I. DEPARTMENTAL MISSION

The mission of the Department is to foster the pursuit and achievement of excellence in teaching and advising, research and scholarly activity, and service and outreach by its faculty, staff and students. This will be accomplished by discovery, dissemination and application of knowledge in the biomedical sciences, and by educating and training undergraduate, graduate, professional veterinary medical, and post-graduate students.

II. THE BOARD OF GOVERNORS AND THE PRESIDENT OF COLORADO STATE UNIVERSITY

The Board of Governors has exclusive power over all academic faculty personnel decisions. See the CSU Faculty Manual Section B1.4 for information on the delegation of this authority at Colorado State University.

III. DEPARTMENT ORGANIZATION/ADMINISTRATIVE STRUCTURE

A. Department Head

1. The administrative officer is designated Head and, in conformance with the Code of the University, is head of the department.

2. Duties of the Head shall be those specified in the Code of Colorado State University (Section C.2.6.2).

3. The Head shall be selected as specified in the Code (Section C.2.4.2.2.b) and Colorado State University Faculty and Administrative Professional Manual (Section E.4.3).

4. Term of office of the Head shall be 5 years in compliance with the Code (Section C.2.4.2.2.c). In the event of extreme urgency, the Head may be removed. Procedures for termination of office are outlined in the Code (Sections C.2.4.2.2.c and d).

5. The administrative office of the Head and primary departmental administrative office shall be located on the main campus.

6. The Head is an ex officio, non-voting member of all Departmental committees, unless otherwise stated.

7. The Head may appoint Associate Heads of educational programs and Directors from eligible faculty in the Department (as defined in the Manual, Section C.2.4.2.1.b).

8. To conduct departmental affairs during periods of leave, the Head shall appoint an Acting Head from among the eligible faculty. (Eligible faculty are defined in Section C.2.4.2.a-c of the Code.)

9. During the first quarter of each fiscal year, the Head shall present a summary of the department operating budget. This shall include a report of annual research revenues and expenses, including direct and indirect costs, resident instruction income, and service income and expenses. Projected expenditures and revenue for the current fiscal year will also be summarized. The Head, with input from the Advisory Committee, shall also compile an Annual Report that shall include a brief budget analysis, along with a list of faculty, their publications and grants (including annual total cost and direct cost income), and their teaching contributions. The Head shall be responsible for the equitable distribution of the budget to foster the missions of the Department. Departmental faculty shall be able to obtain analyses of individual faculty contributions in
research, teaching and service from the Facility Directors or the Head upon request

B. Associate Department Head for Undergraduate Education

1. In consultation with the BMS Advisory Committee, the Head shall appoint an Associate Head for Undergraduate Education.
2. The administrative office of the Associate Head shall be located in the primary departmental office located on the main campus.
3. The Associate Head will serve as Chair of the Undergraduate Education Committee.
4. The duties of the Associate Head for Undergraduate Education include administrative, fiscal, academic and programmatic oversight of the undergraduate major in Biomedical Sciences. Additional duties and authorities relevant to the departmental undergraduate major may be delegated by the Head to the Associate Head for Undergraduate Education.
5. The Associate Head will represent the Department at the College, University, State and National levels on matters and issues relevant to BMS undergraduate major.
6. The Associate Head will supervise the activities of departmental undergraduate advisor(s) and coordinator(s) and will coordinate student outcomes assessments with the undergraduate advisor(s) and coordinator(s).

C. BMS Facilities and Operations

1. Administrative Structure of BMS: Main Campus and Foothills Campus Operations

The Department of Biomedical Sciences consists of faculty, staff and students predominantly located in facilities on the Main CSU campus or the CSU Foothills campus. Main Campus Operations include all BMS personnel located in facilities on the main CSU campus that include but are not limited to the Anatomy/Zoology (A/Z) building and the Physiology building. Foothills Campus Operations include all BMS personnel located in facilities on the CSU Foothills Campus that include but are not limited to the Animal Reproduction and Biotechnology Laboratory (ARBL) and the Equine Reproduction Laboratory (ERL). The administrative structure of the Department recognizes that physical separation necessitates equitable allocation of resources and assessment of the unique needs of each operation relative to facilities, faculty, staff and students.

2. Administrative structure of BMS Main and Foothills Campus Operations

The BMS Main and Foothills Campus Operations shall have a Director, appointed by the Head, in consultation with the faculty. The responsibilities of the Directors shall include administrative, fiscal, academic and programmatic oversight of the Operations. The Directors shall serve as advisors to the Head on all matters related to the Department. Faculty in each operation shall develop operating procedures and mechanisms to carry out responsibilities delegated to them by the Head and Directors.

3. Definition of Faculty.

Faculty on tenure track appointment are designated as “regular” faculty (E.1, E.2) and those on non-tenure track appointment are designated as “special” faculty (E.2.1.5)

D. Departmental Staff
Departmental staff housed in Main Campus and Foothills Campus Operations shall be considered departmental employees with respect to salary, shared/back-up responsibilities and expectations. The Departmental Administrator and Operations Directors shall work together to coordinate staff responsibilities and shall make recommendations to the Head concerning personnel action and human resource matters.

E. Advisory Committee

1. Composition of the Advisory Committee:
   The BMS Advisory Committee shall be comprised of the Head, the Associate Head, the Directors of Main and Foothills Campus Operations and two faculty members from each of the two operations, elected by the faculty in those operations. The terms of service of these individuals shall be staggered so that each serves for a period of two years and both individuals from one Unit are not replaced during the same year.

2. Duties of the Advisory Committee:
   The duties of the Advisory Committee shall be to provide guidance to the Head on the establishment of departmental policy, fiscal management, general departmental affairs and long-term goals. These plans and goals shall be presented at least once annually at a scheduled faculty meeting.

3. All meetings of the advisory committee are ad hoc and may be called by the Head or any Advisory Committee member.

F. Standing Committees

The Department of Biomedical Sciences shall have the following standing committees: Curriculum Committee, Undergraduate Education Committee, Graduate Education Committee, Professional Veterinary Medical Education Committee and Frontiers in Biomedical Sciences Seminar Committee. The Head, in consultation with the Advisory Committee shall appoint the Standing Committee Chairs and the members of each committee from among the faculty of the Department. All committees shall follow the procedures found in the Code and Appendices but may establish additional operating procedures. All committees will provide the Head a written review of all activities, decisions, recommendations and business at least one week prior to the spring departmental faculty/staff meeting. Committee Chairs or a designee will be responsible for verbal presentation of this report at the spring departmental faculty/staff meeting.

1. The Curriculum Committee:
   a. consists of faculty representatives from undergraduate and graduate curricular areas, and the Chairs of the Undergraduate and Graduate Education committees who serve as ex officio members;
   b. chair will be elected by the curriculum committee at the beginning of each academic year;
   c. reviews the departmental undergraduate and graduate courses, and recommends retention of, deletion of, and/or changes in existing courses, and the addition of new courses;
   d. works with the Head to ensure appropriate evaluation of courses and peer evaluation of instructors; and
   e. reviews staffing required to teach departmental core/service courses and makes recommendations to the Head concerning current and projected teaching as a mechanism for charting teaching assignments and new faculty hires.

2. The Undergraduate Education Committee:
a. consists of the Associate Head who serves as Chair of the Undergraduate Education Committee, faculty representatives who have major responsibilities in the undergraduate education program, and the undergraduate advisor;
b. selects the outstanding BMS undergraduate from a pool of applicants graduating each semester to be recognized at graduation ceremonies;
c. works with the curriculum committee to make recommendations for revisions to the major and minor curricula;
d. makes recommendations to the Honors Program relative to policies which affect BMS undergraduates in the Honors Program; and
e. makes recommendations pertaining to selection of students to receive scholarships.

3. The Graduate Education Committee:
a. consists of faculty members representing the core academic disciplines in the department, the advisor(s) for the BMS MS-B program(s), and the graduate education coordinator who will serve as an ex officio member;
b. shall elect a Chair at the beginning of each academic year;
c. is responsible for oversight of the departmental graduate programs, including review and evaluation of applications for their specific areas of concentration (procedural details are found in the Graduate Student Document);
d. prepares updates for the Graduate Student Document;
e. oversees annual reviews of progress of all graduate students;
f. provides a venue for faculty to raise issues of general concern regarding graduate education and training; and
g. will have oversight of the graduate education coordinator

4. The Professional Veterinary Medical Education Committee:
a. consists of faculty representatives from PVM curricular areas;
b. reviews departmental participation and teaching needs in the PVM curriculum;
c. interfaces with the College Veterinary Curriculum Committee; and
d. analyzes and facilitates requests for PVM teaching-related resource needs

5. The Frontiers in Biomedical Sciences Seminar Committee:
a. shall have a Chair appointed by the Head,
b. consists of four faculty representatives and two graduate students representing the Main Campus and Foothills Campus Operations;
c. will seek additional representation from the Cell and Molecular Biology Program, the Molecular, Cellular, and Integrative Neuroscience Program and the Animal Reproduction and Biotechnology Laboratory as appropriate.
d. the committee shall select one speaker for fall term and one speaker for spring term;
e. speakers of international prominence will be sought to highlight recent advances in Biomedical Sciences.

G. Promotion and Tenure Committee
1. The composition, duties, and procedures of the Promotion and Tenure (P&T) Committee are described in Appendices II and III.
2. Appendix II describes procedures for promotion of tenured faculty and of non-tenure track faculty.
3. Appendix III contains:
a. criteria for evaluating candidates for combined promotion and tenure;
b. a description of the P&T sub-committee that is responsible for assembling documentation for these candidates; and
c. duties and procedures to be used by the P&T Committee for evaluating candidates for combined promotion and tenure decisions.
H. Departmental Meetings
1. Departmental meetings shall be held at least once per semester during the academic year. For regularly scheduled meetings, an agenda shall be distributed at least five working days in advance of the meeting. Departmental meetings also may be called at the discretion of the Head or the Advisory Committee.
2. The Head, or his/her designee, chairs departmental meetings, except for meetings to consider removal of the Head.
3. For all votes excluding Code and P&T decisions, eligible voting members at departmental meetings shall include all regular appointment faculty who hold the rank of assistant professor or above and who have held an appointment in the department for at least one year, and special appointment faculty who have major teaching responsibilities and have held an appointment for 5 years or longer. Faculty with voting rights in another department may not vote in the Department of Biomedical Sciences.
4. For all substantive decisions of the faculty, or upon request by any faculty member, voting shall be by secret ballot.
5. For business previously announced in writing five days in advance, a quorum consists of a simple majority of all eligible voters. For business not previously announced, a quorum consists of two-thirds (2/3) of all eligible voters.
6. Slides and other meeting materials shall be provided to all faculty and staff and the Office of the Dean following each meeting.

I. Graduate Advising
1. Any regular faculty member at the rank of Assistant Professor or above may serve as a member of any graduate committee.
2. An Assistant Professor who has not previously served on a graduate student committee for a successful PhD candidate may serve as the Major Advisor for Ph.D. students only with the assistance of a Co-Advisor who is either an Associate Professor or Professor in the Department and who has served previously as a Major Advisor.
3. Faculty with special appointments may serve as members of graduate committees, but there shall be no more than two special faculty members per graduate committee.
4. As required by the Graduate and Professional Bulletin, the makeup of the graduate committee must be approved by the Head.

IV. PROCEDURE FOR SELECTION OF REGULAR FACULTY MEMBERS FOR OPEN POSITIONS
A. The Head shall announce open positions to the faculty. After consulting with the Advisory Committee, the Head shall then appoint a Search Committee comprised of at least three eligible faculty from within the department and one from outside the department. The Chair of the Search Committee is appointed by the Head. The Head and Search Committee prepare a job description, which after approval by the Office of Equal Opportunity, is advertised nationally in appropriate publications (as described in the Manual).
B. The Search Committee shall prepare a list of criteria for evaluating candidates prior to initiating the evaluation process. After the application deadline, the Committee evaluates the candidates and prepares a short list of the most qualified candidates (5 to 10). This list is submitted to the Head for additional comment. The committee may utilize additional means to narrow the list, as requested by the Head.
C. The Search Committee and Head select the list of candidates who, after approval by the Office of Equal Opportunity, are invited to the University for personal interview. Each candidate shall present at least one public seminar and meet individually with departmental faculty and appropriate outside faculty and administrators.
D. The Search Committee shall seek comments and advice from all faculty members in the department during the search process. Comments shall be obtained using an evaluation form approved by the Office of Equal Opportunity. Upon receipt of the candidate evaluation forms,
the Search Committee will formulate a summary of the strengths and weaknesses of those interviewed and present it to the Head, who will relay it to the faculty. Following receipt of this document, a meeting of Departmental voting faculty (see III.H.3, above) shall be convened to discuss the candidates. The faculty will make recommendations to the Head as to the acceptability/suitability of the candidates.

E. Upon consideration of the faculty recommendations, the Head shall select the new faculty member, obtain approvals mandated by University policy, and, in conjunction with the Dean of the College, engage in negotiations for appointment.

F. At appointment, the Head and Dean shall define, in writing, the conditions and expectations for each new faculty member and shall provide him/her with copies of the Departmental Code (including Appendices), the College General Guidelines for Tenure and Promotion, and the Guidelines for Evaluation of Performance (Appendix I, this code; Section E.10, University Manual).

G. The Head shall also develop a mentoring plan appropriate to the candidate and consistent with the Departmental Mentoring Guidelines.

V. PROCEDURES FOR SELECTION, EVALUATION, AND REAPPOINTMENT OF SPECIAL OR TEMPORARY FACULTY MEMBERS: Special Appointments and Temporary Appointments are as described in the University Code (Sections E.2.1.5 and E.2.1.6., respectively).

A. Any eligible faculty member may recommend a candidate for consideration as a special appointee or temporary appointee.

B. The Head, in consultation with the Advisory Committee, shall evaluate the qualifications of the candidate and determine if the candidate should be offered a special or temporary appointment.

C. A special appointment is for a period of up to 12 months, with reappointments considered annually by the Head unless the faculty member has been a member of the faculty for 5 years or longer (See Appendix I.IV). The department is not obligated to provide salary support either during the period of initial appointment or during any subsequent extension of the appointment.

D. At appointment, the Head and sponsoring faculty member shall define, in writing, the conditions and expectations for each new special appointee or temporary appointee. The Head shall provide him/her with copies of the Departmental Code, the Department Mentoring Guidelines, the College General Guidelines for Tenure and Promotion, and the Departmental Guidelines for Evaluation of Performance (Appendix I, this code; Section E.9, 10, 11, 12, 13, University Faculty Manual).

E. Special Faculty shall be considered for promotion using the same procedures and policies as for tenure track faculty.

F. For Special Appointment teaching faculty, the faculty member and teaching supervisor shall suggest and the Head shall appoint a Mentoring Committee designed to meet the needs of the faculty member. The teaching supervisor and Mentoring Committee will review the annual performance of the faculty member according to procedures described in Appendix I. A written recommendation for renewal or termination of contract prepared by the Head shall become part of the personnel file of the Special Appointment teaching faculty member.

G. For Special Appointment research faculty, the faculty member and sponsoring supervisor shall suggest and the Head shall appoint a Mentoring Committee designed to meet the needs of the faculty member. Evaluation of performance shall be based on the job description in effect at the time of annual evaluation, and shall be performed by the sponsoring faculty member, with additional input from the faculty Mentoring Committee, and by the Head, as described in Section D above. The evaluation shall be conducted according to procedures described in Appendix I. A written recommendation for renewal or termination of contract prepared by the Head shall become part of the personnel file of the Special Appointment research faculty member.
VI. STUDENT APPEALS
A Student Appeals Committee, consisting of two faculty members from within the department and one outside faculty member who shall serve as the voting chair, shall be appointed by the Head on an ad hoc basis, as needed.
A. Students may appeal grading decisions by an instructor by using procedures outlined in Section I.7 of the Manual.
B. Students may appeal allegations of violations of the Academic Integrity Policy (see the CSU General Catalog) by using procedures outlined in Section I.7 of the Manual.
C. Students may appeal dismissal from the departmental graduate program by following the grievance procedure approved by the Graduate School (Handbook on Graduate Study) and Faculty Council.

VII. DEPARTMENTAL CODE
A. In accordance with Section C.2.4.2.1.k of the Manual, the Departmental Code shall be reviewed in the year prior to the end of each term of the Head and at other times as requested by voting faculty.
B. Amendments to the Departmental Code may originate from any eligible Departmental faculty member. The Amendment shall be submitted in writing to the eligible faculty at least 10 working days in advance of its formal consideration. All amendments shall require a two-thirds majority vote of the eligible faculty members. Per the University Code (C.2.4.2), faculty members eligible shall include all those who satisfy all of the following qualifications: a. In residence at the University or on sabbatical leave; b. Completion of at least one (1) year of service at the University as regular, regular part-time, or transitional appointee with the rank above that of instructor or equivalent; c. Administratively responsible to the head of the department in question.

VIII. DEPARTMENTAL SELF-EVALUATION:
Consistent with section C.2.4.2.2.d. of the Manual, a departmental self-evaluation shall be conducted at least every seven years.
A. The Self-Evaluation Committee shall consist of four or five eligible faculty members, excluding the Head. Based on input from the Advisory Committee, the Head shall appoint the Committee and a chairperson for the Committee.
B. The Committee report shall be presented to, and discussed by the eligible faculty before preparation of the final report and its submission to the Dean. The Committee report shall be presented to the eligible faculty in January of the academic year when the evaluation was made and subsequently transmitted to the Dean of the College. Thus, the Committee report, and any subsequent external review thereof, will be available to the Dean for use in the selection of a Department Head (C.2.4.2.2.b, University Code).
D. The self-evaluation report shall review the Departmental code; summarize teaching and advising, research and scholarly activity, and service and outreach of the Department; evaluate Departmental administration; present approaches for correcting deficiencies; chart a course for the next several years; review the distribution of faculty positions among the several sub-disciplines; and review the allocation and expenditure of Departmental funds during the period of review.

IX. ANNUAL EVALUATIONS OF REGULAR FACULTY
Consistent with Section E.12 of the Manual (Performance Reviews), all faculty members shall be evaluated annually by the Head, as described in Appendix I.
APPENDIX I
TO THE CODE OF THE DEPARTMENT OF BIOMEDICAL SCIENCES
PROCEDURE FOR ANNUAL EVALUATION OF FACULTY BY THE DEPARTMENT HEAD
Revised 7/1/2012

I. ANNUAL EVALUATIONS OF REGULAR FACULTY

A. Consistent with Section E.11, Performance Expectation for Tenure, Promotion and Merit Salary Increases of The Academic Faculty and Administrative Professional Manual (hereinafter referred to as “Manual.” all faculty members shall be evaluated annually by the Head. Consistent with section C.2.5 of the University Code (Evaluation of Performance of Faculty), the Department Head shall:

1. Call upon each faculty member to submit a written report of professional activities for the prior calendar year, using the standard Faculty Activity System (FAS) form (or its replacement).
2. Review the annual activity reports and evaluate the performance of each faculty in the categories of teaching and advising, research and creative activities, service, and the role of the faculty member in fulfilling departmental missions.

B. Information Database

1. Each faculty member shall provide data required by the College Data Base.
2. In the calendar year, Departmental staff shall distribute a copy of appropriate portions of the draft Annual Report for the preceding calendar year to each faculty member. Each faculty member shall review this material for errors or omissions, supply appropriate information, and return the annotated draft to the Departmental office by the date specified by the Head. The penultimate version of the Annual Report shall be prepared shortly thereafter.
3. Each faculty member shall provide copies of appropriate portions of all grant applications and notices of award of funds to the Head. Other information to be provided shall include an updated CV to be maintained in Departmental files. The faculty member shall verify all data in the Faculty Activity System (FAS) and Annual Report.

C. The Evaluation Process for Regular Faculty

1. Annually, the Head shall review each faculty member’s duties and assignments and provide a written synopsis of the assignment for the coming year (see Section E.11 of the Manual).

D. Criteria to be considered in the Annual Evaluation

1. Teaching in didactic courses and mentoring of undergraduate, graduate and postdoctoral students are important activities. Evaluation of teaching is expected and it is the responsibility of the instructor/course director to gather the information through peer and student course surveys.
2. Research and creative scholarly activity shall be documented in the FAS and Annual Report for the Department. Success in solicitation of intramural and extramural support for students and other research, publications in refereed journals, recognition by others through invitations to present seminars or substantial talks outside the University, and the self-analysis prepared by the faculty member will be considered. Due consideration will be given to the stature of journals in which papers are published, and the individual faculty member’s role in each publication. The relative importance of research in the overall evaluation will depend on the approximate percentage effort allocated to research and creative scholarly activity.
3. Service activities will be evaluated by willingness to accept various assignments, as well as level of contribution to committees or other service activities and to faculty
mentoring activities. University, public, and professional service activities are important. The individual faculty member is responsible for documenting service, and special achievements should be noted in his/her FAS.

4. Contributions to diversity goals, maintenance of a workplace free of drugs or sexual harassment, and other features may also be considered in the annual evaluation.

5. The annual evaluation of faculty performance will cover a calendar year.

E. Conference to review the Head’s annual evaluation of the faculty member

1. Each year, the Head shall conduct a conference to review the Head’s annual evaluation of the faculty member. The Head shall provide a written summary evaluation for each tenure-track faculty member at least one week before the conference.

2. During the Conference, the Head shall review concerns or goals spelled out during the previous year’s annual evaluation; and address any concerns regarding the data in the faculty member’s yearly summary. The head will attempt to define quality in each area of review; evaluate progress of each graduate or postdoctoral student mentored by the faculty member; evaluate progress and deficiencies in teaching, research or service activities; review plans for future teaching, research and service activities; include a specific discussion of teaching assignments for the coming 1-2 years; consider limitations or frustrations affecting faculty performance; consider positive features of recent performance and interactions with others; and consider any other elements deemed appropriate by the faculty member or Head.

3. Within two weeks following the conference, the Faculty member may provide a written rebuttal to any section of the Summary Annual Evaluation. Likewise, the Head may amend the written summary. The written Summary and Rebuttal (if any) shall be signed by the Head and the Faculty member, solely to document that the annual evaluation conference had been conducted. The Head’s Summary Evaluation and rebuttals (if any) shall be placed in the faculty member’s personnel file, and copies of both shall be forwarded to the Dean of the College in time to meet his/her deadline.

F. A grievance between a faculty member and the Head in regard to evaluation of performance shall be handled as outlined in the Manual (Section K).

II. PROCEDURE FOR REVIEW AND RECOMMENDATIONS FOR REAPPOINTMENT OF NON-TENURED REGULAR FACULTY MEMBERS

Prior to annual evaluation of non-tenured regular faculty members for contract renewal (Section C.2.5, University Code; Section E.6, Manual), the Head shall solicit information from the promotion and tenure committee of the Department regarding the performance of each non-tenured regular faculty member. The performance evaluation shall be based on the duties described in the original appointment letter, as revised in subsequent performance evaluations. The head and the faculty member on probationary status shall discuss at least once annually prior to making a decision on tenure, the progress being made toward tenure and any adjustments which may be necessary. A written report summarizing the progress towards tenure shall be provided to the faculty member and the dean. (E.10.3).
III. PROCEDURE FOR REVIEW AND RECOMMENDATIONS FOR REAPPOINTMENT OF SPECIAL APPOINTMENT RESEARCH FACULTY

The special faculty member shall provide information as described in Section IB of Appendix I. The Head shall solicit information from the sponsoring faculty member and the Mentoring Committee regarding this evaluation. The performance evaluation shall be based on the duties described in the original appointment letter, as revised in subsequent performance evaluations. The Head shall consult with the sponsoring faculty member about availability and commitment of resources. Based on this information, the Head shall prepare an annual evaluation as described for regular faculty, make the final decision and formally notify the special appointee of the decision on reappointment.

IV. PROCEDURE FOR REVIEW AND RECOMMENDATIONS FOR REAPPOINTMENT OF SPECIAL APPOINTMENT TEACHING FACULTY

The special teaching faculty member shall provide information as described in Section IB of Appendix I. The Head shall also solicit information from the Mentoring Committee. The performance evaluation shall be based on the duties described in the original appointment letter, as revised in subsequent performance evaluations. Based on this information, the Head shall prepare an annual evaluation as described for regular faculty and make the final decision. In the case of full-time special appointment teaching faculty who have retained continuous appointment for five or more years, a formal reappointment letter is not required unless there is an anticipated change in appointment status. For all others, the Head will formally notify the special appointee of the decision on reappointment.
I. PROCEDURE FOR REVIEW AND RECOMMENDATIONS OF FACULTY MEMBERS FOR PROMOTION IN RANK (excluding combined promotion/tenure decisions; see Appendix III)
A. The general guidelines for acquiring tenure and the guidelines for promotion in rank are set forth in the Manual, E.11,12,13),
B. For decisions regarding promotion, the Promotion and Tenure (P&T) Committee shall be composed of all tenured faculty who are above the current rank of the person being evaluated. The Chair and Co-chair of the P&T committee shall be elected from the list of regular faculty in the Department of Biomedical Sciences with the rank of professor. The faculty member receiving the most votes will serve as chair and the faculty member from the division different from the elected Chair receiving the second greatest number of votes will serve as co-chair. The two divisions will consist of the Foothills Campus Division and the Main Campus Division. The Co-chair will assume the Chair the following year at which time another vote will be taken to elect the Co-chair from the division different from the previous Chair. A quorum for the P&T Committee is defined as 2/3 of eligible voters, and a 2/3 majority of voting members is required for recommendation for promotion.
C. The P&T Committee shall evaluate faculty members annually in one of two categories:
   1. a general review of progress for faculty who will require a comprehensive evaluation within 3 years. The general reviews should assess the individual faculty member’s accomplishments and qualifications in the areas of teaching, research, service, and outreach, and should note any perceived deficiencies and propose goals to be attained to achieve reappointment (for non-tenured track faculty) and for progress toward promotion.
   2. a comprehensive evaluation in the third year of a tenure-track faculty member’s appointment or for a non-tenure track faculty member who requests to be evaluated, or for whom a comprehensive evaluation is requested by the Head.
D. Comprehensive evaluation for consideration for promotion
   1. The Head or an individual faculty member may initiate a request for a comprehensive evaluation for consideration for promotion.
   2. At the beginning of the Fall semester prior to the actual promotion exercise that is to be completed the following year, the Head shall review, with the Chair of the P&T Committee, the status of all faculty who are eligible for promotion. The Head shall inform the P&T Committee of those requiring and/or requesting a comprehensive evaluation.
   3. An individual who will require a comprehensive evaluation shall present a Departmental seminar within 12 months’ prior to the final submission of the P & T Committee’s report to the Department Head.

II. GENERAL REQUIREMENTS FOR PROMOTION
The following factors will be used when considering promotion from Assistant to Associate Professor or Associate Professor to Professor. Written documentation is important.
A. Teaching
1. **Promotion to Associate Professor:** The individual must have demonstrated the ability to present knowledge effectively to students at the undergraduate and/or graduate level in a formal classroom setting. In addition, teaching ability may be documented by instructing undergraduate or graduate students in research techniques, and advising undergraduate, graduate, or veterinary students.

2. **Promotion to Professor:** The individual must have provided evidence of continued excellence in teaching, such as innovation in courses. The individual must have supervised the programs of doctoral students.

**B. Research**

1. **Promotion to Associate Professor:** The individual must have demonstrated the ability to direct a productive research program on a sustained basis. Receipt of extramural funding as a Principal Investigator, prompt publication of research results in refereed scientific journals, and the direction of student study and research are evidence of productive research and indicate ability to function as an independent scholar. The quality and impact of the publications provided by the individual being evaluated will be considered by the Committee.

2. **Promotion to Professor:** An individual must have a contemporary and independent identity at the national and, optimally, international level as a major contributor in his/her field of specialization, as evidenced by peer evaluation, service on grant review panels and editorial boards, and lecture invitations. Continued leadership of a group devoted to the pursuit of knowledge and ongoing receipt of extramural research support is an important consideration.

**C. Service**

Service-related activities tend to increase in importance and number of assignments as an individual proceeds to a higher rank. Willingness to accept various assignments will be taken into consideration as being a contribution to the Department, the University and the scientific community. Two forms of service-related activities are considered:

1. **University and Public Service** include service to the College and University in the form of assistance in governance; service on Department, College or University committees; service to State or Federal government or to the scientific community in the form of membership in groups reviewing or making funding recommendations for competitive grants; and reviewing of manuscripts.

2. **Professional Service** includes participation in professional societies by organization of symposia, service on committees, or holding office; provision of professional services to the public in University sponsored clinics or laboratories; or organization of, or instruction in, short courses, continuing education, or other outreach activities to transfer knowledge or techniques to fellow professionals or citizens in general.

**III. PROCEDURE AND SCHEDULE FOR CONSIDERATION FOR PROMOTION**

**A.** By July 1, in the year in which the formal application for advancement is completed, a faculty member who is to receive a comprehensive evaluation shall provide to the Chair of the P&T Committee the names and addresses of no more than 8 individuals qualified to evaluate his/her contributions in teaching, research and/or service. The individual being evaluated also may list up to 3 individuals who shall not be contacted. Based on this list(s) and its knowledge of eminent peers, the committee shall select individuals from whom to request an evaluation; all reviewers must be external to the University and no more than 50% of the reviewers shall be selected from the candidate’s list of suggested reviewers. The Chair of the P&T Committee shall send each of these evaluators a list of 4-8 specific questions to focus the response; one question should request evaluation of the significance of the three most important publications so identified by the candidate. To be reviewed, evaluation letters must
be received by September 15. Letters shall be maintained in a file separate from the
dossier for reasons of confidentiality

B. The faculty member being considered for promotion shall ensure that his/her dossier is
complete, is as informative as possible, meets University requirements, and is
presented to the P&T Committee Chair and the Head by September 15th (or other date
specified by Head). The Head shall provide guidance in preparing the dossier and
other documents per University Guidelines (refer to Provost’s website which contains
Promotion and Tenure Application Form)

C. The Chair of the P&T Committee shall provide a Report to the eligible faculty,
documenting and evaluating the quality and quantity of achievements by the individual
faculty member being evaluated. The Chair of the Departmental P&T Committee shall
moderate a meeting to consider recommendations to grant or deny promotion for each
faculty member who underwent a comprehensive evaluation. The Head should not
attend these meetings and should not vote as a faculty member. After discussion at
the meetings, a vote by secret written ballot will be taken to either support or not
support the granting of promotion. Faculty not able to attend the meeting may vote in
absentia by written ballot provided to the Chair of the P&T Committee prior to the
meeting. If faculty do not attend and do not provide a written ballot to the Committee
Chair, they will be recorded as non-voting faculty. A 2/3-majority vote (of cast ballots,
excluding abstentions) of support is required for a recommendation from the faculty to
promote in rank. The number of abstentions and non-voting faculty will be noted in the
final report. Each faculty member voting against the majority decision is required to
provide information to the Committee as to the basis for his/her vote and must sign
their statements. This information shall be included as the minority report of the
dossier. If recommendations are made to promote in rank, the Chair of the
Departmental P&T Committee shall prepare the forms necessary to accompany the
final Dossier to the College and University levels.

The P&T Committee shall provide the pertinent Report, with any minority report(s), to
the Head by October 1st. The Head shall provide this Report to the individual under
consideration for promotion. That individual will have 7 calendar days to provide any
additional materials for his/her Amended Dossier to the Committee at which time the
Department Head will present the Dossier to the members of the Advisory Committee
who are eligible to review the Dossier. The letter of transmittal and Amended Dossier
shall not become part of that faculty member’s permanent record and will not be
available to future Committees unless a recommendation is advanced from the
Department to the College level.

D. The Head shall write a review and either endorse the faculty action or recommend
reversal. The review will be incorporated into the Amended Dossier, which will then be
transmitted with copies of the letters of evaluation to the Dean, by October 29th (or the
date specified) for further action. After the meetings and vote of appropriate faculty, the
Head may overrule a recommendation only for compelling reasons, which must be
stated in writing to the recommending body and to the faculty member being evaluated
(Section E.10.5.1, in the Manual). Documentation forwarded to the Dean will include
the tally of the votes from the P&T Committee.
APPENDIX III
THE TENURE PROCESS IN THE DEPARTMENT OF BIOMEDICAL SCIENCES
Tenure Procedures
Revised 7/1/2012

I. THE GENERAL POLICIES AND PROCEDURES FOR EVALUATING CANDIDATES FOR TENURE ARE AS DESCRIBED IN SECTION E.10, 11, 12 OF THE UNIVERSITY FACULTY/STAFF MANUAL.

A. Guidelines for annual evaluations not leading to recommendation to grant or deny tenure are as described in Appendix I of the Departmental Code.

B. For all tenure decisions, including combined promotion/tenure decisions, the Promotion and Tenure Committee (P&T Committee) shall consist of all tenured faculty of the Department of Biomedical Sciences.

C. The Chair and Co-Chair of the P&T Committee shall be at the rank of Professor and be elected as described in Appendix I.

II. NOMINATION FOR CONSIDERATION OF TENURE

A. When the Head believes that the criteria for tenure have been met, and with mutual consent of the faculty member, the Head nominates the candidate for evaluation for granting of tenure, as described in Section E.10.5 of the Manual.

B. Should mutual consent between the faculty member and the Head not be achieved as to the timing of the tenure nomination, the faculty member may initiate his/her own nomination for a tenure review by written request to the Chair of the P&T Committee and a subsequent two-thirds (2/3) majority approval of the P&T Committee to undertake the review. This approval shall be communicated in writing to the candidate and to the Department Head.

III. TENURE REVIEW PROCESS

A. Two primary factors weigh heavily in the tenure evaluation process -- teaching and research/scholarly activity. General requirements are that the nominee must demonstrate a continuous record of excellence in one of those two categories and a record of competence or higher in the other category. When appropriate, additional consideration may be given to the amount and quality of service to Department, College and University. Excellence in teaching may be documented by formal peer evaluations of lectures and demonstrations, student evaluations, and teaching awards. The committee will consider the level of the courses taught, the quality and thoroughness of preparation of lecture materials, and the depth and manner of presentation.

B. Evidence for excellence in research and scholarly activity may include (as examples) number, quality, and impact of publications in peer-reviewed scientific and technical journals, obtaining and renewing funding from national and federal agencies based on peer review, presentation of invited seminars at national and international meetings, membership on national review boards and editorial boards, and authorship of textbooks and electronic publications that are adopted by other institutions.

IV. PROCEDURE AND SCHEDULE FOR EVALUATING A FACULTY MEMBER FOR
TENURE

A. Following nomination and agreement by the P&T Committee to conduct the tenure review, and by early July (See Appendix II, Section III), the nominee must provide the Chair of the P&T Committee the names and addresses of up to 8 individuals qualified to evaluate his/her contributions in teaching, research and/or service. The nominee also may list up to 3 individuals who shall not be contacted. Based on this/these list(s) and its knowledge of eminent peers, the P&T committee shall select individuals from whom to request evaluations. All reviewers must be external to the University unless there are compelling reasons (close collaborator providing evidence of relative contributions) The chair of the P&T Committee shall send each of these evaluators a list of 4-8 specific questions to focus the response. One question should request evaluation of the significance of the three most important publications so identified by the candidate. To be reviewed, evaluation letters must be received by September 15. Letters shall be maintained in a file separate from the dossier for reasons of confidentiality.

B. The faculty member being considered for tenure shall ensure that his/her dossier is complete, presents a seminar within 12 months' of the deadline for final dossier submission to the Department Head, is as informative as possible, meets University requirements, and is presented to the Chair of the P&T committee and Head by September 15th.

C. The Chair of the P&T Committee shall provide a written Report documenting and evaluating the quality and quantity of achievements by the individual faculty member being evaluated. This Report will include recommended actions separately addressing tenure and promotion as appropriate, and should include minority report(s) prepared anonymously by any dissenting member(s). The Chair of the P&T Committee shall provide the pertinent Report, with any minority report(s), to the Head by October 1st. The Head shall provide a copy to the individual under consideration for promotion or tenure. The Nominee will have 7 calendar days to provide to the Chair of the P&T Committee any additional materials for his/her dossier. By October 15 this “Amended Dossier” or final Dossier shall be made available in the Departmental Office for review by the Departmental eligible members of the Advisory Committee.

V. VOTING; MAJORITY AND MINORITY REPORTS

A. The Chair of the P&T Committee shall moderate meetings to consider recommendations to grant or deny tenure, with or without accompanying recommendation for promotion. The Department Head shall not attend these meetings and shall not vote as a P&T Committee member. After discussion at the meetings, a vote by secret ballot will be taken to either support or not support the granting of tenure P&T Committee members not able to attend the meeting may vote in absentia by sealed written ballot presented to the Chair of the P&T Committee prior to the meeting. If faculty do not attend and do not provide a written ballot to the Committee Chair, they will be recorded as non-voting members.

B. Voting to recommend or deny tenure requires the presence of a quorum, defined here as equal to or greater than 2/3 of the members of the P&T Committee.

C. A recommendation to grant tenure requires a two-thirds (2/3) majority of voting members (of cast ballots, excluding abstentions) of the P&T Committee.
D. The number of abstentions and non-voting faculty will be noted in the final report. Each faculty member voting against the recommendation is required to provide information to the Committee as to the basis for his/her vote. This information shall be included as the minority report of the dossier and must be signed by the faculty member voting against the recommendation for tenure. If recommendations are made to grant tenure, the Chair of the P&T Committee shall prepare the forms necessary to accompany the Amended Dossier to the College and University levels.

E. The Chair of the P&T Committee shall prepare a letter of transmittal describing the recommended action. This letter shall include a tally of the faculty vote, with the number of abstentions noted, and a summary of majority and minority views expressed by the faculty, if available. This letter, together with the candidate’s Dossier, shall be provided to the Head by October 1st or date specified by the Head. The letter of transmittal and Amended Dossier shall not become part of the nominee’s permanent record and will not be available to future Committees unless a recommendation is advanced from the Department to the College level.

F. The Head shall write a review and either endorse the faculty action or recommend reversal. The Head may overrule a recommendation only for compelling reasons, which must be stated in writing to the recommending body and to the faculty member being evaluated (Section E.10.5.1 (Manual)).

G. The review by the Head will be incorporated into the Dossier, which along with copies of letters of evaluation, shall be transmitted to the Dean by October 29th or date specified. Documentation forwarded to the Dean will include the tally of the votes from the P&T Committee.

H. Nominees may appeal reversal of tenure recommendations at any stage of the tenure process according to criteria established in Section E of the Manual.
This document describes policies and guidelines pertaining to graduate students in the Department of Biomedical Sciences and is not intended to supplant information in the Graduate and Professional Bulletin. Students are expected to be familiar with policies of the Department and Graduate School that affect their education. This document is organized as follows:

I. Graduate Degree Programs
II. Requirements for the Ph.D. Degree
III. Requirements for the M.S. Degree

I. Graduate Degree Programs

The Department of Biomedical Sciences offers M.S. and Ph.D. degrees. For a more detailed description of the types of degrees and their requirements, consult the Graduate and Professional Bulletin.

Each of the graduate degree programs and the requirements leading to conferring the advanced degree are described in this document. This document refers to the following Graduate School (GS) Forms that the student may be responsible for completing during the course of his/her training and with which students are required to become familiar:

- Program of Study (GS Form 6)
- Petition for Change in Committee (GS Form 9A)
- Report of Preliminary Examination (GS Form 16)
- Report of Final Examination (GS Form 24)
- Application for Graduation (GS Form 25)

A. Responsibilities and Scholastic Standing

Responsibilities of a graduate student to the Department and University include, but are not limited to, those outlined in the Graduate and Professional Bulletin under the section on “Student Rights and Responsibilities”.

Good academic standing requires satisfactory progress in the overall graduate program. A student’s individual Graduate Committee shall render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily course work alone. For Ph.D. candidates this shall include an evaluation of their progress in their dissertation project. A positive judgment is required to remain in good academic standing. University scholastic standards for graduate students are detailed in the Graduate and Professional Bulletin.

Students must maintain a cumulative G.P.A. of 3.0 or better to remain in good academic standing (this cumulative G.P.A. is calculated separately for regular and overall course work; the student must maintain a 3.0 in each separate category). The student whose cumulative G.P.A. falls below 3.0 will be placed on academic probation by the Graduate School. The student placed on such probation has one semester to regain good academic standing by raising his/her
cumulative GPA to 3.0 or will face dismissal from the program. A grade of lower than "B" in any core course places a student on Departmental probation and may be cause for termination (receiving a "B-" in a core course requires that the student retake the course). Students placed on Departmental probation will be given the opportunity to regain good academic standing by retaking the course in which they received a grade of lower than "B" and passing the course with a grade of "B" or better. The student's graduate committee may recommend the amount of time that the student will be allotted to regain his/her good academic standing. A grade of Unsatisfactory ("U") on thesis, dissertation or independent study courses within the Department may be cause for termination from the program.

B. Evaluation of Graduate Student Progress

Within one month of submitting the GS Form 6 and annually thereafter by November 1, each student shall provide an annual Progress Report to the Graduate Education Committee. Each student shall fill out the Progress Report form provided to them, schedule a meeting with his/her graduate committee and obtain signatures from his/her committee members and advisor indicating that the student is, or is not, making satisfactory progress. A determination by the student's graduate committee that he/she is not making satisfactory progress shall result in the student being placed on departmental probation by his/her graduate committee. A positive judgment is required for the student to remain in good academic standing. For the initial Progress Report submitted within one month of filing the GS Form 6, the individual committee members can sign off on it without a face-to-face committee meeting. However, in subsequent years, the student shall plan on meeting with his/her committee in conjunction with submitting the Progress Report.

The Progress Report shall be submitted to the Graduate Coordinator, who will refer it to the Chair of the Graduate Education Committee in the instance of "unsatisfactory progress." If the student's graduate committee determines that there is "unsatisfactory progress" and the Graduate Education Committee determines that "satisfactory progress cannot be anticipated," they will advise the Head of the Department of this determination and may recommend immediate dismissal of the student from the Graduate School. The Head may approve this action and must then refer it to the Dean of the Graduate School for final action. If there is a conflicting determination by the student's graduate committee and the Graduate Education Committee, the conflict shall be resolved by the Head.

If at any time an advisor wishes to terminate his/her association with the student, the advisor must inform the student and student's committee of this intent, following consultation with the Graduate Education Committee and the Head of the Department about this decision, before the student's affiliation with the advisor's laboratory is terminated.

If an advisor resigns from the Department, a student may request that the Department Head attempt to place the student with another advisor within the Department.

If a graduate student wishes to discontinue his/her association with an advisor, it is the student's responsibility, in consultation with the Graduate Education Committee or the Head of the Department, to secure a commitment from another faculty member to become the advisor. If another advisor is not available and the student does not make adequate progress toward the degree, the student will be dismissed from the departmental graduate program.
C. Academic Dishonesty

All graduate students are held to the highest of ethical academic standards. Any substantiated form of academic dishonesty, including but not limited to cheating, plagiarism, or falsification of data, will be cause for a written recommendation by the Graduate Education Committee for immediate dismissal. Such recommendation will be referred to the Head for approval and the Dean of the Graduate School for final action. Our department adheres to the Academic Integrity Policy of the Colorado State University General Catalog, the Student Conduct Code, and the Graduate and Professional Bulletin.

D. Student Appeals

Students may appeal grading decisions by an instructor by using the "Graduate School Appeals Procedure" outlined in the Graduate and Professional Bulletin.

Students may appeal allegations of violations of academic dishonesty by using existing "Graduate School Appeals Procedures" outlined in the Graduate and Professional Bulletin.

E. Work policy for GTAs and GRAs

When a graduate student receives financial support through a Graduate Research Assistantship (GRA) or a Graduate Teaching Assistantship (GTA), the department expects that 50% of his/her effort is as an employee and 50% is as a student. This means that 100% of his/her effort shall be devoted to graduate training and GTA/GRA duties. Students with GTAs or GRAs who are seeking outside employment should obtain approval from the student’s graduate committee and the Department Head prior to accepting such a position.

F. Continuous Registration

Consistent with University regulations, all graduate students in residence are required to be continuously enrolled (Fall and Spring semesters) in their degree programs. In addition, students must be registered during the semester in which they officially graduate. Students may fulfill this requirement by registering for any graduate-level course (regular or non-regular) or, if eligible, may select Continuous Registration (CR) status. Graduate students eligible for CR are:

- M.S. students who have completed all regular coursework for the approved program of study
- M.S. and Ph.D. students who have interrupted their studies
- Ph.D. students who have almost completed the dissertation, for whom the completion and defense of the dissertation is the only activity to be undertaken

University policies on Continuous Registration are found in the Graduate Study section of the Graduate and Professional Bulletin.
II. Requirements for the Ph.D. Degree

Applicants to the Ph.D. graduate program can be nominated by their prospective advisor. Approval for admission to the Ph.D. graduate program is made by the Graduate Education Committee, after receiving input from appropriate faculty members. Admission is dependent upon the following criteria: the applicant should have graduated from an undergraduate or professional degree program with a grade point average (G.P.A.) of 3.0 or better; have completed the GRE, MCAT or qualified for Track II admission; and have completed the TOEFL (Test of English as a Foreign Language) exam with a score >550 ( >213 if computer-based; >80 if internet-based) if the applicant is a foreign student. Admission with an undergraduate G.P.A. less than 3.0 is possible by written petition of the Graduate School by the Graduate Education Committee, containing sufficient justification as to why the applicant should be admitted.

Required coursework for the Ph.D. degree is initially determined by the student's advisor. The final program of study is determined by the advisor and the student's graduate committee.

A minimum of 72 credits is required for the Ph.D. degree. Of these, 21 credits must be earned in courses at or above the 500-level. A cumulative GPA of ≥3.0 in both regular and overall coursework must be maintained to remain in good academic standing. Qualified students are admitted to this program with the understanding that they must fulfill all the requirements for a Ph.D. degree.

It is recommended that students formally select an individual graduate advisory committee by the end of the first year; it is required by the end of the third semester. At this time the student shall file a Program of Study (GS Form 6) with the Graduate School. The Program of Study is a summary of academic planning and provides a formal statement of what is to be done for the degree. Additionally, the GS Form 6 includes the formal identification of the student's graduate advisory committee. Students who enter the department after completion of the Molecular, Cellular and Integrative Neurosciences (MCIN) Program must file their GS Form 6 during their first semester as members of the department, which corresponds to their third semester as graduate students.

The student's graduate advisory committee advises and approves of the selection of appropriate coursework, the selection, preparation, and execution of a research project and administers and evaluates advanced degree examinations. The student's graduate committee shall consist of a minimum of four faculty members. The minimum committee shall include the advisor, acting as chairperson, at least two additional members from the Department of Biomedical Sciences, and one member from outside the Department who is selected by the student but is officially appointed by the Dean of the Graduate School, and who represents the Graduate School.

The names of the student's graduate committee members are submitted to the Department Head for approval and then forwarded to the Dean of the Graduate School for formal appointment as part of the GS Form 6. Committee members may be added or removed with the approval of the student, advisor, Department Head, Dean of the Graduate School and the member(s) involved. Such committee changes must be done using a GS Form 9A, Petition for Change in Committee. Students are to maintain an association with the laboratory of their advisor until completion of their Ph.D.; no student shall continue in the program without an association with the advisor identified on the GS Form 6, unless the student obtains approval from his/her graduate committee and the Department Head, and has identified a willing advisor.

The Department requires all Ph.D. candidates to experience a supervised and structured teaching program. The form of this experience will vary depending upon the Program of Study and career goals of the individual student. It is recommended that the experience be mentored...
and include both presenting lectures and assisting in a laboratory course for a minimum of one semester. The student should register for “supervised college teaching” with the appropriate credits, which will be documented on the student’s record. The grading of this may be pass/fail. The student and the student’s graduate committee shall devise a plan for fulfilling the teaching requirement. If the student has prior formal teaching experience, it is possible to waive the teaching requirement by advisor petition of the Graduate Education Committee, after consultation with and approval by the student’s graduate advisory committee.

The core curriculum for the Department of Biomedical Sciences Ph.D. program is as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS 500 and/or</td>
<td>4</td>
<td>Mammalian Physiology I and/or</td>
</tr>
<tr>
<td>BMS 501</td>
<td>4</td>
<td>Mammalian Physiology II</td>
</tr>
<tr>
<td>BC563 and/or</td>
<td>4</td>
<td>Molecular Genetics and/or</td>
</tr>
<tr>
<td>BC 565</td>
<td>4</td>
<td>Molecular Regulation of Cell Function</td>
</tr>
<tr>
<td>BMS792 and/or</td>
<td>4</td>
<td>Programmatic Seminar and/or</td>
</tr>
<tr>
<td>BMS/NB796</td>
<td>4</td>
<td>Journal Club</td>
</tr>
<tr>
<td>GRAD544</td>
<td>1</td>
<td>Ethical Conduct of Research</td>
</tr>
<tr>
<td>BMS784</td>
<td>1</td>
<td>Supervised College Teaching</td>
</tr>
</tbody>
</table>

All doctoral candidates are encouraged to complete course work in Grantsmanship and Statistics. Completion of a total of four semester credits in programmatic seminars and/or journal clubs is required for Ph.D. students.

Requests to change the core curriculum will be considered on an individual student basis following a written request to the Graduate Education Committee by the student’s advisor, after consultation with and approval by the student’s graduate committee. Auditing a course(s) in the core curriculum listed above does not satisfy degree requirements; the course(s) must be taken for a grade.

Advancing to “doctoral candidacy” shall require the passing of a public Preliminary Examination. The preliminary exam shall be administered to students who have completed at least their first year of residency in the Department of Biomedical Sciences and plan to seek a Ph.D. degree in the Department. The student’s graduate committee shall administer the exam. The specific format of this exam will be at the discretion of the student’s graduate committee, but will include both written and oral components. It is suggested that the preliminary exam shall consist of presenting and orally defending a formal, written research proposal that provides the background, specific aims, methods, preliminary results, possible outcomes and tentative interpretations for the proposed study.
The purpose of the preliminary exam is to determine the student’s:

- broad understanding within the biomedical sciences
- understanding of the selected area of study
- writing skills
- problem-solving skills
- potential to obtain an advanced research degree

*****

Upon successful completion of the Preliminary Exam, the student’s Graduate Committee shall sign the Report of the Preliminary Examination (GS Form 16), which must be submitted to the Graduate School within 2 working days following the exam. The preliminary examination must be passed at least two semesters prior to the Final Examination.

Unsatisfactory performance on the preliminary exam could result in the student being shifted to a M.S. degree (see below) or being dismissed. At the discretion of the student’s graduate committee, a student may retake the exam before the end of the next semester.

The Ph.D. candidate is required to conduct an independent and original research project with the guidance and encouragement of the student’s graduate committee. The candidate must demonstrate intellectual achievement, scholarly ability, and breadth of knowledge. In addition, the student must be the primary participant in the completed research. The research project shall provide the basis for the dissertation, which is presented to the student’s graduate committee in a format acceptable to the Graduate School. The dissertation presents the results of sustained research or investigation on an important intellectual problem. The dissertation must represent independent intellectual achievement and must make a meaningful contribution to knowledge. The student’s graduate committee shall meet approximately six months prior to the Final Examination, at which time they will give the student formal permission to schedule his/her dissertation. It is expected that there be one (or more) publications associated with successful dissertation research. In the event that this does not occur, as a condition for graduation, the Department requires that part of the dissertation include a manuscript suitable for submission to a refereed journal.

The Final Examination for Ph.D. candidates is an oral presentation of the dissertation, followed by questions from graduate committee members, other faculty and students. The objective of the Final Examination is to afford the doctoral candidate an opportunity to present his/her dissertation research in public and to defend the approaches used and conclusions reached. The Final Examination is open to the public. The student's graduate committee shall be responsible for the administration and evaluation of the examination. In the event the dissertation or defense is deemed unsatisfactory by a majority of the student's graduate committee, at the committee’s discretion the defense may be rescheduled, consistent with rules of the Graduate School. The student is responsible for bringing the Report of the Final Examination (GS Form 24) to the examination and then submitting it completed and signed to the Graduate School within 2 working days following the examination.

After passing the Final Examination, the dissertation will be prepared in final form conforming to the rules of the Graduate School for its preparation. The student’s graduate committee shall examine and approve the dissertation in its final form prior to the submission. Suggestions for the preparation of the dissertation may be found in the “Thesis and Dissertation Manual”
publication from the Graduate School. The dissertation must be submitted to the Graduate School by the published deadline of the student’s graduating term. All Ph.D. students are required to complete an exit survey and schedule an exit interview with the Graduate Education Coordinator before being cleared to graduate.

III. Requirements for the Master of Science Degree

Admission to the Plan A or research Plan B M.S. program shall be contingent upon the availability of a position for a graduate student in the research laboratories of the appropriate Division and a division faculty member who will agree to be the advisor for the student.

A. Plan A M.S.

A Plan A M.S. degree requires the submission of a research-based thesis to the student’s graduate committee. The thesis should include a manuscript suitable for publication in a refereed journal. Typically, the thesis is a formal document that addresses an important concern of the discipline, and requires independent work. This work is typically research-based, and therefore the course requirements for a Plan A M.S. will be determined by the student, the advisor and the graduate committee, but must include at least 30 credit hours. Completion of BMS500 and/or BMS501 as core course(s), at least two semester credits in programmatic seminars and a course satisfying the Responsible Conduct of Research requirements (GRAD544B) are required for Plan A M.S. students. The student’s graduate committee shall consist of a minimum of three members of the faculty. The minimum committee shall include: the advisor as chairperson, at least one additional member from the Department of Biomedical Sciences, and one member from outside the Department. The advisor and the student should determine jointly the selection of the other members of the student’s graduate committee. The student's graduate committee assists the student in the selection, preparation and completion of a research project and administers and evaluates the M.S. degree final examination. Once a plan for fulfillment of the degree program is determined, the student shall file a Program of Study (GS Form 6) with the Graduate School, before the end of the second semester of study.

The final examination for a Plan A M.S. student will be an oral presentation of the student's research, followed by questions from committee members, other faculty, and students. The final examination will be open to the public. In the event the thesis, paper, or defense is deemed unsatisfactory by a majority of the committee, at the committee’s discretion the defense can be rescheduled, consistent with rules of the Graduate School. Upon successful completion of the M.S. final exam, the student must file a Report of Final Examination (GS Form 24) with the Graduate School within two working days. All Plan A M.S. students are required to complete an exit survey and schedule an exit interview with the Graduate Education Coordinator before being cleared to graduate.

B. Plan B M.S. - Research

A research Plan B M.S. degree is similar to the Plan A M.S. degree, including the requirement for an oral defense but differs in that a thesis is not required. Rather, Plan B M.S. students are required by the Department to prepare a publication or scholarly paper that is suitable for submission to a refereed journal and submit it to the student’s graduate committee. This paper does not have to meet Graduate School requirements for the format of a Plan A M.S. thesis. Completion of BMS500 and/or BMS501 as core course(s), at least two semester credits in
programmatic seminars and a course satisfying the Responsible Conduct of Research requirements (GRAD544B) are required for research Plan B M.S. students.

C. Plan B M.S. – Course Work

The Department of Biomedical Sciences offers a course work Plan B M.S. degree. A course work Plan B M.S. does not require a research-based thesis and emphasizes didactic coursework. A Plan B M.S. requires 32 credits of coursework and a final comprehensive examination (see the Graduate and Professional Bulletin).

Applications for the Plan B M.S. graduate program are reviewed by a committee appointed by the Graduate Education Committee. This committee, the Plan B M.S. Advising Committee, will also serve as the graduate advisor for all Plan B M.S. students. This committee shall:

- assess the student’s background, interests and goals
- inform the student of existing Departmental requirements for graduation.
- recommend a tentative plan of study for the first semester in residence

There are currently three core curriculum options for the Plan B M.S. degree: Human, Veterinary and Neurobiology concentrations. Students are required to choose one of these three concentrations and to take the courses that are required for that concentration (listed below). The curricula are designed to prepare the students for the final written examination for their selected concentration.

**Human Concentration:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS 500</td>
<td>4</td>
<td>Mammalian Physiology I</td>
</tr>
<tr>
<td>BMS 501</td>
<td>4</td>
<td>Mammalian Physiology II</td>
</tr>
<tr>
<td>BMS 545</td>
<td>5</td>
<td>Human Functional Neuroanatomy</td>
</tr>
<tr>
<td>BMS 575/619</td>
<td>6</td>
<td>Advanced Human Gross Anatomy</td>
</tr>
<tr>
<td>BMS 610A</td>
<td>1</td>
<td>Managing a Career in Science</td>
</tr>
</tbody>
</table>

**Veterinary Concentration:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS 500</td>
<td>4</td>
<td>Mammalian Physiology I</td>
</tr>
<tr>
<td>BMS 501</td>
<td>4</td>
<td>Mammalian Physiology II</td>
</tr>
<tr>
<td>BMS 545</td>
<td>5</td>
<td>Human Functional Neuroanatomy</td>
</tr>
<tr>
<td>BMS 531/633</td>
<td>5</td>
<td>Domestic Animal Dissection</td>
</tr>
<tr>
<td>BMS 610A</td>
<td>1</td>
<td>Managing a Career in Science</td>
</tr>
</tbody>
</table>

**Neurobiology Concentration:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS 500</td>
<td>4</td>
<td>Mammalian Physiology I</td>
</tr>
<tr>
<td>BMS 545</td>
<td>5</td>
<td>Human Functional Neuroanatomy</td>
</tr>
<tr>
<td>NB 503</td>
<td>3</td>
<td>Developmental Neurobiology</td>
</tr>
<tr>
<td>NB 505</td>
<td>3</td>
<td>Neuronal Circuits, Systems &amp; Beh.</td>
</tr>
<tr>
<td>BMS 610A</td>
<td>1</td>
<td>Managing a Career in Science</td>
</tr>
</tbody>
</table>
In the event that the student has already taken courses that are in the core curricula during their undergraduate program, they may substitute other advanced courses, but they shall be expected to demonstrate mastery in the core curriculum courses listed above, in the final examination. Once a plan for fulfillment of the degree program is determined by the student and the Plan B Advising Committee, the student shall file a Program of Study (GS Form 6) with the Graduate School.

A Plan B M.S. based solely on coursework and a final written exam shall not meet the requirement necessary for qualification for advancement to Ph.D. candidacy in the Department.

All Plan B M.S. students must take a written final exam at the end of their course of study. The goal of the exam shall be to assess the student’s:

- understanding of the course material in their respective core curriculum
- writing skills
- problem solving skills

A student who fails the final examination may be re-examined once and may be required to complete additional work before the re-examination. The re-examination shall be held not earlier than 2 months, unless requested by the student, nor later than 12 months after the first examination. All Plan B M.S. students are required to complete an exit survey before being cleared to graduate.