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Bylaws of the Jefferson College of Graduate Studies of Thomas Jefferson University

Jefferson College of Graduate Studies

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BYLAWS

of

THE JEFFERSON COLLEGE OF

GRADUATE STUDIES

of

THOMAS JEFFERSON UNIVERSITY

Upon recommendation of the Faculty of the College of Graduate Studies, the Board of Trustees of the Corporation enacts these Bylaws to define organization, authority and basic procedures for the conduct of the Jefferson College of Graduate Studies and the government of its faculty.

Effective 1969
Amended effective 1980
Amended effective April 23, 2002

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PREAMBLE

The Jefferson College of Graduate Studies of Thomas Jefferson University (“College”) was established July 1, 1969. At that time graduate programs in the Basic Medical Science Departments of The Jefferson Medical College of Philadelphia, which were begun in 1949, were integrated into the College.

As authorized in the Bylaws of Thomas Jefferson University, the College is one of four Divisions of the University. The College shall have its own Faculty, which shall be organized and function under these Bylaws and Rules and Regulations, as approved by the Board of Trustees of Thomas Jefferson University. As further defined by the Bylaws of Thomas Jefferson University, the College of Graduate Studies shall be concerned with graduate education in its broadest sense leading to Master of Science and Doctor of Philosophy Degrees, and with research pertaining thereto. To achieve this goal, the College is responsible for the planning, operation, and administration of educational programs of Thomas Jefferson University that lead to the Master's degree and to Doctoral degrees other than Doctor of Medicine. The College shall also be responsible for the administration of programs supporting post-doctoral training and research. It is also responsible for stimulating, establishing, and coordinating research and post-baccalaureate educational projects that cross traditional school boundaries.

As an institution of higher learning, the College is committed to the highest standards of excellence in its educational and research programs and to the development of its faculty and students as outstanding biomedical scientists and educators dedicated to a lifetime of intellectual inquiry. The College provides interdisciplinary training in the practice and theory of traditional as well as emerging areas of the biomedical sciences and prepares its graduates for a variety of careers including those in academia, industry, and government. This preparation includes not only attention to the technical aspects of scientific research but also to its ethical aspects and societal impact. As such, the College is committed to conducting its business in an ethical and honest manner and in compliance with all federal, state and local government rules and regulations. Accordingly, the faculty and students of the College are expected and required to maintain appropriate standards in the conduct of their educational and research activities in a manner consistent with the University’s rules and regulations including its Corporate Compliance Program.

The College maintains a strong relationship with Jefferson Medical College, The Jefferson College of Health Professions, Thomas Jefferson University Hospitals, Inc., and other units of Thomas Jefferson University but is distinct from these entities in administration and responsibilities.

The Board of Trustees of Thomas Jefferson University is the governing body of the College. The Charter of the Corporation provides that all rights, powers, and franchises of the Corporation shall be exercised by the Trustees. All authority herein conferred by the Board is granted, and all provisions of these Bylaws are made, subject to the reserved right of the Board of Trustees to take such action as it may deem necessary in the interest of the Corporation and in the discharge of the Trustees ultimate responsibility for conduct of corporate affairs.

ARTICLE I

NAME OF THE ORGANIZATION

The name of this organization shall be The Jefferson College of Graduate Studies of Thomas Jefferson University.

ARTICLE II

OFFICERS OF THE COLLEGE

Section I: The Dean

The Dean of the College shall be the Chief Executive Officer and a Member of the Graduate Faculty by virtue of the office. Subject to the general direction of the President of the University, the Dean shall be responsible for the management and development of the academic programs and the administrative affairs of the College. The Dean shall supervise the execution of the bylaws, rules, and regulations of the College and all policies of the Board of Trustees applicable to the College.

The Dean's supervision of the conduct of the academic programs of the College shall extend to all areas of Thomas Jefferson University. The Dean shall supervise the conduct of graduate programs, leading to degrees conferred by Thomas Jefferson University. The Dean shall be responsible for maintaining proper relationships with accrediting agencies and other professional organizations and associations that are related to graduate education. The Dean shall be the only representative of the College authorized to enter into contractual agreements with other institutions on behalf of the College.

The Dean shall prepare a budget annually which, with the advice of the Vice President for Finance and Chief Financial Officer of Thomas Jefferson University, shall be presented for consideration by the President and the Board of Trustees. The Dean shall make recommendations to the President and the Trustees regarding academic programs of the College. The Dean shall work with the President of the University in planning for the financial needs of the College and in seeking fiscal support from outside sources.

The Dean periodically shall review the space requirements of the College and shall present recommendations to the President regarding space requirements to provide for the proper conduct of the academic programs. The Dean shall make recommendations to the President, Senior Officers, and to the Board of Trustees for the development of additional physical facilities and faculty as necessary for the proper conduct of such programs.

The Dean shall report annually to the President on the state of the College. Copies of the report will be made available to the Trustees and the Graduate Faculty.

The Dean, after informing the Graduate Council, may recommend persons to the President and the Board of Trustees for appointment as associate deans, assistant deans, and as directors of supporting divisions of the College. The Dean may make interim

appointments to the faculty on recommendation of the appropriate graduate program director and may appoint a member of the Graduate Faculty to serve as Acting Dean in his/her absence.

The Dean shall attend meetings of the Board of Trustees and of the Scientific and Academic Affairs Committee of the Board of Trustees. The Dean shall report to that Committee all acts and decisions of the Graduate Faculty and the Graduate Council.

The Dean shall be a Senior Officer of the University. Through the President and the Scientific and Academic Affairs Committee the Dean shall recommend to the Board of Trustees such policies or actions as may be deemed desirable for the proper conduct and development of the College and its programs. The Dean also shall assist in maintaining effective relations with Alumni.

When a vacancy occurs in the office of the Dean, the President, in consultation with the Chairman of the Board of Trustees, shall designate an Acting Dean. Recommendations for appointment of a new Dean shall be made to the Board of Trustees by an *Ad Hoc* Search Committee appointed by the Chairman of the Board. The Committee shall consist of a minimum of three (3) members of the Board of Trustees, one (1) of whom shall be designated Chairperson, one (1) member of the Graduate Council, three (3) Members of the Graduate Faculty, and *ex officio*,* the Chairman of the Board of Trustees and the President.

Section 2: Associate and Assistant Deans

The Board of Trustees may appoint one or more Associate and Assistant Deans on the recommendation of the Dean. They shall be members of the College Faculty by virtue of their office. They shall assist the Dean in conducting the affairs of the College and have such duties as the Dean may designate.

Section 3: Duration of Appointment

Officers of the College as defined in this Article shall be appointed and reappointed on an annual basis and serve during the academic term at the discretion of the Dean.

Failure of reappointment to office or to hold that office during the academic year shall not *ipso facto* terminate any contractual right to further compensation, nor to tenure, nor to any of the other rights and privileges pertaining to the appointee's concurrent Faculty appointment. Nevertheless, compensation may be adjusted commensurate with new duties and responsibilities.

ARTICLE III

*All reference to *ex officio* appointees provided in these Bylaws are "with vote".

ORGANIZATION OF THE COLLEGE

The College shall be organized into the Graduate Faculty and the Graduate Council, and Graduate Programs. All members of the faculty, except the Officers of the College and except as specifically provided herein, shall have appointments in a department of instruction in another University College.

Section 1: Graduate Faculty

A. MEMBERSHIP

There shall be three levels of appointment for faculty in the College: Member, Associate Member, and Adjunct Member. The College does not customarily grant titles such as Professor at any rank or with any prefix. Furthermore, the College does not grant tenure to its faculty at any level. Except as provided herein, appointment in the College at any level is conditional, coextensive, and coterminous with a faculty member's appointment in any of the other University Colleges. All disciplinary and/or compliance action preferred solely by the College shall be in accordance with Bylaws, procedures and policies of the University College in which the faculty member has their primary appointment.

Members of the Graduate Faculty:

Ordinarily, persons who hold the rank of Assistant Professor, Associate Professor, or Professor, whether prefixed or un-prefixed in one of the Colleges of the University shall be eligible for membership on the Graduate Faculty provided they are involved in the education of students in the College and encourage research and scholarly activities of such students by advice and example. The prospective Members of the Graduate Faculty shall indicate a willingness to teach in actual or proposed courses for graduate students and to serve as advisor for the student research and/or thesis committees. It is expected that such appointees will have earned the Doctor of Philosophy or Master of Science or their equivalent in scholarly experience, as appropriate to the discipline, and will have made significant contributions to knowledge through research and scholarly activity and continue to do so. Members of the Graduate Faculty shall be appointed to five-year renewable terms; they may serve as members of the Graduate Council or as Program Directors; they may serve as course directors and instructors; and they may serve as research advisors and mentors for Ph.D. and M.S. degree candidates. Only Members of the Graduate Faculty who themselves possess a Ph.D. and/or M.D. degree (or equivalent) shall serve as research advisors and mentors for Ph.D. degree candidates. Under special circumstances and as deemed necessary by the Dean for the establishment and conduct of the affairs of the College, the Dean may appoint, subject to the approval of the President and the Board of Trustees, Members of the Graduate Faculty who do not hold faculty appointments in another College of the University.* The President of the University shall be a Member of the Graduate Faculty *ex officio*.

* Terms of such appointment, non-reappointment and termination for faculty not having a principal appointment at a University College shall be governed pursuant to a written agreement between such faculty member and the College.

Associate Member of the Graduate Faculty: Individuals who hold a faculty appointment in one of the Colleges of Thomas Jefferson University at the non-professorial level, such as Instructor, are eligible for appointment to the Graduate Faculty as an Associate Member. In addition, non-faculty University or College staff holding an advanced degree and whose expertise is appropriate for the instruction of graduate students may also be eligible for appointment as an Associate Member. Associate Members shall be appointed to two-year renewable terms; they may not serve as members of the Graduate Council, nor serve as research advisors and mentors for Ph.D. degree candidates. However, Associate Members may serve as course directors or instructors and as research advisors and mentors for M.S. degree candidates.

Adjunct Member of the Graduate Faculty: Individuals who do not hold academic or staff appointments at Thomas Jefferson University, but who otherwise would be eligible for appointment as Members or Associate Members of the Graduate Faculty by virtue of external academic appointment or other relevant professional accomplishments, are eligible for appointment as Adjunct Members of the Graduate Faculty. Adjunct Members shall be appointed for a one-year renewable term; they shall not serve as members of Graduate Council or as mentors to Ph.D. students. However, Adjunct Members may serve as course directors or instructors and as research advisors and mentors for M.S. degree candidates.

Recommendations for Graduate Faculty membership at all levels shall be made by Graduate Program Directors or by Officers of the College to the Dean. For appointment of faculty already having appointment at another University College, membership shall also be subject to the additional recommendation and approval of the candidate's department Chair as determined by the primary home department in Jefferson Medical College or The Jefferson College of Health Professions. For University non-faculty staff, nomination shall also be subject to the additional recommendation and approval of the candidate's supervisor. The appropriate Committee of the Graduate Council will consider each recommendation for membership and forward its recommendations to the Graduate Council for final consideration.

At the conclusion of the terms of appointment to the Graduate Faculty, as stipulated above for each level, re-appointment to the Graduate Faculty shall be contingent upon a review process as detailed in the Policies and Procedures of the College. For Graduate Faculty with primary appointments in another College of the University, the Graduate Faculty appointment shall be terminated upon termination of the primary University appointment.

B. FUNCTION

The Graduate Faculty shall bear responsibility for the academic and research programs of the College. The academic functions of the Graduate Faculty are normally delegated to the Graduate Council as described in Article III, Section 2, Paragraph A.

C. MEETINGS

The Graduate Faculty shall meet at least twice each academic year at the call of the Dean and upon at least twenty (20) days prior written notice setting forth the principal topics to be reported at the meeting. One (1) meeting each year shall be designated the annual meeting.

A special meeting of the Graduate Faculty may be called with a minimum advance notice of three (3) days by the Dean or upon receipt of a petition signed by twelve (12) members of the Faculty setting forth the reasons for the meeting.

The Dean shall preside at all meetings of the Graduate Faculty or, in the Dean's absence, the presiding officer shall be an Associate Dean or Assistant Dean as designated by the Dean.

At the time of the meetings of the Graduate Faculty, there will be an opportunity for any member of the Graduate Faculty to inquire into actions of the Graduate Council, and to make recommendations to the Graduate Council pertaining thereto as described in Article III Section 2 Paragraph B.

Section 2--Graduate Council

A. MEMBERSHIP

The Dean of the College and the President of the University shall be *ex officio* members of the Graduate Council. The Dean of the College shall serve as chair of the Graduate Council. Additional voting members of the Graduate Council shall include the Program Directors of the existing Ph.D. and M.S. degree-granting programs of the College. Other appropriate persons may be invited by the Dean to attend meetings of the Graduate Council but shall not serve as voting members. At all meetings of the graduate council a majority of eligible voting members shall constitute a quorum for transaction of business.

B. FUNCTIONS

The Graduate Council is delegated by the Graduate Faculty to act on its behalf in any matter in which the Graduate Faculty has academic authority and responsibility. Its functions include, but are not limited to, the following:

1. Responsibility along with the Dean for policies governing admission of students to the College.
2. Setting academic standards for maintenance of enrollment and consideration of cases of student failure to maintain prescribed levels of scholarship. In such cases, the Graduate Council shall be the ultimate authority as to whether a student should continue in graduate study.*
3. Approving and recommending to the Board of Trustees candidates for graduate

* Final appeal regarding continuation of students in the College shall be made to the Dean who will make a final decision.

degrees.

4. Approving new graduate programs and recommending to the Board of Trustees the granting of graduate degrees not yet conferred by the University.
5. The Graduate Council shall receive and consider proposals for new graduate courses and determine whether such courses are appropriate for graduate credit.
6. Receiving and considering nominations for membership in the Graduate Faculty.
7. Arranging for recurring reviews of the individual graduate programs.

The Dean shall appoint one (1) member of the Graduate Council each year to serve as Secretary for the Council at its monthly meetings and at the Graduate Faculty Meetings.

The Graduate Council shall report to the Graduate Faculty by prompt distribution of its minutes. If the Board of Trustees has not yet acted upon the matter, actions of the Graduate Council may be considered for recall at any regular meeting of the Graduate Faculty or at a special meeting called for the purpose as provided in Article III, Section I-C, of these Bylaws. Reversal of Graduate Council action shall require a vote of two-thirds majority of the members of the Graduate Faculty entitled to vote. Vote on such matters shall be taken by mail ballot, or any other method, electronic or otherwise which is reasonably reliable.*

C. MEETINGS

The Graduate Council shall meet at least eight (8) times per year. Special meetings shall be called as requested by the Dean, the President, or the Board of Trustees, or upon request of three (3) members of the Graduate Council.

D.--COMMITTEES

The Dean shall establish standing committees, following consultation with Graduate Council, to assist in the conduct of the affairs of the College. Standing Committees shall be established to review and advise the Graduate Council and the Dean in matters of Faculty Appointments, Student Affairs, Curriculum, and Awards and Fellowships and other matters as described in the College Policies and Procedures. Such committees shall consist of members from the Graduate Council appointed by the Dean and may include additional members of the College Faculty. The Dean shall also establish additional ad hoc committees as necessary for the conduct of the affairs of the College. Ad hoc committees shall consist of Members of the Graduate Faculty and may also include other individuals with expertise appropriate to the charge of the committee.

Section 3: Graduate Programs

* As referred to throughout these Bylaws, in the event of voting by mail ballot or any other method deemed reliable, the minimum number of responses deemed adequate for a valid vote shall be at least twenty-five percent (25%) of the total number of eligible voters.

Graduate programs shall be created or dissolved by action of the Board of Trustees upon recommendation of the Dean and the Graduate Council. Graduate programs shall function as academic units of the College and shall be organized with appropriate curricula to provide a course of study and training appropriate to the discipline in which it leads to a degree. The faculty of graduate programs shall be comprised of members of the College Faculty, with one (1) Graduate Faculty Member serving as Program Director.

Section 4: Divisions and Centers

Institutes, centers of excellence and other administrative units within the College may be established or terminated by the Dean as approved by the Graduate Council, President and the Board of Trustees.

Section 5: Student Advisory and Examination Committees

Committees comprised of College Faculty and other appropriate individuals, for the purpose of guiding the instruction and examination of individual students, shall be established as needed and as detailed under the College Policies and Guidelines. These shall include the Preliminary (Comprehensive) Examination Committee for Ph.D. degree candidates, the Research Committee for Ph.D. and M.S. degree candidates, and the Final Examination (Defense of Thesis) Committee for Ph.D. degree candidates.

ARTICLE IV

GENERAL PROVISIONS

Section 1--Research Policy

It is the policy of the College to encourage scientific investigation by its faculty. This includes the endorsement and support of acceptable proposals for contracts, gifts, or grants. Sponsored and non-sponsored research must be integrated with the regular educational and service functions of the College. Sponsored and non-sponsored research activities must be carried out in conformance with University and sponsoring agency guidelines.

Section 2. Patent Policy

The results of investigations carried by or under the direction of the Faculty involving expenses derived from College or University funds, or funds under the control of the College or University belong to the College or University. Regulations governing patents shall be as established in the University Patent Policy.

Section 3: Use of the Jefferson Name

The University has applied for and obtained federal trademark regulations of the various names, slogans, design and logo types of "Jefferson" of which the public is familiar. Unauthorized use of the University and College's name and logotype is prohibited. All faculty members are obligated to know the rules and guidelines governing use of the

“Jefferson” name. The policies and application procedures governing the trademark use shall be generally available.

Section 4--Academic Freedom Policy

Freedom of responsible professional inquiry, teaching, research, and publication shall be encouraged and maintained in the College. Faculty members have the same freedoms as other citizens but should be mindful that accuracy, forthrightness, and dignity befit their role as teachers and persons of learning. They shall observe those standards of conduct that a university has a right to expect from its members.

Section 5--Rules of Procedure

Except as provided in these Bylaws, the procedure at meetings of the Graduate Faculty and Graduate Council shall be in accordance with the parliamentary procedure contained in the most recent revision of Robert's Rules of Order.

Section 6--Academic Year

The Academic Year shall begin on July 1 and end on June 30.

Section 7: Judicial Review

The College is committed to promoting and maintaining the highest standard of graduate education both to ensure excellence in graduate education and in research. In recent years the increasing costs associated with litigation and judicial review have diverted College resources away from its primary mission. Therefore, while any matter pertaining to these Bylaws, or the appointment, reappointment, disciplinary action, etc. of any faculty member may be submitted for judicial review, it is understood that the prevailing party shall be entitled to reasonable costs and attorney fees associated with the dispute.

ARTICLE V

AMENDMENT

Amendments of these Bylaws may be proposed by members of the Graduate faculty at any meeting of the Graduate faculty. Following approval of a majority of those present the proposed amendment will be circulated by mail ballot or any other method reasonably reliable to all members of the Graduate Faculty. Approval shall require a favorable vote of two-thirds of the Graduate faculty eligible to vote.

All amendments of these Bylaws shall be subject to approval by the Board of Trustees and shall become effective only upon such approval.