



BY-LAWS

DIVISION OF GRADUATE MEDICAL SCIENCES SCHOOL OF MEDICINE

Officers of Administration

Section I. The Dean

In addition to the powers and responsibilities listed in the University By-Laws and those provided in Article 1, Section A, (a) through (m) of the By-Laws of the School of Medicine, the Dean shall:

- A. Administer the Division GMS in keeping with the policies of the University.
- B. Recommend to the President and Trustees of Boston University the appropriate tuition and fees to be charged students in the Division GMS. The tuition and fees shall correspond to the tuition and fees set for programs leading to Masters and Doctoral degrees in other Schools and Colleges of the University.
- C. Upon recommendation of the members of the Division GMS, recommend to the President and Trustees of Boston University those graduate students to whom Ph.D. and M.A. degrees should be granted.
- D. Be an *ex officio* member of all Standing Committees of the Division GMS.
- E. Be responsible for the review of existing or proposed educational programs of the Division GMS, including responsibility for fostering and coordinating such programs.
- F. Seek and obtain the cooperation of other administrative officers for intercollegiate training programs that involve the resources or facilities of their respective schools or colleges.

Section II. The Associate Dean

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 advice of the Steering Committee of the Division GMS.

A. General Duties and Responsibilities

The Associate Dean shall:

1. Be responsible for the functioning of the administration of the Division GMS provided in the By-Laws and Charter of the Division GMS.
2. Work with the Dean of the School of Medicine in planning the finances directly concerned with the administration of the Division GMS and its educational programs.
3. Work with the Dean of the School of Medicine in planning general University relationships.
4. Be responsible for preparing an annual report of the total activities of the Division. This report shall be transmitted to the Dean of the School of Medicine and copies provided for the Vice-President for Medical Affairs and all members of the Division GMS.
5. If requested, cooperate with individual faculty members or with the departmental chairpersons and program directors in preparing requests for support for graduate programs or graduate students.
6. Upon request, cooperate with the School of Medicine and the departmental chairpersons and program directors in preparing reports to granting or other agencies.
7. Be responsible for the preparation of material to be included in catalogues (bulletins) of the School of Medicine and other schools or colleges of the University.

B. Meetings of the Division GMS

The Associate Dean shall:

1. Prepare the agenda for General Meetings of the Division GMS for approval of the Steering Committee, and circulate the approved agenda and minutes of the previous meeting to the members of the Division GMS one week prior to the next General Meeting.
2. Preside at General Meetings of the Division GMS or designate a member of the Division GMS to preside in his or her absence.
3. Be responsible to the Division GMS for recording the minutes of each meeting of the Division.

C. Membership in the Division of GMS

With respect to the Members of the Division of GMS, the Associate Dean shall:

1. Keep the Dean of the School of Medicine informed about space and facilities that are important to the graduate program.
2. Assist members of the Division GMS by providing consultation and guidance concerning the University and the Division GMS academic policies, administrative practices and sources of financial aid both within and beyond University boundaries.

D. Committees of the Division GMS

The Associate Dean shall:

1. Be the Chairperson of the Steering Committee of the Division GMS.
2. Sit *ex officio* at meetings of other Standing or *ad hoc* Committees of the Division GMS.
3. In consultation with the Steering Committee of the Division GMS, appoint such *ad hoc* committees as may be desirable to improve or facilitate the operation of the various educational programs of the Division GMS.

E. Student Admissions to the Division GMS

The Associate Dean shall:

1. Be responsible for the procurement and examination of credentials of applicants for admission to the training programs of the Division GMS and for presentation of applications to the Departments or Programs of the Division GMS.
2. Be responsible for maintaining complete records of applications for admission to the Division GMS through all stages of the procedure.
3. Be responsible for notifying applicants for admission to the Division GMS of action related to admission. The Director neither accepts nor rejects applicants without prior action of the Division GMS. Recommendations for admission or rejection of applicants originate within each degree-granting unit of the Division GMS. These recommendations are forwarded to the Admissions Committee for action. The final decisions are implemented by the Associate Dean.
4. Cooperate with chairpersons and program directors of degree-granting units in recruitment of students and provide assistance in recruitment of students whenever possible.

F. Students in the Division GMS

The Associate Dean shall:

1. Be responsible for the registration of students within the Division GMS. The Associate Dean sets up and supervises all procedures in the registration of students in the Division GMS.

2. Be responsible for maintaining complete and accurate records of the current and past academic status of students in the Division GMS.
3. Be responsible for the charging and collection of the tuition and fees established for the training programs and courses of the Division GMS.
4. Assist students by providing guidance to sources of financial aid.
5. Record the results of formal qualifying examinations and dissertation defenses for Division GMS students.
6. Following the recommendation and approval of the appropriate departmental chairperson or program director, appoints the committee, including external examiners, selected for the dissertation defense and submit the appropriate notice to the University community.
7. After consultation with the chairperson of the appropriate department or program director, if necessary, transmit petitions to the Steering Committee of the Division GMS of persons requesting special considerations.
8. Present the records of the candidates for degrees at a general meeting of the GMS faculty at an appropriate time before graduation takes place.

G. Support and Courses of the Division GMS

The Associate Dean shall:

1. work with the Dean of the School of Medicine, review the Division GMS programs and the necessary support required.
2. suggest or initiate proposals for new or revised graduate courses to the Committee on Academic Policy. However, no recommendations can be made to the Committee on Academic Policy without prior approval of the appropriate department or program of the Division GMS.

Section III.

The Division GMS shall operate according to the parliamentary rules contained in the most recent edition of Robert's Rules of Order.

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