

**Policy 940 Faculty Bylaws
of the Graduate School of the Stowers Institute for Medical Research**

Policy Number: 940

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Scope

This Policy on Faculty Bylaws applies to faculty (“Covered Individuals”) of The Graduate School of the Stowers Institute for Medical Research (“School”).

Purpose

The purpose of this Policy is to set forth the rules and procedures of the School with respect to faculty appointment and faculty responsibilities.

Policy

Faculty Bylaws of the Graduate School of the Stowers Institute for Medical Research

ARTICLE I: Graduate School Faculty

Section 1. Membership.

The Graduate School of the Stowers Institute for Medical Research (GSSIMR or the “Graduate School”) faculty shall consist of the President, Dean, and all individuals holding academic faculty appointments approved by the Dean and confirmed by the Board of Directors. These include faculty members directly employed by the Graduate School and scientists employed by the Stowers Institute for Medical Research (SIMR) as principal investigators, department heads, technology center directors, research advisors, and others who by virtue of qualifications and duties within the School hold faculty appointments. Faculty are one of three different distinctions. The professor distinction includes PIs and have a rank system of assistant, associate, and full. The research professor distinction is not ranked and includes technology center leaders and other scientists who take a significant leadership role in courses and governance activities. Teaching faculty are not ranked and include individuals who are employed in non-trainee positions with SIMR and make significant contributions to GSSIMR through teaching activities in courses. Additional adjunct faculty not employed by the School or SIMR may be recruited and appointed from external scholars based on their qualifications, their contributions to the Graduate School, and the needs of the Graduate School. Emeritus faculty may be appointed by the Dean upon the recommendation of the faculty (majority of voting faculty) upon

retirement based on a record of meritorious service to the Graduate School program.

Section 2: Voting.

Faculty members with professor or research professor designations appointed by the Dean and confirmed by the Board of Directors and directly employed by either the Graduate School or SIMR constitute the voting faculty of the Graduate School.

Section 3: Faculty Appointments.

Faculty appointments are determined by the Dean and approved by the Graduate School Board of Directors. Professor appointments are for the term of the principal investigator appointments. Research professor appointments are for a term of five years. Teaching faculty appointments are for a term of three years. Renewal appointments are based on periodic review of continued participation in the three core faculty areas of responsibility: teaching, advising, and governance, as appropriate for the type of faculty designation.

Section 4: Evaluation.

Faculty members are evaluated regularly and assessed in teaching, service, and research activities, as appropriate for the type of faculty designation.

Section 5: Termination.

The faculty appointment is terminated upon leaving employment with the Graduate School or SIMR. The Dean may reappoint the faculty member as a non-SIMR employed faculty member based on continuing contributions to the Graduate School.

Section 6: Qualifications.

Faculty members must hold a terminal degree in a discipline relevant to the biomedical science and/or biomedical education subject they teach. Additionally, faculty members must have evidence of their engagement in the discipline through research, scholarship, or achievement appropriate for the Graduate School program.

Article II: Faculty Rights, Ethics, Responsibilities and Authority

Section 1: Academic Freedom.

The Graduate School is committed to providing an environment for open academic inquiry and the vigorous exploration and free expression of scientific ideas. Intellectual inquiry, discovery, and free exchange of information is encouraged. The School's commitment to academic freedom supports the right of faculty, staff, and predoctoral researchers

to speak, write, teach, create, and conduct research consistent with their professional responsibilities and the mission of the Graduate School. All members of the School community have the right and the duty to participate freely in the search for, and expression of, knowledge and truth. Faculty and predoctoral researchers at the Graduate School engage the spectrum of ideas aligned with the School's mission. Faculty provide a role model for predoctoral researcher engagement. Within this environment, predoctoral researchers hone their abilities to think about and explore diverse perspectives in a constructive and mutually respectful fashion.

Section 2: Nondiscrimination.

Faculty appointment in the Graduate School will be made to qualified individuals of any race, creed, color, religion, gender, gender identity or expression, sexual orientation, pregnancy, national or ethnic origin, age, sex, disability, military status, marital status, or any other status protected by law. The Graduate School prohibits any discrimination on the basis of any such characteristic and any other characteristic protected by applicable law.

Section 3: Ethics.

Adapted from AAUP, *Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015, 91–93.) The faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between the teacher and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They

acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

- As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.
- As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their school. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Section 4: Authority and Responsibilities.

The Graduate School faculty have primary responsibility for overseeing academic programs, including but not limited to: development and approval of the curriculum, requirements for admission, assessment of predoctoral researcher learning; standards for academic promotion and graduation, faculty committee structure, and guidelines for faculty appointment requirements and responsibilities. The Graduate School faculty have shared responsibility with administration in implementation of approved policies of the Graduate School and serve in an advisory role in strategic planning and resource requirements for the graduate program and appointment of faculty leadership positions (e.g. committee chairs). To fulfill their responsibilities as faculty members, each Professor and

Research Professor participate in at least one of the following activities in teaching, advising, and governance. Teaching Faculty are required to participate in planning, assessment, and teaching activities in at least one course.

Teaching:

- Organize and teach courses that are specific to the faculty member's field of expertise
- Mentor researchers through laboratory rotations to provide an immersion experience in the laboratory's research program to address a specific research question
- Evaluate predoctoral researchers by assigning grades and providing comments on module course reports, rotation lab reports, term reports, or as requested

Advising:

- Serve as thesis advisor to predoctoral researchers for the duration of their time in the lab, as they develop and carry out a research project(s) and prepare for the assessment, thesis writing and thesis defense
- Serve on thesis supervisory committees for predoctoral researchers, as requested

Governance:

- Attend Faculty Governing Council meetings and participate in decision making process
- Serve on faculty committees and participate in the shared governance of GSSIMR

Article III: Administrative Structure

Section 1: The Dean.

The Dean serves as the Chief Academic Officer and reports directly to the President. The Board of Directors delegates authority to the Dean to administer the academic program.

Section 2: Other Administrative Officers and Staff.

The Dean may appoint other administrative officers and staff to assist with carrying out the educational mission of the Graduate School.

Section 3: Dean's Council.

The Dean's Council serves as an advisory and administrative committee to assist the Dean in carrying out the mission of the Graduate School. The Dean's Council shall be comprised of:

- The chairs of each faculty committee
- The chair of the Strategic Planning Committee
- The dean for administration, the dean for academic affairs, and other Graduate School decanal staff as appointed by the Dean.

The role of the Dean's Council is to:

- Serve as an advisory board to the Dean on the development and implementation of policy and other issues that may arise in administration of Graduate School program(s).
- Coordinate official action on items from committees when needed.
- Annually conduct program assessment and develop a Dean's Council Report with an action plan for improvement based on the review of assessment data and reports from committees.
- Annually conduct program review and develop a Dean's Council Report with an action plan for improvement based on the review of program data and reports from committees.
- Coordinate implementation of the action plans with committees and review progress on the action plans.
- Facilitate communication among administration, faculty, and committees.
- Make recommendations to the Dean for committee appointments.

Article IV: The Faculty Governing Council

Section 1: Purpose.

The purpose of the Faculty Governing Council (FGC) of the Graduate School shall be to provide a forum for shared governance in which the Graduate School faculty community comes together to carry out its primary responsibility for overseeing the academic program, to carry out its shared responsibility in planning, and to engage in open communication among faculty and administration.

Section 2: Membership.

All professors and research professors appointed by the Dean who are directly employed either by the Graduate School or by SIMR are members of the Faculty Governing Council with a vote.

Section 3: Meetings.

The Faculty Governance Council meets quarterly. Special meetings of the Council may be called in accordance with the Faculty Governance Council bylaws.

Section 4: Officers.

The officers of the Faculty Governance Council are the Chair and Secretary who are elected by the faculty.

Section 5: Committees, Membership, Functions, & Selection.

The Dean appoints chairs and members of committees. Faculty may self-nominate for these positions and the Dean's Council will make

recommendations to the Dean for appointments. The Faculty Governing Council has the following standing committees:

- Academic Progression and Assessment
- Admissions
- Curriculum
- Rotation

Academic Progression and Assessment Committee shall be comprised of:

- At least three (3) faculty members as voting members.
- One predoctoral researcher as a voting member.
- The deans for administration as ex-officio, non-voting member(s).

The committee shall:

- Regularly evaluate and adjust learning goals as needed for the academic program based on regular program review.
- Establish and maintain an assessment program.
- Facilitate the ongoing assessment of predoctoral researcher learning.
- Evaluate criteria for progression and graduation.
- Review academic conduct policy and procedures.
- Consider grade appeals and conduct hearings for other academic issues according to approved policies and protocols.
- Review progression and matriculation data to identify trends for failure to matriculate and make recommendations to the Dean.
- Develop, revise or evaluate academic policies and procedures related to predoctoral researcher progress or reinstatement.
- Continue to monitor academic and professional standards issues within the program and make recommendations to the faculty and the Dean with respect to mechanisms to improve the development, monitoring, and enforcement of academic and professional standards within GSSIMR.
- Make recommendations to faculty/administration about predoctoral researchers' progress when their performance issue warrants review, as determined when a predoctoral researcher:
 - Withdraws from a course with failing grade.
 - Fails a course or lab rotation.
 - Has an unsatisfactory term report.
 - Demonstrates progression issues, including poor performance in courses and lab rotations, as requested from the Dean, Assistant Dean for Academic Affairs, or faculty. (Poor performance includes repeated instances and more serious single events.)
 - Is placed on academic probation.

- Evaluate predoctoral researchers with substandard academic, behavioral and/or professional performance as demonstrated by non-progression or non-passing grades, or by poor performance (including repeated instances and more serious single events) and recommend appropriate action to the Dean.

Admissions Committee shall be comprised of:

- At least four (4) faculty members as voting members.
- Two predoctoral researchers as voting members.
- The dean for academic affairs as an ad hoc member.
- The Assistant Dean for Administration and Assessment as an ex-officio non-voting member.

The committee shall:

- Determine criteria for admission.
- Determine which applicants will be interviewed.
- Conduct admissions interviews.
- Select the applicants to be offered admission.
- Evaluate criteria and policies to be utilized in the admissions of predoctoral researchers while considering how to bridge the admissions process to evaluation.
- Review progression and matriculation data to identify trends for failure to matriculate and make admissions change recommendations to the Dean.

Curriculum Committee shall be comprised of:

- At least three (3) faculty members as voting members.
- No more than two predoctoral researchers as voting members.
- The dean for academic affairs as an ad hoc member.
- The Assistant Dean for Administration and Assessment as an ex-officio non-voting member.

The committee shall:

- Provide a forum for faculty and administrators to discuss and make decisions regarding the major goals, directions, and implementation of curriculum content, design, and delivery.
- Continuously review and evaluate the curriculum in order to consider alignment with the mission, content, deficiencies, unnecessary redundancies, course sequence (horizontally and vertically), methods of delivery, and predoctoral researcher workload.

- Propose curriculum revisions based on ongoing predoctoral researcher learning assessment and program review.
- Assure consistency in the quality of instruction and expectations for predoctoral researchers.
- Solicit and receive feedback from predoctoral researchers, faculty, and staff.
- Evaluate the scope and content of the courses by critically reviewing course syllabi, faculty and predoctoral researchers' evaluations; discussing with faculty and predoctoral researchers; and considering other formal and informal forms of feedback.
- Submit recommendations including, but not limited to, changes in course objectives, syllabi, topics covered, module course sequence, and evaluation revisions. Faculty personnel issues, appointments, and assignments are the responsibility of the Dean.
- Submit recommendations and/or requests for additional information to one of the following:
 - Dean of GSSIMR
 - Affected faculty
- Other responsibilities, in consultation with the Dean, include supervising the implementation of the curriculum, determining the educational policies regarding methods of teaching and evaluation, and offering development support for teaching faculty.

Rotation Committee shall be comprised of:

- At least three (3) faculty members as voting members.
- The dean for administration is as an ex-officio non-voting member.

The committee shall:

- Monitor and evaluate the progress of first-year predoctoral researchers during their laboratory rotations in a fair and equitable manner.
- Assess the predoctoral researchers' presentation skills during their laboratory rotations.
- Provide their evaluation to the Dean as part of the continuous assessment of the predoctoral researchers' progress.
- Evaluate aggregate data annually to assess predoctoral researcher learning in laboratory rotations and rotation presentations.
- Review the pre-rotation descriptions submitted by the predoctoral researchers. The descriptions include the outline of the project, goals, and expectations to accomplish during the rotation.

- Review the Rotation Lab Reports after each rotation. The Rotation Lab Reports consist of a summary from the predoctoral researcher of what he/she learned and accomplished in the rotation, and a written evaluation and grade from the rotation advisor. Any questions or concerns regarding the predoctoral researcher's progress are communicated to the Dean and/or the Assistant Dean for Academic Affairs.
- Attend the presentations by each predoctoral researcher at the end of the second rotation and provide feedback to the predoctoral researchers on the clarity and overall quality of the presentation. With this feedback, the Committee will assign grades for the presentations and provide those to the predoctoral researchers and the Dean.

Section 6: Amendments to the Faculty Governing Council Bylaws.

The Faculty Governing Council Bylaws may be amended at any regular meeting of the Faculty Governing Council by an affirmative two-thirds vote of the Faculty Governing Council. Any amendment of the Bylaws shall be submitted for approval by the Graduate School Board of Directors for approval before becoming effective.

This policy was approved by the GSSIMR Board of Directors on September 19, 2018.

This policy was reviewed and amended by the Faculty Governing Council on November 30, 2020.

This policy was reviewed and amended by the GSSIMR Board of Directors on December 10, 2020.

This policy was reviewed and amended by the Faculty Governing Council on October 19, 2022.

This policy was reviewed and amended by the GSSIMR Board of Directors on December 14, 2022.

This Policy will be reviewed by the GSSIMR Board of Directors in 2024.