



## **CHARTER**

### **DIVISION OF GRADUATE MEDICAL SCIENCES SCHOOL OF MEDICINE**

#### **I. DIVISION AUTHORITY**

The Division of Graduate Studies in the Medical Sciences (to be referred to as “Division GMS” henceforth in this document) is a structural unit of the School of Medicine with responsibility for the operation and regulation of its graduate training programs leading to Masters and Doctoral degrees, other than the Doctor of Medicine (M.D.) or those offered by the School of Public Health. In addition, the Division GMS is responsible for the operation and regulation of graduate training programs leading to a Ph.D. offered by the Goldman School of Dental Medicine. The Division GMS corresponds to the unit formerly called the Division of Medical & Dental Sciences of the Graduate School (of Arts and Sciences).

The Division GMS shall have the authority to establish rules and regulations with respect to all matters concerning its membership, its academic curricula, and the requirements for awarding degrees.

#### **II. DIVISION GMS RESPONSIBILITIES**

The Division GMS is responsible for the initiation and implementation of all educational policies essential to the development of its programs.

In particular, the members of the Division GMS are responsible for academic programs and curricula; standards of admission; requirements for academic performance; and recommendations of candidates for M.A. and Ph.D.

The responsibilities of the members of the Division GMS shall devolve on a Steering Committee of the Division GMS. The authority of the Division GMS shall reside with the members. The members shall, however, normally be represented by their Steering Committee. General meetings of the members of the Division GMS shall be convened only in accordance with provisions of Article VI, below.

#### **III. DEPARTMENTAL AND PROGRAM MEMBERSHIP IN THE DIVISION GMS**

The Division GMS is organized into the following types of academic units:

- A. Departments of the Medical School expressly designated as components of the Division GMS, which offer programs of study leading to degrees in basic science disciplines which include full-time faculty having the name of the department as part of their faculty titles. The Departments of the Medical School presently included in the Division GMS are the Departments of Anatomy and Neurobiology; Biochemistry; Biophysics; Microbiology; Pathology and Laboratory Medicine; Pharmacology and Experimental Therapeutics; and Physiology.
- B. Degree programs fulfilling the requirements of the Charter:
  - 1. Degree programs within a single Department. Currently such a Ph.D. program in Oral Biology is offered by the Department of Periodontology and Oral Biology in the Goldman School of Dental Medicine.
  - 2. Interdepartmental Degree Programs. Currently such programs are a Ph.D. in Behavioral Neuroscience, a Ph.D. in Immunology, a Ph.D. in Cell and Molecular Biology, and a Ph.D. in Molecular Medicine, in the Division (equivalent to “Department”) of Medicine.
- C. In the future, Departments or Programs, fulfilling the requirements of the Charter, may apply for membership as Academic Units in the Division GMS.

#### **IV. FACULTY MEMBERSHIP IN THE DIVISION GMS**

Membership in the Division GMS shall signify a commitment to graduate education generally, and specifically to the academic goals of the Division GMS.

Membership in the Division GMS shall be conferred by the Dean of the School of Medicine, acting for the University, upon the recommendation of the Associate Dean of the Division GMS and the Steering Committee of the Division GMS. Faculty will first be nominated for membership by their respective Department Chairperson or Program Director. Nominations then will be reviewed by the the Faculty Appointments Committee and submitted for final approval by Associate Dean of the Division GMS on behalf of the Steering Committee of the Division GMS, who shall advise the Dean on the criteria for appointments and membership.

There shall be two categories of membership:

- 1. Full Membership. A Full Member of the Division GMS is defined as an individual who is a member of one of the approved Ph.D. granting Departments or Programs and who has a demonstrable and continuing record of significant scientific research and scholarly activity. Full membership permits and implies continuing participation in all functions of the Division GMS. Full Members shall be eligible to serve on the several bodies created by this Charter and shall have the right to vote in any of the electoral procedures as defined in this Charter.

2. Special Membership. Special Service Appointments may be granted on an annual renewable basis to qualified faculty from within or outside Boston University for specific activities and for specified limits of time. Special Members are not eligible to serve on the Standing Committees of the Division GMS or to vote at meetings of the faculty of the Division GMS.

## **V. THE ASSOCIATE DEAN OF THE DIVISION GMS**

The Associate Dean of the Division GMS will be a person qualified for full membership in the Division GMS. It is expected that the Associate Dean shall take a leading role with the Divisional members in matters of academic and administrative policy. As stipulated in the Division GMS BY-LAWS, Section II, "the Associate Dean of the Division GMS shall be appointed by the Dean of the School of Medicine. The appointment will be made with the advise of the Steering Committee of the Division GMS."

The Associate Dean shall:

1. Preside at meetings of the Steering Committee and of the Division GMS or appoint a member of the Steering Committee to preside in his or her absence.
2. Set the agenda for meetings of the Steering Committee, and of the Division GMS in consultation with the Steering Committee.
3. Sit ex officio at meetings of other standing committees of the Division GMS.

## **VI. GENERAL MEETINGS OF THE MEMBERS OF THE DIVISION GMS**

- A. The members of the Division GMS shall meet at least once each semester during the academic year. Extraordinary meetings may be called by 1) the Dean of the School of Medicine; 2) the Associate Dean of the Division GMS; 3) the Steering Committee of the Division GMS, or 4) by written request to the Associate Dean of the Division by 10 (ten) members of the Division GMS. The Associate Dean of the Division GMS shall, at the last meeting of each academic year, set a date and time for the first meeting of the following academic year.
- B. Agenda for all meetings of the Division shall be circulated by the Associate Dean at least one week before the meeting and shall include the items "Old Business" and "New Business".
- C. A quorum for the conduct of business at a General Meeting shall be 20 (twenty) members of the Division.
- D. Action taken in General Meetings of the Division GMS shall have precedence over action taken by the Steering Committee.

- E. The Associate Dean shall be responsible to the Division GMS for recording the minutes of each meeting of the Division (or to certify the minutes, if otherwise recorded). Minutes of each meeting shall be formally adopted by the members of the Division GMS as the first item of business at the next regular meeting following the one at which the minutes were recorded. Minutes of the previous meeting will be distributed to all members of the Division GMS one week prior to the next meeting, together with the agenda.
- F. All members of the Division GMS may attend General Meetings of the Division. Notice of meetings of the Division shall be sent by the Director to the members directly. Members of the Division GMS who are not Full members may participate in discussion at meetings but may not vote or move matters of action. No voting member of the Division may cast more than one vote.

## **VII. THE STEERING COMMITTEE OF THE DIVISION GMS**

### **A. The Steering Committee shall consist of:**

1. The Associate Dean who shall be the Chairperson of the Committee.
2. Chairpersons of the Departments in the Division.
3. Directors of each approved Program as defined in Article III.
4. The Director of a group of Dental School Faculty which participates in an Interdepartmental Program within the School of Medicine as defined in Article III. Currently this applies to the Department of Molecular and Cell Biology in the Goldman School of Dental Medicine which participates in the Cell and Molecular Biology Program in the School of Medicine as defined in Article III.
5. Elected Members:
  - a. One elected Full Member from each Department in accordance with Article IV.
  - b. Clinical departments with a PhD program may petition the Steering Committee for additional department representation.

Elections shall be held at the beginning of each academic year, or when vacancies arise. The Chairpersons or Program Directors shall certify in writing to the Dean of the School of Medicine and to the Associate Dean of the Division GMS the names of members elected to the Steering Committee, immediately after such elections.

- B. Term of Membership of Elected Members. The terms of the elected members of the Steering Committee shall be 3 (three) years. Only full members of the Division GMS as

defined in Article V, shall be eligible for election to membership on the Steering Committee.

- C. The Steering Committee shall receive and review recommendations from other Standing Committees.
- D. The Steering Committee shall be responsible to the members of the Division GMS for reviewing, proposing changes and in implementing academic policies in the following areas:
  - 1. The monitoring and evaluating of all programs in the Division GMS, including instituting changes in programs or the creation of new programs.
  - 2. The curriculum, admission standards, standards of academic performance, and granting of degrees.
  - 3. All matters appropriate to the academic functioning of the Division GMS.
  - 4. Student Support.
  - 5. The appointment of members to the Division of GMS.
  - 6. Appointment of members to the Committee on Committees.
- E. The Steering Committee shall meet regularly to share information relevant to the Committee's responsibilities, including such budgetary and fiscal information which affect new and continuing Division GMS programs. It shall work together with the Dean of the School of Medicine in furthering these responsibilities. It shall review the annual report of the Division prior to distribution to the faculty. In addition, it shall periodically review developments in other schools and colleges which may affect programs of the Division GMS. The Steering Committee may refer particular action of the above-mentioned matters to Standing or *ad hoc* committees of the Division GMS, to the Dean of the School of Medicine or to the Division GMS as a whole.

## VIII. STANDING COMMITTEES

The Division GMS shall have 7 (seven) standing committees: a Committee on Faculty Membership; a Committee on Academic Policy; a Committee on Academic Standards; a Committee on Fellowships and Awards; a Committee for the Admission of Students; a Committee on Committees; and the Steering Committee. The terms of membership of all appointed or elected faculty members of all standing committees shall be 3 (three) years, except in the instance of the first such appointment or election held after the adoption of this Charter. In the first appointment or election, lots shall be drawn so that one-third of the total membership of each standing committee shall be eligible to change each subsequent year. Thereafter, all appointed or elected faculty members of the standing committees shall be appointed or elected to serve full 3 (three) year terms. Terms of membership shall be renewable for

one additional term. Appointments and elections shall take place at the beginning of each academic year or when vacancies arise. The Chairperson of each of the other standing committees (to be elected by members of the respective committees) may meet with the Steering Committee when matters pertaining to the charge of the committee is on the agenda of the Steering Committee Meeting. All Standing Committees shall report at least annually to the membership.

- A. The Committee on Faculty Membership shall consist of at least three members, one of whom shall serve as Chairperson. The Committee shall examine the qualifications of persons recommended for membership of the Division GMS, and consider whether the recommended appointment is appropriate. The recommendations will be submitted to the Steering Committee for action.
- B. The Committee on Academic Policy shall consist entirely of elected members, one from each Department and Program of the Division GMS, one of whom shall be Chairperson, and shall have the following functions:
  - 1. Review and define criteria for new and ongoing masters and doctoral programs and to make recommendations to the Steering Committee.
  - 2. Review and recommend to the Steering Committee new or revised programs and courses for credit.
  - 3. Advise the Associate Dean's office on all matters relating to courses, curricula and degree requirements for inclusion in bulletins and official publications of the Division GMS.
- C. The Committee on Academic Standards shall have 3 (three) members, one of whom shall be Chairperson, and shall have the following functions:
  - 1. Act on petitions transmitted through Departments and Programs from students requesting limited modifications of academic regulations. Such petitions should also be transmitted to the appropriate Department Chairperson or Program Director.
  - 2. Advise the Members of the Division GMS, and Office of the Dean, on matters concerning academic standards, the recording of grades, the evaluation of requests for transfer of credit, the fulfillment of degree requirements, and the termination or reinstatement of students for academically valid cause.
- D. The Committee on Fellowship and Awards shall have 3 (three) members one of whom shall be Chairperson. The Committee shall have the following functions:
  - 1. It shall have jurisdiction over only those fellowships and awards that are granted directly to the Division GMS.
  - 2. It shall decide upon the qualifications of applicants for fellowships and awards and shall recommend the amount of money to be allotted to the qualified students.

- E. Committee for the Admission of Students shall have one member from each of the Departments or Programs of the Division GMS, one of whom shall be Chairperson. A quorum for the conduct of business shall be 3 (three) members. The Committee shall have the following functions:
1. To review and recommend to the Steering Committee matters that relate to admissions standards and procedures.
  2. To review applications rejected for non-academic reasons for possible transfer to other Departments or Programs of the Division GMS, and to forward such recommendations for transfer to the Associate Dean for implementation.
- F. The Committee on Committees shall have 3 (three) members one of whom shall be Chairperson. It shall recommend to the Associate Dean members of the Division GMS to standing committees (with the exception of the Steering Committee, Admissions Committee and Academic Policy Committee ) from a list of members of the Division GMS who have indicated their willingness to serve on one or more Committees of the Division. The list of members willing to serve will be obtained from the responses to a yearly mailing to all members of the Division GMS. The members of the Committee on Committees shall be appointed by the Steering Committee.

## **IX. AMENDMENT**

A. An amendment to this Charter may be initiated by:

1. An act of the Steering Committee, or
2. Members of the Division GMS meeting in general session.

A two-thirds vote of the Steering Committee or a simple majority of members present at a general session shall be necessary to initiate an amendment.

B. Upon such initiation, the proposed amendment will be circulated and an extraordinary meeting of the general faculty will be called within two (2) weeks to discuss the amendment. Seven (7) days following the extraordinary meeting of the general faculty, a mail ballot shall be submitted to all full members of the Division GMS for a vote. If two-thirds of those voting are in favor of the amendment, it shall have passed. The total tally must consist of 50% of the eligible voting faculty.

- C. The Associate Dean of the Division GMS shall supervise the tally of the ballots and shall promptly inform the Steering Committee and the members of the Division GMS of the results. If the amendment has passed, it shall be forwarded to the Dean for acceptance.

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Approved by the Faculty of the Division GMS on April 5, 2000.