

## ARTICLE I. PREFACE

These Bylaws and Rules are the official statement of the organizational structure and the rules of governance and procedures of the Faculty of the School of Medicine, University of Louisville. This document has two parts: The Bylaws and Appendices to the Bylaws. These parts are equally important to the internal operations of the School of Medicine. ~~Changes to the Appendices with the exception of Appendix 5 and Appendix 6 require approval only by the Executive Faculty of the School of Medicine, in accordance with Article IX of these Bylaws.~~ Changes to the Bylaws and Appendices require approval by the Executive Faculty of the School of Medicine, Faculty Senate, the President, and the Board of Trustees.

## ARTICLE II. GENERAL FACULTY: MEMBERSHIP AND PRIVILEGES OF MEMBERSHIP

A Member of the General Faculty of the School of Medicine holds a faculty appointment in the School of Medicine including full-time (nontenurable, probationary, tenured), part-time, emeritus or gratis~~appointment (nontenurable, probationary, permanent tenure~~; see **The Redbook** ' 4.1.1, ~~or gratis) in the School of Medicine~~. General Faculty are entitled to attend meetings of the Executive Faculty (Article III.1.B).

The officers of the General Faculty are the same as those of the Executive Faculty (Article III, Sec. 2.).

The General Faculty may create *ad hoc* committees. Such committees report to the General Faculty and/or the Dean, as specified in their charge. Meetings may be convened at the request of the Dean, the Faculty Forum, the Executive Faculty, or by petition of 50 General Faculty. General Faculty are eligible to vote at these meetings. Notification of a meeting, together with an agenda, must be transmitted to all General Faculty by the Dean's Office at least five working days before that meeting, unless an emergency mandates meeting at shorter notice. A quorum consists of ~~those faculty present at a duly convened meeting~~60-50% of general faculty members. Parliamentary procedures follow Robert's Rules of Order, Newly Revised.

## ARTICLE III. EXECUTIVE FACULTY

### Section 1. MEMBERSHIP AND PRIVILEGES OF MEMBERSHIP

~~A. Each department is entitled to elect one General Faculty to the Executive Faculty, plus one additional General Faculty member for every ten Executive Faculty qualified under Art. III, Sec. 1.BA.1~~

~~A.B.~~ A member of the Executive Faculty of the School of Medicine

1. holds a full-time, academic appointment in the University of Louisville with a primary appointment in the School of Medicine; or
2. may be a part-time or gratis General Faculty who has been elected to the Executive Faculty. ~~One p~~Part-time or gratis General Faculty may be elected each May by their department to the Executive Faculty for a term up to the duration of their current appointment or contract plus one additional General Faculty member for every ten Executive Faculty qualified under Art III, Sec. 1.B.1; or. Each department is entitled to elect one General Faculty to the Executive Faculty, plus one additional General Faculty member for every ten Executive Faculty qualified under Art. III, Sec. 1.A.1; or
3. may be an Emeritus Faculty and has previously held membership in the Executive Faculty as defined by Art. III, Sec. 1.BA.1. and who, by May first of each year has expressed a desire to their Department Chair to be a member of the Executive Faculty.

B. Executive Faculty are entitled to vote in meetings of the Executive Faculty, and in School of Medicine and University-wide elections, and on Bylaws and referenda affecting the Executive

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Faculty's jurisdiction (Art. III, Sec. 4); to serve on the Faculty Forum and on School of Medicine Committees; and to represent the School on University bodies, except where prohibited in other sections of these Bylaws and Rules or in **The Redbook** and its ADDENDA. Executive Faculty are entitled to vote in meetings of the department where they hold a primary appointment, except where prohibited in other sections of these Bylaws and Rules or in **The Redbook** and its ADDENDA. Executive Faculty who are on leave or sabbatical, if they so request, retain their right to vote.

Section 2. OFFICERS AND COMMITTEES

A. OFFICERS:

Officers of the Executive Faculty are described in Appendix 1.

B. ~~STANDING~~ COMMITTEES:

The Executive Faculty may establish Standing Committees by amendment of Appendix 2 of these Bylaws. Dissolution of Standing Committees or major changes in their function requires amendment of Appendix 2.

1. Three Standing Committees fulfill the requirements of The Redbook: Promotions, Appointment and Tenure; ~~Performance Criteria and Economic Welfare~~ Performance Criteria and Policy; and Academic Grievance. Other Standing Committees of the Executive Faculty are listed in Appendix 2. The Procedures for Selection and Governance, the Membership, and the Responsibilities of the Standing Committees are detailed in Appendix 2.
2. The Executive Faculty or Dean may create *ad hoc* committees.
3. Committees may recommend action to the Faculty Forum, the Executive Faculty and/or the Office of the Dean, as specified in their charge.
4. The Office of the Dean shall supply administrative and clerical support to the officers and committees of the Executive Faculty.

Section 3. MEETINGS

- A. ~~At least one meeting~~ A meeting of the Executive Faculty shall be convened at least semiannually during each semester of the academic year. Other meetings may be convened at the request of the Dean, the Faculty Forum, or by petition of 30 Executive Faculty.
- B. An agenda is prepared by the Dean, in consultation with the Executive Faculty Vice-chair and the Secretary, ~~and includes: approval of the minutes of the preceding regular meeting and of any special interim meetings; report from the Office of the Dean; committee reports; old business; and new business.~~
- C. Notification of the meeting, together with the agenda, must be transmitted by the Dean's Office to all Executive Faculty at least five working days before the time specified unless an emergency mandates a meeting on shorter notice.
- D. A quorum is ~~60-50%~~ of Executive Faculty. If a quorum is not present at the biannual meeting, all voting should take place after the meeting electronically.
- E. ~~Parliamentary procedures shall be governed by Robert's Rules of Order, Newly Revised.~~

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Section 4. JURISDICTION

Except as otherwise provided in **The Redbook** of the University of Louisville, the Executive Faculty of the School of Medicine has general legislative powers over all matters pertaining to its own personnel policies, criteria and procedures; to its own meetings; to amendment of these Bylaws and Rules and to the admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees through the Dean of this unit for granting of degrees within the Unit, as specified in **The Redbook**, Article 3.3, Sec. 3.3.2.

**ARTICLE IV. FACULTY FORUM**

The Faculty Forum is the elected representative body of the School of Medicine Executive Faculty. The Forum is a standing committee of the Executive Faculty and provides a structure for effective communication among the faculty of the School of Medicine, its committees, and administration. The Forum membership also includes elected representatives of the medical student body, the graduate student body, and residents (housestaff). The Forum provides expeditious exercise of faculty prerogatives as defined in Sec. 3.3.2 of **The Redbook** of the University of Louisville. It provides ~~timely~~ action on the policy recommendations and actions of the Executive Faculty committees. It also provides a mechanism for individual faculty and student/housestaff representatives to present issues to the Executive Faculty.

The operations, membership, officers and meetings of the Faculty Forum are detailed in Appendix 3.

**ARTICLE V. ADMINISTRATIVE UNITS OF THE SCHOOL OF MEDICINE**

Section 1. DEPARTMENTS

The current Departments of the School of Medicine are listed in Appendix 4.

Section 2. ESTABLISHMENT OF NEW DEPARTMENTS AND DISSOLUTION OF EXISTING DEPARTMENTS

The Dean shall make recommendations ~~through the Executive Vice President for Health Affairs~~ to the Provost, the President of the University, and the Board of Trustees for the establishment or dissolution of academic departments. Such recommendations shall follow only after formal consultation with the ~~department Executive #F~~Faculty members involved, the Medical Council, the Faculty Forum, the Executive Faculty, and in the case of degree granting programs, the Faculty Senate (The Redbook, Art. 3.4., Sec. 3.4.2.A). The formal recommendation from the Executive Faculty, including the vote tallies of the Departmental Faculty involved and of the Executive Faculty, shall accompany the Dean's recommendation.

Action by the Board of Trustees that establishes new departments or dissolves existing departments, (**The Redbook**, Art. 3.4., Sec. 3.4.2.A), shall result in the appropriate change in Appendix 4 without requiring an additional ballot for change of these Bylaws and Rules.

Section 3. SECTIONS OR DIVISIONS

To facilitate the organization of teaching, research, and patient care, the Dean may establish ~~or dissolve~~ sections or divisions upon recommendation of the chair(s) ~~after the chair has discussions with the faculty of the department(s) involved. The chair should first seek discussion by the department faculty, after endorsement by the faculty of the department(s) involved.~~

**ARTICLE VI. ADMINISTRATIVE OFFICERS**

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Section 1. THE DEAN OF THE SCHOOL OF MEDICINE

- A. The Dean is the administrative and educational head of the School of Medicine. The Dean shall report to the University Provost through the Executive Vice President for Health Affairs. In the case where the Dean and the Executive Vice President for Health Affairs are the same person, he/she shall report to the Provost.
- B. The Dean chairs the Faculty Forum, the Medical Council, the Executive Faculty, and the General Faculty. The Dean also is an *ex officio*, nonvoting member of all Executive and General Faculty committees, except the Promotion, Appointment and Tenure Committee; and the Academic Grievance Committee.
- C. The Dean may create and appoint *ad hoc* committees.
- D. Specific duties and responsibilities, in addition to the items set forth in this section and in **The Redbook**, Sec. 3.2.2, are detailed in a job description that is approved by the Executive Faculty, the Provost, and the President of the University. The responsibilities of the Dean are detailed in Appendix 5.

Section 2. OFFICERS OF THE DEAN

The appointment of Vice, Associate and Assistant Deans are recommended by the Dean for approval by the Executive Vice President for Health Affairs, the Provost, the President, and the Board of Trustees.

Section 3. THE DEPARTMENT CHAIR

The department chair is the administrative and educational head of the department. The duties of the Department Chair are detailed in The Redbook, Section 3.3.5, and in Appendix 6.

**ARTICLE VII. THE MEDICAL COUNCIL OF THE SCHOOL OF MEDICINE**

The Medical Council is advisory to the Dean in all matters relating to the administration of the School of Medicine. The Medical Council provides for the development, evaluation, review and communication of matters of broad concern to the School of Medicine. The Medical Council may provide advice on any topic so requested by the Dean. The membership, officers and meetings of the Medical Council are detailed in Appendix 7.

**ARTICLE VIII. SCHOOL OF MEDICINE REPRESENTATIVES TO THE UNIVERSITY FACULTY SENATE AND UNIVERSITY-WIDE COMMITTEES**

As provided in The Redbook, the Executive Faculty of the School of Medicine elects representatives to the University Faculty Senate. The qualifications, election procedures and responsibilities of Senators are detailed in Appendix 8.

The School of Medicine selects nominees for University-wide committees (e.g., Faculty Grievance Committee and University of Louisville Athletic Association Board of Directors) and elects representatives to other University-wide Committees (e.g., Faculty Advisory Committee to the Presidential Search). The selection procedures are detailed in Appendix 9.

**ARTICLE IX. BYLAWS AMENDMENT AND VOTING PROCEDURES**

These Bylaws and Appendices may be amended or revised by action of the Executive Faculty after a proposed amendment or revision has been presented to the [Rules, Policies and Credentials Committee](#) [Performance Criteria and Policy Committee](#) for its recommendation and then has been approved by the Faculty Forum. Proposed amendments and appendices of the Bylaws must not be in conflict with The Redbook. [Changes to the Appendices](#)

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~~require approval by the Executive Faculty of the School of Medicine. Changes to Appendix 5 require approval by the Executive Faculty, the Provost, and the President (see **The Redbook**, Section 3.2.2). Changes to Appendix 6 require approval by the Executive Faculty of the School of Medicine and the University Provost. Changes to the Bylaws and Appendices, approved by the School of Medicine Executive Faculty, require subsequent approval by the Faculty Senate, President and University Board of Trustees (see **The Redbook**, Art. 3.1, Section 3.1.3).~~

To provide time for discussion by departmental faculty, a proposed Bylaws amendment or referendum affecting Art. III, Sec. 4 may not be voted upon by the Executive Faculty until ~~45-30~~ days have passed following the date the Faculty Forum voted to forward the proposed amendment for Executive Faculty ballot.

The proposed amendment or referendum must be discussed at a meeting of the Executive Faculty held no more than two weeks prior to voting by anonymous electronic ~~or mail~~ ballot and it must have been circulated to Executive Faculty at least two weeks prior to the meeting.

If a majority of the eligible voting Executive Faculty approves the proposed amendment or referendum in a 30 day balloting period, it is passed.

Voting for amendments to these Bylaws, or the Appendices, for unit elections, and for referenda shall be conducted ~~as follows:~~ by electronic ballots distributed to all Executive Faculty.

~~Electronic or mail ballots shall be distributed to all Executive Faculty and in the case of mail ballots, shall be collected by the Department Chair or chair's designee, in sealed double envelopes. The outer envelope must be signed by the voting faculty member. The Department Chair is responsible for ensuring that all mail ballots received are cast by members of the department's Executive Faculty. The ballots in the double envelopes are sent to the Secretary of the Executive Faculty. The mail ballots are opened at the designated time by the Secretary of the Executive Faculty in the presence of ballot tellers and faculty observers.~~

For unit elections, the nominee(s) (as specified on the ballot) receiving the highest number of votes is elected.

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