at OSU.

- 2) Chair: Chair meetings of Group 6 and represent the Group as a voting member on the Graduate Council.
- 3) Vice-Chair: Act as Chair in that officer's absence, and represent Group 6 as a voting Member of the Graduate Council.
- 4) Secretary: Record minutes, prepare agendas and announce meetings of Group 6. In the absence of the Chair or Vice-Chair, represent Group 6 as voting Member of the Graduate Council.
- 5) Elections
 - a) Group 6 shall elect officers (i.e., the Vice-Chair and Secretary) in the spring of even-numbered years and new officers shall take office on June 1. (The Chair and Vice-Chair shall be represented by a Group 6 faculty member from the colleges of Vet-Med and CHS so that the positions are alternated between the two colleges every election cycle. There is no requirement for alternating the secretary.)
 - b) Elections are by secret ballot of all voting Members of Group 6. The person receiving the most votes is elected.
- 6) Tenure
 - a) Chair & Vice-Chair: The Chair and Vice-Chair serve on the Graduate Council for a total of four years – two years as Vice-Chair and two years as Chair. The Vice-Chair automatically becomes the Chair upon expiration of the Chair's term or if the Chair vacates the office before the term expires. Whenever a vacancy occurs in the position of the Vice-Chair other than through expiration of the term in office, the Secretary will serve in the Graduate Council until the next Group meeting where Members will elect by secret ballot a Vice-Chair.
 - b) Secretary: The secretary is elected for a two-year term. An individual may succeed him/herself in office as Secretary one term but no more. When a vacancy opens in this office, the Group Chair shall appoint a member of the group to fill the office for the unexpired term provided that less than a year remains in the term. Otherwise, the Chair shall appoint a member to serve in this capacity until the next meeting of the group, at which time a Secretary shall be elected by secret ballot to fill the unexpired term.

IV. Graduate Council and Committees

Section A-F: (For description of duties, officers, and committees of the Graduate Council, see section 4.1 – 4.6 of the Graduate Faculty bylaws).

A. Standing Committees

There shall be one permanent standing committee of BSGF: the Membership

Committee. Other committees shall be determined by the Group Chair with the advice of the BSGF as appropriate.

a) Duties: The Membership Committee shall review all applications for membership or reappointment and recommend action to the BSGF. The Membership Committee shall make one of three recommendations on each application: (1) approval; (2) disapproval with reasons; and (3) no action with specification of additional information or documentation to be submitted.

b) Membership: The Membership Committee, consisting of 2 members from CHS and 2 members from CVHS, shall be appointed by the Group Chair.

c) Group 6 shall appoint its vice-chair to serve on the Graduate Council Membership Committee. The Dean of the Graduate College, or his/her designee, shall serve as the ex officio, non-voting chair of the Committee.

c) Meetings: The Membership Committee shall meet as needed in order to make recommendations to the BSGF at the October and March meetings. The Chair of the Membership Committee shall be elected by the members of the Membership Committee.

B. Ad Hoc Committees

The Group Chair, with the advice of the BSGF, shall appoint ad hoc committees as needed.

V. Departmental and Program Organization

All Members of the Graduate Faculty of a department, college or program constitute the unit that shall exercise general supervision of graduate work in that unit and shall be responsible for the policies pertaining to its graduate programs, which are not reserved to Group 6 or the Graduate Council.

VI. Amendments

Amendments to these bylaws must be approved by two-thirds of the total BSGF votes cast in a referendum administered by the Group Chair via a paper ballot or an electronic ballot. The proposed change must be submitted to the BSGF Members at least 15 days in advance of the vote and must have prior approval as evident by a majority vote of the Members at a meeting of the Group. Changes to these bylaws to correct typographical and grammatical errors and to update changes in titles, department names and so forth do not need to be submitted to the members for approval.