

BYLAWS
FACULTY OF BIOTECHNOLOGY
TEXAS A&M UNIVERSITY

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Article I: Description

The Faculty of Biotechnology of Texas A&M University is an interdisciplinary faculty composed of members from various departments in several colleges.

Article II: Purpose and Intent

The principal function of the Faculty of Biotechnology is administration of the graduate program leading to the Master of Biotechnology, in conformance with the rules of the Office of Graduate Studies at Texas A&M University. The organization also serves to promote and facilitate communication among students and industry and to foster the development of biotechnology at Texas A&M University and other components of the Texas A&M University System. It arranges for periodic assembly of industry representatives, students and faculty and provides a forum for them and for others with interests in biotechnology. Its overall goal is the development and maintenance of a graduate program that is responsive to the students and the needs of the biotechnology industry in the State of Texas and the Nation.

Article III: Membership

1. Admissibility to the Faculty shall be determined by the Executive Committee in consultation with the Head of the faculty member's administrative department.
2. Only permanent appointments to the Graduate Faculty of Texas A&M University with significant academic or service activities in the biological, industrial, business or liberal arts aspects of biotechnology are eligible to be members of the Faculty of Biotechnology. Active involvement in both academic and service programs of the Faculty of Biotechnology, such as described below is required to maintain membership.
 - a. Academic activities
 - 1) Teaching in a lecture, seminar or laboratory Biotechnology course or other courses, both required and electives offered to students in the Masters of Biotechnology program.

- 2) Serve as an instructor for BIOT 685 students.
 - 3) Direction of student seminar programs, BIOT 681.
 - 4) Direct a student internship, BIOT 684.
 - 5) Serve as the chair or member of a graduate committee of one or more biotechnology students.
- b. Service activities
- 1) Participation in standing or ad hoc committees.
 - 2) Attendance at meetings with the Industry Advisory Council.
 - 3) Attendance at the Biotechnology Faculty Annual Meeting.
 - 4) Serve as PI for a Grant/Award that supports Biotechnology Program Activities, for example a training grant, conference grant, or REU grant.
 - 5) Participate in independent recruiting activities such as handing out Biotechnology Program recruiting materials to potential student recruits at conferences or seminar presentations at other academic institutions.
 - 6) Participate in development activities for the Biotechnology Program.
3. Permanent appointments to the Faculty of Biotechnology are eligible to:
- a. Teach graduate Biotechnology courses
 - b. Serve on the TAMU Faculty of Biotechnology Executive Committee
 - c. Vote on matters requiring a vote of the Faculty of Biotechnology
 - d. Serve on the Faculty of Biotechnology Membership Committee
 - e. Chair standing or ad hoc committees of the Faculty of Biotechnology
4. Membership in the Faculty of Biotechnology will be reviewed every 3 years. To maintain membership, faculty must be actively involved in both the academic and service programs of the Faculty of Biotechnology.

Article IV: Executive Committee

1. The Executive Committee shall consist of seven elected Members of the Faculty of Biotechnology
2. The Executive Committee shall include one representative from each of the five academic colleges that participate in the Biotechnology Program. These representatives shall be elected by the Members of the Faculty of Biotechnology of that academic college. The other members of the Executive Committee shall be elected at-large by all the Members of the Faculty of Biotechnology. Hiring and interviewing of program staff will be overseen by the executive committee.
3. Members of the Executive Committee shall serve for three years. Their service will begin on June 1 of the year elected, and the terms shall be staggered.
4. The Executive Committee members shall nominate from among its members a chair and a vice-chair. These positions shall be elected by majority vote of the Executive Committee members for three year terms. The three-year terms of the chair and vice-chair appointments supersede the previous terms of election to the Executive Committee. The chair and vice-chair elections, when needed upon expiration of their respective terms, shall take place following the annual election of new Executive Committee members by the faculty.
5. The Executive Committee shall fill any vacancies that may occur in its members or offices between the annual elections.

Article V: Election of the Executive Committee

1. Any member of the Biotechnology faculty seeking a place on the Executive Committee shall self-nominate or agree to nomination by another for the appropriate academic faculty or at-large position open. All nominations shall be in writing and submitted to the Biotechnology Faculty Chair.
2. The nomination period for election of Executive Committee members shall be a two-week period prior to the annual faculty meeting. Further nominations may be made from the floor at the annual meeting of the Faculty of Biotechnology.
3. Elections shall be conducted by e-mail ballot to be distributed to Members after the annual Faculty of Biotechnology meeting on or before May 1 of each calendar year. Each Member shall vote for no more candidates than the number of positions to be filled. Those persons receiving the most votes will be declared elected. Election results shall be e-mailed to the members promptly. Elected members shall assume their duties on June 1 of the calendar year.

Article VI: Functions of the Executive Committee

1. The principal functions of the Executive Committee shall be to:
 - a. Determine and implement policy for the good of the Faculty of Biotechnology and represent the interests of the faculty generally to various University committees and other agencies.
 - b. Review courses and programs in biotechnology with the faculty and make recommendations for changes and new courses as appropriate, with the aim of insuring uniform excellence in the Texas A&M University Biotechnology Program.
 - c. Receive and rule on the acceptability of applicants for graduate study in biotechnology.
 - d. Receive and rule on the admissibility of nominations for membership in the Faculty of Biotechnology.
 - e. Develop the budget for teaching functions in Biotechnology.
 - f. Coordinate efforts to expand interactions with industry partners and oversee development activities.
 - g. Conduct all additional business deemed necessary for the proper functioning of the Faculty.
2. Technical administrative procedures pertaining to graduate degree programs shall be handled through the program office. Other matters shall be administered by the Executive Committee.

Article VII: Functions of the Officers

1. Chair

The chair is the chief officer and representative of the Executive Committee and the Faculty of Biotechnology. The chair's primary responsibility is the execution of those administrative functions that are delegated to the Faculty of Biotechnology. The chair shall:

- a. Chair the Executive Committee of the Faculty of Biotechnology.

- b. Provide leadership in short- and long-term planning for the program and represent that faculty group in College and University meetings, as appropriate.
 - c. Coordinate recruitment of graduate students into the graduate program in the discipline.
 - d. Approve admission of biotechnology graduate students for the Biotechnology Faculty.
 - e. Recommend the budget and approve expenditures for teaching functions in Biotechnology.
 - f. Appoint, with approval of the Executive Committee, the chair and other members of standing committees and special committees.
 - g. Direct graduate student advising.
 - h. Coordinate periodic program assessment consistent with institutional guidelines.
 - i. Ensure that teaching evaluations are conducted for all Biotechnology courses.
2. Vice-chair
- The vice-chair shall serve as chief officer of the Faculty of Biotechnology in the absence of the chair or when designated by the chair.

Article VIII: Meetings

1. The annual meeting of the Faculty of Biotechnology shall be held during the first two weeks of the month of April each year.
2. Special meetings of the Faculty of Biotechnology may be held at the call of the chair or by written application to the Executive Committee by five Members of the Faculty of Biotechnology.
3. A regular meeting of the Executive Committee shall be held each fall and spring semester. Other meetings of the Executive Committee may be held as frequently and for such purposes as are deemed desirable by the Executive Committee.
4. The minutes of each Faculty and Executive Committee meeting shall be distributed to all members of the Faculty of Biotechnology via e-mail within 10 days after approval by the Executive Committee.
5. At Executive Committee and Faculty of Biotechnology meetings, Robert's Rules of Order shall be followed in matters of parliamentary procedure.

6. A quorum for Executive Committee meetings shall consist of four members of the Committee. Twenty-five percent of the Members shall constitute a quorum for meetings of the Faculty of Biotechnology.

Article IX: Standing Committees

The members of each standing committee shall be appointed prior to July 1 or each year and shall serve from July 1 through June 30 of the following year.

1. Committee on Curriculum and Educational Policy

The Committee on Curriculum and Educational Policy shall consist of three or more members. The principal functions of the committee shall be coordination of the graduate curriculum and review of teaching quality and effectiveness. The Committee shall also review and advise on newly proposed courses and programs in biotechnology and to periodically review existing graduate course offerings and programs in biotechnology.

2. Committee on Seminars

The Committee on Seminars shall consist of three members. It shall arrange for speakers and handle the necessary arrangements for the regular presentation of seminars on topics of interest.

3. Committee on Membership

The Committee on Membership shall consist of three or more Members. It shall screen applications for membership in the Faculty of Biotechnology and make a recommendation to the Executive Committee as to the acceptability of each applicant. The Committee on Membership shall also review the active status of all members on a three-year basis.

4. Graduate Admissions Committee

The Graduate Admissions Committee shall consist of three or more members. It shall serve as an advisory committee to the Executive Committee by screening and evaluating the applications of prospective students for acceptance into the Biotechnology Program. The committee shall facilitate the processing of files acceptable candidates through departmental review and Office of Graduate Studies notification and shall monitor the progress and status of first year students.

6. Faculty and Student Awards Committee

The Faculty and Student Awards Committee shall be responsible for the nomination of faculty and students for local and national awards.

Article X: Amendments

Proposed amendments of the Bylaws shall be submitted to the Members of the Faculty of Biotechnology for approval or disapproval following either (1) approval of a motion to do so by majority vote of the Executive Committee or (2) written petition to the Executive Committee by a minimum of five Full Members of the Faculty of Biotechnology. Approval by two-thirds or more of the Full Members voting in an e-mail ballot is required to adopt amendments.

Revision History

Adopted: December 18, 2000

Amended: March 1, 2010

Amended: February 17, 2011

Amended: August 15, 2012