

Sackler School of Graduate Biomedical Sciences

- **Bylaws**
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Bylaws

5/18/02

THE SACKLER SCHOOL OF GRADUATE BIOMEDICAL SCIENCES **BYLAWS**

ARTICLE I

SECTION 1. Definition.

The Sackler School of Graduate Biomedical Sciences shall provide programs that lead to the Master of Science and Doctor of Philosophy degrees. The programs must represent identifiable scientific disciplines and be of sufficient breadth and substance to allow for future scientific development. Programs must have general biological relevance and permit training of research scientists of high quality.

SECTION 2. Faculty.

The Faculty of the Sackler School of Graduate Biomedical Sciences shall comprise 1) the President and the Provost; 2) the Dean of the Sackler School; 3) the Dean of the School of Medicine; 4) persons of professorial rank (Assistant Professor, Associate Professor, or Professor) who are members of a graduate program in the Sackler School and who meet the criteria for membership in the Sackler School contained in Section 2 of Article IV of these bylaws; and (5) retired Faculty members who meet the criteria for membership contained in Section 3 of Article IV of these bylaws. As used in these bylaws, the term "Faculty" shall refer to and mean the faculty of the Sackler School other than any person whose sole appointment in the Sackler School is as an adjunct faculty member (See Article IV, Section 4 of these bylaws), and "Dean" shall refer to and mean the Dean of the Sackler School unless expressly stated otherwise. Determination of the membership of all persons on the Faculty shall be made by the President on the basis of the recommendations of the Programs and Faculty Committee, the Executive Council, the Dean and the Provost.

ARTICLE II

RESPONSIBILITIES

SECTION 1. Functions.

It shall be the function of the Faculty to recommend to the Board of Trustees of Tufts University all candidates for degrees in the programs of the Sackler School as authorized by the Trustees; to receive reports on the actions of the Executive Council and the standing committees; to require reconsideration of actions of the Executive Council; and to nominate and elect members to the Committee on Programs and Faculty and the Committee on Nominations. Members of the Faculty within each Division of the Sackler School (namely, the Division of Basic Science and the Division of Clinical Research) shall decide all questions of educational policy within that Division, including the admission of students to programs under its control and the academic supervision of such students; and control all degree programs and associated graduate studies within that Division.

SECTION 2. Voting Privileges.

All members of the Faculty may vote in deliberations of the Faculty.

SECTION 3. Meetings.

a. Meetings of the Faculty shall be held at the beginning of the Fall term and at the end of the academic year, as well as at special times during the academic year as designated by the President or the Dean. Notice for a regular meeting shall be sent by the Secretary of the Faculty at least three (3) weeks prior to the meeting.

b. Special meetings of the Faculty may be held on the call of the President, Provost or Dean or on written request of ten (10) members of the Faculty, submitted to the Secretary of the Faculty. At such special meetings, the Faculty may act only on such matters as are noted in the call for the meeting. Notice of special meetings shall be sent by the Secretary of the Faculty at least three (3) weeks prior to the meeting.

c. At any regular or special meeting of the members of the Faculty, a quorum shall consist of members, appearing in person, who comprise twenty percent (20%) of the total Faculty membership. At any meeting where the only agenda item is the voting of degrees, a quorum shall consist of members, appearing in person, who comprise ten percent (10%) of the total Faculty membership. When a quorum is present at any meeting, a majority of the members present in person may decide any question properly brought before such meeting except that of amending the bylaws (which shall be governed by the provisions of Article V of these bylaws).

d. The Secretary of the Faculty will be elected by the Faculty yearly at their first regular meeting. Duties will include: (1) providing due notice of all Faculty meetings; (2) taking and maintaining minutes of all Faculty meetings; and (3) performing such other duties as shall from time to time be assigned by the Faculty in accordance with these bylaws.

e. An agenda for each Faculty meeting shall be prepared by the Secretary of the Faculty and distributed to the members, with minutes of the previous meeting and any relevant supporting materials, at least one (1) week in advance of a meeting. Any member of the Faculty may have an item placed on the agenda by notifying the Secretary of the Faculty at least one (1) week before the deadline.

- f. Any action to be taken by the members of the Faculty, including elections, may be taken without a meeting if members who comprise a majority of the total Faculty membership consent to the action by a written ballot or other instrument filed with the records of the meetings of members. Such consent shall be treated for all purposes as a vote at a meeting.

ARTICLE III

SECTION 1. Executive Council.

There shall be an Executive Council consisting of the President, the Provost, the Dean and the Director of each program (or his or her designee), and two graduate students elected by and from the Sackler School student body to sit as non-voting members for one year terms. New student members will be chosen every September or previous members reelected. In the President's absence, the Provost, the Dean or the Dean's designee, in that order, shall preside. The Council shall be responsible for all matters pertinent to the operation of the School including long range planning, review and approval of recommendations of the other committees, hearing of appeals of decisions of the other committees, and periodic reviews of the actions of other committees. The Executive Council shall establish operating procedures for the conduct of its business, and shall establish the following standing committees as well as any ad hoc committees to which it may delegate various powers. Once a year it shall make a full report of its activities to the Faculty.

SECTION 2. Standing Committees.

The role of the standing committees shall be to recommend policy to the Executive Council and to implement policy adopted by the Council and the Faculty.

A. COMMITTEE ON PROGRAMS AND FACULTY

(i) The Committee on Programs and Faculty shall consist of up to eight (8) members of the Sackler School Faculty, who are not members of the Executive Council, nominated and elected by the Faculty. Members will serve for rotating three-year terms, with one-third rotating each year. The Chairman of the Committee is to be elected annually by the Committee. The Committee shall utilize the criteria herein for the acceptability of new programs and courses and shall implement procedures for the periodic review of existing programs. It shall evaluate the acceptability of proposals for the creation of new programs, courses, and Faculty appointments, utilizing the criteria herein contained. It shall also implement procedures for the periodic review of existing programs and Faculty at intervals not to exceed five (5) years. It shall make recommendations to the Executive Council concerning criteria for the acceptability of programs and Faculty and the introduction of new programs and Faculty. Members shall not vote in matters relating to their own programs.

(ii) During any period when each Division controls at least three (3) programs and the number of Faculty members within each Division amounts to more than twenty-five percent (25%) of the total number of Faculty members of the Sackler School, there shall be, in lieu of the Committee described in paragraph (i), above, a separate Committee on Programs and Faculty for each Division. The provisions set forth in paragraph (i), above, shall be applicable to each such separate Committee,

except that the members of the Committee for each Division will be nominated and elected by the Faculty within that Division and shall include one Faculty member within the other Division, and except that the Committee for each Division will be responsible solely for that Division's programs and Faculty.

B. COMMITTEE ON NOMINATIONS

(i) The Committee on Nominations shall consist of six (6) members of the Sackler School Faculty, nominated and elected by the Faculty. They shall serve rotating three-year terms, with one-third rotating each year. The Chairman will be elected annually by the Committee. This Committee shall have the responsibility to solicit and select nominees for the appropriate Faculty Committees, to prepare an annual election ballot, and to distribute such a ballot to the Faculty.

(ii) During any period when each Division controls at least three (3) programs and the number of Faculty members within each Division amounts to more than twenty-five percent (25%) of the total number of Faculty members of the Sackler School, there shall be, in lieu of the Committee described in paragraph (i), above, a separate Committee on Nominations for each Division. The provisions set forth in paragraph (i), above, shall be applicable to each such separate Committee, except that the members of the Committee for each Division will be nominated and elected by the Faculty within that Division and shall include one Faculty member within the other Division, and except that the Committee for each Division will be responsible solely for that Division's nominations and elections.

SECTION 3. Notice of Meetings.

Written notice of each Faculty committee meeting stating the day, hour and place thereof and the purposes for which the meeting is being held, shall be given at least one (1) week before the meeting to each member.

SECTION 4. Agenda.

An agenda for each Faculty committee meeting shall be prepared by the Secretary of the Faculty and distributed to the members, with minutes of the previous meeting and any relevant supporting materials, at least one (1) week in advance of a meeting. Any member of a committee may have an item placed on the agenda.

SECTION 5. Quorum.

At any meeting of the members of a Faculty committee, a quorum shall consist of one-half of the total membership of the committee.

SECTION 6. Action at Meeting.

When a quorum is present at any Faculty committee meeting, a majority of the members present may decide any question properly brought before such meeting.

SECTION 7. Action without Meeting.

Any action to be taken by the members of a Faculty committee may be taken without a meeting if all members consent to the action by a written statement filed with the records of the meetings of members. Such consent shall be treated for all purposes as a vote at a meeting.

ARTICLE IV

SECTION 1. Criteria for Acceptability of Sackler School Programs.

a. **Justification**: The training provided must be rigorous and must emphasize fundamental biomedical sciences. Programs must represent identifiable scientific disciplines, and be of sufficient breadth and substance to allow for future scientific development. Programs must have general biological relevance and permit training of basic research scientists of high quality.

b. **Quality of Research**: The research carried out by the sponsoring group must be original and of scientific importance.

c. **Learning Environment**: The student-advisor relationship must be complemented by a suitable learning and research environment where students can interact with each other and with Faculty members. There must be a sufficient number and quality of research choices in each program. Therefore, the environment must include a critical mass of Faculty participants who meet the criteria for membership in the Sackler School Faculty. There must be enough of the program in one geographic location to permit these conditions to exist. Research seminars and journal clubs are essential.

d. **Curriculum**: Each program shall have a fully defined curriculum including requirements for courses, procedures for evaluating student progress (e.g. preliminary and/or qualifying examinations, research proposal), requirements for thesis preparation and defense and any other requirements established by the Sackler School. The program must also include graduate level courses (approved by the Sackler School), initiated and taught by members of the program and closely identified with the subject matters represented by the program.

e. **Recruitment for Programs**: Each program shall have the authority to accept students into its program and may undertake independent recruiting efforts.

SECTION 2. Criteria for Selection of Faculty.

One of the premises of the Sackler School is the assumption that graduate instruction and research will be carried out with the participation of selected Faculty. Membership will be determined by the following criteria: continuing research productivity; peer recognition of the quality, originality, and scientific importance of the research; previous record or potential in training of students; and commitment to active participation in research supervision, course teaching, and administrative tasks. Except for retired Faculty members who meet the criteria contained in Section 3 of this Article, all members of the Faculty of the Sackler School must have primary academic appointments at the rank of Assistant Professor or higher in an academic department of Tufts University and a substantial presence and academic role at Tufts University.

SECTION 3. Termination of Membership in the Sackler School Faculty.

Membership in the Sackler School Faculty will terminate whenever a Faculty member ceases to hold an appropriate appointment at Tufts University (See Section 2 of this Article) by reason of termination of employment or resignation; provided, however, that a retired Faculty member who desires to remain active in graduate education and who is invited by one or more programs to continue to participate therein may remain a member of the Sackler School Faculty so long as such member participates in at least one program. Membership in the Sackler School Faculty will also terminate upon a Faculty member's ceasing to be affiliated with at least one program of the Sackler School.

SECTION 4. Appointment of Adjunct Faculty.

Each program may, at its discretion, appoint adjunct faculty members to provide significant teaching, research support or consultation to students. Adjunct faculty members are not permitted to serve as thesis advisors (mentors) or as voting members of thesis committees, but they may provide advice to students or thesis committees. An adjunct faculty appointment shall be made, and may be renewed, by the appointing program on an annual basis.

ARTICLE V

AMENDMENTS TO THE BYLAWS

These bylaws may be amended at any regular or special meeting of the Faculty by a vote of members, appearing in person, who comprise a majority of the total Faculty membership, provided that a statement of the substance of the amendment was sent to each member by the Secretary of the Faculty at least three (3) weeks prior to the meeting. These bylaws may also be amended by the written consent of a majority of the members of the Faculty pursuant to Section 3(f) of Article II of these bylaws. Amendments to the Bylaws require approval by the Board of Trustees of the University.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern the conduct of business of the Faculty and in the aforementioned committees, in all cases in which the rules are applicable and in which they are not inconsistent with the provisions of these bylaws.

Bylaws previously voted by the Board of Trustees and effective: May 19, 2001.

Bylaws voted by the Board of Trustees and effective: May 18, 2002.

Program Review Information

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The Bylaws of the Sackler School of Graduate Biomedical Sciences require that all programs be reviewed at five-year intervals. The Committee on Programs and Faculty, a standing faculty committee, is entrusted with conducting these reviews and making recommendations to the Sackler Executive Council. The materials required for the program review are listed below.

Requisite Program Review Information

- A narrative description of the program. This should include program structure, degree requirements, a description of the qualifying exam, and a description of program seminar and journal club series.
- A list of required and elective courses with course descriptions, syllabi, and evaluations. In addition, any new courses being planned and the mechanism for reviewing the program's course selection.
- A description of the mechanism for student advising and evaluation.
- A list of faculty with curriculum vitae, training record, funding record, and program roles for each member. Include any faculty from other locations interacting with the program.
- A list of program seminar speakers for the last five years. The mechanisms for sharing research results between the various research groups within the program.
- A list of program graduates, the length of their graduate training, where they did their postdoctoral training and where they are now. Include the number of students who withdrew from the program or left without completing a Ph.D. since the last review of the program. Please note at what point in their graduate career they left.
- A list of current students with the undergraduate institution and GPA, GRE scores, current supervisor and current research project.
 - Applicant data for the last five years.
 - Program's involvement with the MD/PhD program.
 - A discussion of the program's strengths and weaknesses
 - Immediate, and long-term, plans and goals
 - An analysis of whether the program's resources and environment are adequately supporting current and planned needs