

**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 require approval by the Executive Faculty of the School of Medicine, 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 (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. Parliamentary procedures follow *Robert's Rules of Order, Newly Revised*.

**ARTICLE III. EXECUTIVE FACULTY****Section 1. MEMBERSHIP AND PRIVILEGES OF MEMBERSHIP**

- A. 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. 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. 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.A.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 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. Four Standing Committees fulfill the requirements of The Redbook: Promotions, Appointment and Tenure; Performance Criteria and Economic Welfare; Faculty Grievance; 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 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 of the Executive Faculty shall be convened 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 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 Executive Faculty.
- E. Parliamentary procedures shall be governed by *Robert's Rules of Order, Newly Revised*.

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 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 sections or divisions upon recommendation of the chair(s) after endorsement by the faculty of the department(s) involved.

**ARTICLE VI. ADMINISTRATIVE OFFICERS**

## 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; the Faculty Grievance 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 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 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, approved by the Executive Faculty, require subsequent approval by the 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 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 Executive Faculty approve the proposed amendment or referendum, it is passed. If less than a majority of the eligible Executive Faculty approve the proposal, then a valid ballot shall require that at least 50% of the eligible faculty voted, and two thirds of the votes cast are needed for the proposal to pass.

Voting for amendments to these Bylaws, or the Appendices, for unit elections, and for referenda shall be conducted as follows:

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.

1. Chair: The Dean is the Chair of the Executive Faculty and presides over meetings of the Executive Faculty.
2. Vice-chair: The Vice-chair of the Faculty Forum is the Vice-chair of the Executive Faculty and:
  - a. presides in the absence of the Chair; and
  - b. with the Secretary, assists the Dean in developing agendas for Executive, General Faculty meetings, and Faculty Forum meetings.
3. Secretary: The Secretary of the Faculty Forum is Secretary of the Executive Faculty and is responsible for:
  - a. assuring that the proceedings of all meetings of the Executive Faculty are recorded and that notices, agendas and minutes are distributed to full-time and part-time faculty, the Dean, the President and the University Archivist;
  - b. assuring the distribution of all anonymous electronic or mail ballots and serving as Chief Teller (- in the case of mail ballots, the Secretary of the Executive Faculty receives ballots in double envelopes from the offices of each department chair. The ballots are opened at the designated time in the presence of ballot tellers and faculty observers -) for elections and referenda;
  - c. assuring the maintenance of a permanent record of all elections and referenda;
  - d. assuring that all amendments to these Bylaws and Rules are duly recorded and that amended copies of the Bylaws and Rules are periodically distributed to full-time and part-time faculty.
4. Other Officers: The Executive Faculty may have other officers as they deem necessary.

<<END OF APPENDIX 1>>

The Standing Committees of the Executive Faculty are:

1. The Faculty Forum
2. Policy Committees
  - a. Rules, Policies and Credentials Committee (RPCC)
  - b. Educational Policy Committee
  - c. Committee on Performance Criteria and Economic Welfare
3. Action Committees
  - a. Promotion, Appointment and Tenure Committee
  - b. Research Committee
  - c. Student Admissions Committee
  - d. Student Promotions Committee
  - e. Academic Grievance Committee
4. Committees Appointed by the Dean
  - a. Student Prizes and Awards Committee
  - b. Student Travel Committee
  - c. Space Committee
  - d. Graduate Medical Education Committee

#### Section I. PROCEDURES FOR SELECTION AND GOVERNANCE

Committees of the Executive Faculty are governed by the following procedures, unless otherwise provided for in these Bylaws and Rules.

- A. Election of Members
  1. The Executive Faculty of each department may nominate by departmental election one candidate for any committee for which their department is eligible to nominate at that time. For the Committee on Performance, Criteria and Economic Welfare and the Promotion, Appointment and Tenure Committee, each department may nominate by departmental election one eligible tenured faculty and one eligible term faculty for which their department is eligible to nominate at that time.
  2. An anonymous electronic or mail ballot listing the nominees is prepared by the Secretary of the Executive Faculty and circulated to all eligible voters within the Executive Faculty. Voting by either electronic or mail ballot is secret. Mail ballots are collected in sealed and signed double envelopes by the Departmental Chair and returned to the Secretary for tabulation.
  3. The following procedures shall be followed to ensure adequate gender and under-represented minority composition across the standing committees of the School of Medicine. As a minimum, one female and one under-represented minority shall be in each of the following committees: Rules, Policies and Credentials Committee (RPCC); Promotion, Appointment and Tenure Committee; and Committee on Performance Criteria and Economic Welfare. Prior to committee elections each spring, the RPCC shall review committee composition and request appropriate nominees from the Chairs of eligible departments as detailed in Appendix 2. Sec. 2.A.2.c.

Upon completion of the ballot tally, the Secretary of the Executive Faculty shall notify the RPCC of the committee membership. The RPCC shall determine the adequacy of gender and under-represented minority composition of each of the committees listed above. If adjustment is needed, members will be provided as follows:

- a. The RPCC shall construct a ballot from the pool of eligible nominees remaining from the previous election as well as additional departmental nominees, if necessary. The candidates names and their Clinical or Preclinical affiliation shall appear on the ballot.
  - b. The balloting and tally shall be as directed in Article IX of the Bylaws.
  - c. Should there be insufficient candidates for an election, the RPCC will select[ion] appropriate candidate(s) from the available pool of eligible nominees and forward the name(s) to the Faculty Forum for approval. Upon approval by the Faculty Forum, the candidate(s) become the at-large member(s) of the designated committee(s).
  - d. The number of elected at-large members may increase the membership of a given committee only by the number of positions needed to achieve the composition adjustment (one for gender and/or one for under-represented minority; that is, a maximum of two positions).
  - e. At-large committee members shall have a term of office the same as that of other committee members and they may stand for reelection on the next ballot for that committee's membership. All other criteria for general (Appendix 2, Sec. 1.C) and specific (e.g. rank, tenure) committee membership apply to candidates for at-large election.
4. In the event of a faculty vacancy in an elected committee, the Secretary of the Executive Faculty shall fill the vacant office with the eligible candidate receiving the next highest number of votes from the previous election, or by special election, if necessary. The candidate serves for the remainder of the unexpired term of office.

**B. Appointment of Members**

1. Voting Members of the following committees are appointed by the Dean of the School of Medicine: four members of the Educational Policy Committee; Student Prizes and Awards Committee; Space Committee; Student Travel Committee; and Graduate Medical Education Committee.
2. Executive Faculty of the Student Promotions Committee are appointed by their respective department chairs after consultation with the faculty at a regularly scheduled departmental meeting.

**C. General Composition and Organization of Committees**

1. An individual may not be elected to more than one standing committee. Faculty Forum membership does not preclude membership in a standing committee.
2. A committee may not have more than one representative elected from any department, with the exception of term faculty who serve on the committee on Performance Criteria and Economic Welfare or the Promotion, Appointment and Tenure Committee.

3. Voting members of the Medical Council are ineligible for elected membership on standing committees.
4. The elected membership of each committee shall be divided equally between the preclinical and clinical departments, with the exception of term faculty who serve on the Committee on Performance Criteria and Economic Welfare or the Promotion, Appointment and Tenure Committee. For the purpose of School of Medicine and University committee memberships, the Department of Pathology and Laboratory Medicine is considered a preclinical department. This rule does not apply to at-large members elected under the procedures described in Appendix 2, Sect. 1.A.3.
5. Elected members of standing committees serve staggered terms of three years, except in the case of the Committee on Performance Criteria and Economic Welfare where the term is four years.
6. Attendance at committee meetings is mandatory. A record of attendance should be part of the committee's normal meeting. Absences (total of excused and unexcused) from more than one-third of a committee's meetings within an academic year can, with the recommendation of the committee chair, cause an automatic vacancy.
7. Individuals who hold temporary Executive Faculty status are eligible to serve in School of Medicine Committees that require both Executive Faculty status and a term of service exceeding one year. All criteria for specific committee membership shall apply.

D. Student and Resident Membership in Executive Faculty Committees or Bodies

Faculty Forum –three medical students (one sophomore, one junior and one senior); two graduate students (one junior and one more senior graduate student); and two residents (one junior and one more senior housestaff)

Educational Policy - three undergraduate members (one preclinical, two clinical)

Student Promotions - one member

Academic Grievance - three members (undergraduate or post-graduate)

Student Admissions - three undergraduate members (one each, sophomore, junior, and senior)

Medical Council - one undergraduate, one graduate, and one resident member

Student representatives must be in good academic standing (not on probation) and enrolled full-time. They are elected by the medical student body or the Graduate Student Association respectively under the auspices of the established student government. Residents will be chosen by the Housestaff Association. A student or resident may not serve simultaneously on more than one standing committee. Attendance of at least one member from each group (medical student, graduate student, resident) at each meeting of the Forum is required.

E. Officers

Each committee elects its own Chair from among its Executive Faculty members, except where stated otherwise in descriptions of individual Committees and may have other officers. Such officers are elected annually.

F. Review of Goals and Responsibilities

Each committee shall review annually its specific goals and responsibilities, recommending appropriate major changes to the Faculty Forum.

## G. Subcommittees and Task forces

Committees may establish subcommittees and task forces to assist them in their work. There are no eligibility restrictions for subcommittee and task force members.

## Section 2. POLICY COMMITTEES

These committees report through the Faculty Forum to the Executive Faculty and to the Dean. All committee recommendations shall be acted upon by the Faculty Forum. Any changes in the Bylaws and Rules and any major policy changes that involve curricular matters require the approval of the Executive Faculty.

## A. Rules, Policies and Credentials Committee (RPCC)

## 1. Membership

This committee consists of eight elected Executive Faculty.

## 2. Responsibilities

- a. Upon the request of the Executive Faculty, the Faculty Forum, the Dean, or by petition of 25 Executive Members, the Committee reviews these Bylaws and Rules for possible changes and proposes recommendations. Such recommendations shall be forwarded to the Faculty Forum for its recommendation and then, if approved, to the Executive Faculty for action, according to the procedures outlined in Art. IX.
- b. Upon the request of the Executive Faculty, the Faculty Forum, the Dean, or by petition of 25 Executive Members, the Committee may be directed to formulate interpretations relative to these Bylaws and Rules. Interpretive recommendations of the Committee are communicated to the Dean and are forwarded to the Faculty Forum for action (Appendix 3). In the event of an impasse between the Dean and the Executive Faculty, the Dean's decision is final and the record of the objection by the Executive Faculty is forwarded by the Secretary of the Executive Faculty to the President.
- c. The Committee develops and reviews procedures whereby departments nominate candidates to University-wide and School of Medicine offices and committees as well as procedures for conducting all unit-wide elections. The RPCC reviews the membership of standing committees and the Faculty Forum annually before spring elections to determine which departments are eligible to nominate candidates. The responsibilities, the absence policy, and the probable time commitment associated with committee membership is forwarded by the RPCC to the Department Chairs prior to departmental election of candidates. The Department Chairs shall be instructed to inform nominees of these committee responsibilities, time commitments and policies to insure that able Faculty are nominated to Committee vacancies. In addition, the Chairs and Faculty shall be instructed to pay particular attention to gender and minority membership across the standing committees. The RPCC shall exercise the procedures in Appendix 2, Sec. 1.A.3, to ensure adequate gender and under-represented minority composition of the membership among the committees of the Unit.
- d. The RPCC verifies the eligibility of each candidate and rules on the eligibility of any challenged office holder or candidate. The RPCC shall contact the newly elected committee members before the new academic year begins to verify that

the elected faculty are aware of the duties involved in the particular committee to which they have been elected; and that the elected faculty do not have standing conflicts that would interfere with attendance at committee meetings. Should elected faculty decline committee membership, the candidate receiving the next highest vote shall be the replacement. The RPCC also initiates necessary changes in the composition of the Faculty Forum to reflect increases or decreases in the size of departments, the inclusion of new departments and the exclusion of discontinued departments.

**B. Educational Policy Committee**

**1. Membership**

- a. While the Dean has ultimate individual responsibility for the design and management of the educational program as a whole, the Committee has four elected Executive Faculty, four General Faculty appointed by the Dean, three student representatives, and the Associate Dean for Curriculum who is Chair and a non-voting member.
- b. The four members elected by the Executive Faculty are selected as follows: one member elected from the preclinical departments responsible for the major core courses in the first year; one member elected from the preclinical departments responsible for the major core courses in the second year; and the other two members elected at large from the clinical departments.
- c. Representatives appointed by the Dean include two basic science faculty and two clinical faculty. These representatives are selected from at least two (2) nominations for each vacant position forwarded to the Dean by the Educational Policy Committee. Of the four clinical faculty members serving on the Committee, there shall be at least one generalist and one specialist. The Committee may not have more than one representative from any department. Student members are elected for terms of three years in this committee.

**2. Responsibilities**

The Committee is responsible for the design and management of a coherent and coordinated curriculum. To meet these responsibilities, the Committee recommends the goals of the curriculum; determines the most effective means of fulfilling these goals; evaluates the effectiveness of the curriculum in achieving its goals; and recommends changes and innovative improvements as appropriate.

**C. Committee on Performance Criteria and Economic Welfare**

**1. Membership**

- a. This Committee consists of six elected tenured and two elected term (Associate Professor/Professor) Executive Faculty.
- b. Members serve staggered terms of four years. The preclinical members are elected by the preclinical Department Executive Faculty; the clinical members by the clinical Department Executive Faculty.

**2. Responsibilities**

- a. The Committee develops, forwards for approval, and when approved, publishes unit guidelines (School of Medicine Policies for Annual Performance Reviews

and Performance-Based Salary Increases) that are the minimum guidelines for the preparation of departmental procedures and criteria to review the academic performance of faculty.

- b. The Committee is responsible for reviewing and approving the criteria and procedures for awarding performance-based salary increases proposed by each department. It shall ensure that the procedures are clearly written; that they utilize objective, as well as appropriate subjective criteria; and that they follow the minimum guidelines established by the **The Redbook**, Faculty Senate, and the School of Medicine.
- c. The Committee is responsible for working with the Dean and other administrative officers to protect faculty from gross inequities in salaries and other benefits, in accordance with Sec. 4.2.2.A of **The Redbook**.

### Section 3. ACTION COMMITTEES

These committees report directly to the Dean unless otherwise indicated in these Bylaws and Rules. Policy recommendations developed by these committees shall be transmitted to the Faculty Forum for its action. During each academic year, presentations to the Faculty Forum of the activities of each of the action committees are scheduled on a regular basis. These presentations include a summary of the prior year's activities and plans for the future, requests for changes in scope and membership of the committees, and discussion of policies with Forum members. Major policy changes that involve personnel matters require the approval of the Executive Faculty.

#### A. Promotion, Appointment and Tenure Committee

##### 1. Membership

The Committee consists of ten elected tenured and two elected term Executive Faculty holding the rank of Professor. For considerations of tenure, only tenured members of the committee will have voting privileges.

##### 2. Responsibilities

The Committee is responsible for the development of comprehensive academic personnel documents ("Policy for Promotion, Appointment and Tenure and for Periodic Career Review in the University of Louisville School of Medicine"). The documents must be prepared with the full participation and approval of the Executive Faculty. The documents must be in compliance with these Bylaws and Rules. The documents shall contain details for criteria discussed in **The Redbook** and any additional criteria to be considered in faculty appointments, tenure, promotions, annual performance or periodic career reviews. Upon final approval, these documents together with approved departmental documents, and **The Redbook** shall establish procedures and be the only criteria for appointment, tenure, promotion, and annual and periodic career reviews. Any changes to these personnel documents require approval of the Executive Faculty.

##### 3. Procedures

The Committee makes recommendations to the Dean for the granting of tenure and on the appointment and promotion of probationary and tenured faculty to the rank of Associate Professor and Professor, respectively. The involvement of the Committee in other matters concerning appointments, promotions and annual and periodic career reviews shall be delineated in the unit personnel documents. Any representative from the candidate's department shall abstain from voting.

The Committee is not directly involved in the evaluation and reappointment of faculty who hold nontenurable appointments. However, the Committee shall review and approve departmental guidelines for such evaluations and reappointments.

B. Research Committee

1. Membership

The Committee consists of eight elected Executive Faculty. The Director/Associate Dean for Research may serve as an *ex officio*, nonvoting member.

2. Responsibilities

The Committee advises the Dean as requested concerning research policies and the allocation of research resources. In addition, the committee administers the summer scholarship program, small travel awards and Small Research Grant program.

C. Student Admissions Committee

1. Membership

The Committee consists of eight elected Executive Faculty, three students, and the Associate or Assistant Dean for Admissions and Students. The Associate or Assistant Dean for Admissions and Students is Chair and a non-voting member. The Dean may appoint additional members.

2. Responsibilities

The Committee recommends to the Dean the selection of students in accordance with School of Medicine and University regulations, and accreditation standards. The Committee establishes policies and criteria for admissions that are forwarded to the Faculty Forum for action.

3. Procedures

Procedures for selection of students are formulated by the Committee in consultation with the Associate or Assistant Dean for Admissions and Students.

D. Student Promotions Committee

1. Membership

The Committee consists of one representative from each department listed in Appendix 4, one student; and the chair of each core interdisciplinary course. The Associate or Assistant Dean for Admissions and Students is Chair and a nonvoting member. Departmental representatives are appointed by the department chair after consultation with the members of the department during a faculty meeting.

2. Responsibilities

- a. The Committee reviews the academic progress of all students with unsatisfactory performance and makes recommendations for corrective action or dismissal to the Dean.

- b. The Committee determines the degree status of all students as required by Sec. 6.6.3 of **The Redbook**.
- c. The Committee recommends to the Board of Trustees, through the Dean, all candidates for degrees.

3. Procedures

The Committee shall formulate its own procedures in consultation with the Associate or Assistant Dean of Admissions and Students. Such procedures shall be forwarded to the Faculty Forum for action.

E. Academic Grievance Committee

1. Membership

The Committee consists of six elected Executive Faculty who are not members of the Medical Council and three undergraduate or postgraduate (House Staff, Resident) students. Undergraduate student members participate in the Academic Grievance Committee in cases of undergraduate student grievances and the postgraduate medical students participate in the Academic Grievance Committee during house staff grievance proceedings. At least four faculty members must be present during grievance proceedings.

2. Responsibilities and Procedures

The responsibilities, procedures and timeliness of action for the Academic Grievance Committee are delineated in **The Redbook**, Chapter 6 in Articles 6.6 and 6.8, and in "The University of Louisville Student Academic Grievance Procedure" document. Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate an academic grievance. In order to comply with accrediting standards, academic matters are defined as those concerning instructional activities, research activities, as well as personal characteristics and behaviors suitable for a career in the practice of medicine.

F. Committees Appointed by the Dean

The Dean appoints members to, and chairs of, the following committees. The Dean also defines the membership, terms of appointment, and goals of these committees.

1. Student Prizes and Awards Committee

This committee selects recipients of prizes and awards for presentation at the Fall Honors Convocation in November; the Senior Honors Convocation in May, and upon other occasions as requested by the Dean.

2. Student Travel Committee

This committee reviews requests from students for travel funds and makes recommendations to the Dean.

3. Space Committee

This committee evaluates requests for space, analyzes the options for meeting space requirements, and makes recommendations to the Dean.

4. Graduate Medical Education Committee

This committee, comprised of all residency program directors and representatives of the House Staff Council, is responsible for monitoring compliance with ACGME standards: regular review of all residency programs; establishment and implementation of policies for selection, evaluation, promotion and dismissal of residents; appropriateness of working conditions of residents; and regular review of ethical, socioeconomic, medical-legal and cost-containment issues that affect graduate medical education.

Section 4. SPECIAL COMMITTEES

A. SEARCH COMMITTEES FOR DEPARTMENT CHAIRS

1. Membership

The Committee is appointed by the Dean. It elects its chair from among its Executive Faculty. The Committee consists of five tenured and two term (Associate Professor/Professor) Executive Faculty. Gender and minority composition shall be considered in making the appointments. It must include an Executive Faculty of the department concerned, and may have members from outside of the School of Medicine Executive Faculty. The number of outside members, however, may not exceed 49% of the committee's Executive Faculty.

2. Responsibilities

The Committee shall recommend to the Dean one or more candidates for the chair of the concerned department. In developing its recommendation, the Committee must have secured the approval of the majority of the Executive Faculty of the department in question. The Dean of the School of Medicine shall consult with the Dean of the Graduate School for departments with graduate programs. After acceptance by the Dean, the recommendations of the Committee, the department, and the Dean are forwarded to the Provost, the President, and the Board of Trustees for approval.

B. REVIEW COMMITTEES FOR DEPARTMENT CHAIRS

1. Purpose

The performance of each department chair shall be reviewed at the beginning of the sixth year following the date of appointment, and at the beginning of every sixth year thereafter. Earlier review may be initiated at any time by the Dean. Additionally, a majority of the tenured Executive Faculty of the concerned department may request an earlier review of the chair. Such a request will be considered by the Dean in accordance with Redbook 3.3.5.D.3.

2. Membership

The Dean shall appoint a five-member committee, at least one of whom will be a term faculty, from a slate of eight tenured and two term (Associate Professor/Professor) Executive Faculty candidates nominated by the Faculty Forum. The appointed committee shall have the concurrence of the departmental faculty (**The Redbook**, 3.3.5.D.2). The Committee elects its chair. Members of the Medical Council may not serve on this Committee.

3. Responsibilities
  - a. The Committee shall evaluate the chair's performance since appointment or last review. The Committee shall seek the opinions of all members of the department and may seek extramural consultation.
  - b. The Committee shall conclude its deliberations expeditiously - but before the sixth anniversary of the date of appointment or reappointment, and shall, by majority vote, make one of the following recommendations:
    - i. Endorsement
    - ii. Provisional endorsement, with specific recommendations including a date for the next review.
    - iii. Non-endorsement, delineating the reasons for the recommendation that the department chair be replaced.
  - c. A written summary of the Committee's final report shall be presented by the Dean to the Chair and Executive Faculty of the department within ninety days following its submission to the Dean. This summary shall have been approved by the Review Committee.
  - d. The chair may be retained or removed on the basis of a committee recommendation with which the departmental faculty and dean concur. In the event of an impasse on the outcome of a review, the procedures in **The Redbook**, Section 3.3.5.D.2, shall be followed.

<<END OF APPENDIX 2>>

Individual faculty may present issues for consideration through any member of the Faculty Forum or by submitting such issues in writing to the Secretary. The Faculty Forum also considers matters referred to it by the General Faculty, the Executive Faculty, or the Medical Council.

Members of the Faculty Forum shall keep the departments they represent fully informed as to matters pending before the Faculty Forum and decisions made. They also shall convey to the Faculty Forum the views of their departmental colleagues as issues arise.

The Faculty Forum transmits its own recommendations and actions, as well as those from the various committees which have received approval by the Faculty Forum, to the Executive Faculty and/or to the Office of the Dean for action and implementation. Recommendations and actions from the various Executive Faculty committees which fail to be approved by the Faculty Forum shall be returned to the originating committee. In forwarding recommendations to or from the committees and/or Executive Faculty, the Forum secretary shall include the tally of the vote: eligible to vote - voting; for, against, abstaining.

The Executive Faculty has the ultimate responsibility for all actions of the Faculty Forum; therefore, the Executive Faculty can reverse or modify actions of the Faculty Forum as follows:

1. A Special Executive Faculty meeting may be called specifically for the purpose of considering reversals or modifications of the Faculty Forum's actions. This meeting shall be called in accordance with the procedure set forth in Art. III, Sec. 3.A.
2. Motions regarding reversals or modifications of the Faculty Forum's actions, passed by a majority vote of the Executive Faculty present during the Special Executive Faculty meeting, shall be submitted by anonymous electronic or mail ballot, to the entire Executive Faculty within two weeks after the meeting. The ballots shall be collected and tallied as specified in Article IX.

Any major changes in faculty personnel policies or curricula, and any changes in the Bylaws and Rules, when proposed by the Faculty Forum, shall first be referred to the appropriate Executive Faculty committee for its recommendation. After review by the appropriate committee, recommendations shall be returned to the Faculty Forum for its recommendation or action.

#### Section I. MEMBERSHIP

- A. The Faculty Forum consists of one Executive Faculty representative elected from each department listed in Appendix 4. Those departments with more than twenty Executive Faculty may elect a second representative. Departments with more than forty Executive Faculty may elect a third representative. Voting members of the Medical Council are not eligible for election to the Faculty Forum, but one preclinical and one clinical department chair are elected by the preclinical and clinical department chairs, respectively, to represent the Medical Council in the Faculty Forum. Three members (one sophomore, one junior and one senior) of the medical student body, two residents (one junior and one more senior housestaff), and two graduate students (one junior and one more senior) are members of the Faculty Forum. Each of these three groups (medical student, graduate student, resident) will have one vote at the time of Forum voting, with the most senior representative present of each of three groups casting the vote after consultation with other members of the group in attendance at the meeting.
- B. The term of office of faculty representatives to the Faculty Forum is three years, with no representative serving more than two full consecutive terms. Terms of office are staggered to elect one-third of the membership each year. The term of office of a student or resident representative is one year.
- C. Representatives are elected by departments before the end of April. Elections are by secret ballot and require a majority vote of a department's Executive Faculty. Elected representatives may be recalled by two-thirds of a department's Executive Faculty.

- D. Attendance at meetings of the Forum is mandatory. Unexcused absence from two consecutive regular meetings, or three regular meetings during the year, shall result in an automatic vacancy of office. Extenuating circumstances that would justify an excused absence should be reported to the Chair of the Forum. An automatic vacancy shall also result from a total of five absences (excused and unexcused) during the year. In the event of such a vacancy, the department in question shall conduct a special election within 30 days to fill the unexpired term. For student and resident representatives, at least one member from each group (medical student, graduate student, medical resident) must be in attendance at each meeting of the Forum.

## Section 2. OFFICERS

- A. The Dean is Chair of the Faculty Forum. The Faculty Forum elects from its ranks a Vice-Chair and a Secretary. These elections are conducted by the Dean. Nominations for officers of the Faculty Forum are made from the floor. Student and resident members of the Faculty Forum are ineligible for election as officers, and are not counted in the constitution of a quorum. Officers are elected by secret ballot at the first meeting in June and assume office immediately. The term of each elective office is one year with the office holder eligible for re-election. The officer continues to serve as an elected departmental representative. Officers may be removed from their positions on a motion supported by a two-thirds majority of the Faculty Forum membership.
1. The Chair:
    - a. presides at all regular and special meetings of the Faculty Forum.
    - b. appoints members to *ad hoc* committees.
    - c. transmits recommendations of the Faculty Forum to the Office of the Dean.
  2. The Vice-chair:
    - a. with the Secretary, assists the Dean to develop agendas for Faculty Forum meetings,
    - b. assumes the responsibilities of the Chair in the event of the Chair's absence, and
    - c. Serves as a member of the Medical Council.
  3. The Secretary is responsible for:
    - a. assuring that proceedings and resolutions arising from each meeting of the Faculty Forum are recorded.
    - b. serving as Chief Teller and recording results of all voting arising from each meeting of the Faculty Forum;
    - c. distributing the notice, agenda and minutes of each Faculty Forum meeting to all members of the Faculty Forum, the President, and the University Archivist, and making them available to all members of the Executive Faculty;
    - d. serving as an *ex-officio*, non-voting member of the Rules, Policies and Credentials Committee.
  4. The Faculty Forum may establish other offices

5. The Office of the Dean shall supply administrative and clerical support to the officers and committees of the Faculty Forum.

Section 3. MEETINGS

- A. The Faculty Forum shall meet monthly during the regular academic year. An agenda and minutes of the previous meetings of the Faculty Forum and Medical Council shall be circulated at least five working days before each Faculty Forum meeting. At regular meetings the agenda includes:
  1. Approval of the minutes of the preceding regular meeting and of any special interim meetings.
  2. Report from the Office of the Dean.
  3. Committee reports.
  4. Old Business.
  5. New Business.

Items not included on the agenda may be proposed for discussion and information. The item may be acted on only if agreed upon by two-thirds of the quorum (See C. below) present.
- B. Special meetings of the Faculty Forum may be called at the Chair's initiative; upon petition by at least 25% of the membership of the Faculty Forum; or by petition of at least 10% of the Executive Faculty. Such petitions shall be delivered to the Secretary of the Faculty Forum. For meetings called by petition, the discussion shall be restricted to the specified topics on the agenda. The Secretary of the Faculty Forum shall send notification of special meetings to the Faculty Forum members. Such meetings are to be held within two weeks after the receipt of a valid petition.
- C. A quorum consists of a majority of the elected faculty members of the Faculty Forum. Student or resident members do not constitute a part of the quorum.
- D. Meetings are open to all Faculty.
- E. Parliamentary procedures are governed by *Robert's Rules of Order, Newly Revised*.

<<END OF APPENDIX 3>>

**APPENDIX 4 – ADMINISTRATIVE UNITS  
OF THE SCHOOL OF MEDICINE**

The departments of the School of Medicine are:

- |   |   |
|---|---|
| (1) Anatomical Sciences and Neurobiology        | (12) Orthopedic Surgery                   |
| (2) Anesthesiology and Perioperative Medicine   | (13) Pathology and Laboratory Medicine    |
| (3) Biochemistry and Molecular Biology          | (14) Pediatrics                           |
| (4) Emergency Medicine                          | (15) Pharmacology and Toxicology          |
| (5) Family and Geriatric Medicine               | (16) Physical Medicine and Rehabilitation |
| (6) Medicine                                    | (17) Physiology and Biophysics            |
| (7) Microbiology and Immunology                 | (18) Psychiatry and Behavioral Sciences   |
| (8) Neurology                                   | (19) Radiation Oncology                   |
| (9) Neurological Surgery                        | (20) Radiology                            |
| (10) Obstetrics, Gynecology, and Women's Health | (21) Surgery                              |
| (11) Ophthalmology and Visual Sciences          | (22) Urology                              |

**<<END OF APPENDIX 4>>**

1/05

Dean SOM responsibilities: Appendix V of SOM Bylaws.

Overview: In 2003 President Ramsey split the positions of Dean of the School of Medicine and Vice President for Health Affairs. The latter title was changed to Executive Vice President of Health Affairs (EVPHA) to denote an external focus and a significant role of the EVPHA in campus planning and policy issues in the Office of the President. President Ramsey's concept for the Dean's role was to maintain a more internal focus on the students/trainees, faculty and staff of the School of Medicine and to oversee teaching, research and clinical and other service programs directly related to them. That internal focus is of overarching importance and should be the filter through which each of the responsibilities as outlined below is viewed.

The Dean shall be the academic and administrative leader of the School of Medicine. The Dean shall report through the EVPHA to the Provost, and shall administer the School in accordance with the Bylaws and Rules of the School of Medicine and **The REDBOOK** and policies of the University of Louisville. The Dean must develop a five-year strategic plan for the SOM, which will be updated annually in concert with the University's plan and/or Challenge for Excellence. The progress on this plan will serve as one of the bases for the five-year decanal review.

The Dean shall be responsible for:

- Developing and maintaining good relationships with the students/trainees, faculty and staff of the School of Medicine as well as past members of the School including alumni.
- Fostering professionalism, diversity and a positive work/learning environment in the SOM;

In the Area of Teaching the Dean shall be responsible for:

- Undergraduate medical education in accordance with the essentials specified by the AMA/AAMC Liaison Committee on Medical Education;
- Graduate (masters and doctorate) education in compliance with University and CPE programmatic regulations and reviews;
- Graduate (residency and fellowships) medical education in compliance with the provisions of the American Council on Graduate Medical Education;
- Continuing medical education in compliance with the standards of the Accreditation Council for Continuing Medical Education(ACCME);
- Ensuring the quality of trainees (medical students, graduate students, residents, fellows, and postdoctoral trainees) and consistency of trainees with the SOM mission including its goals for diversity;
- Centrally coordinated oversight of the curriculum and curricular change;

In the Area of Research the Dean shall be responsible for:

- Maintaining a scholarly environment to include the facilitation of research and other scholarly activity by leading and overseeing the SOM research agenda including fostering of interdisciplinary programs, basic research, clinical research and translational research;
- Approving all start-up packages, grants and contracts requiring dean's office commitments;

In the Area of Clinical and Other Service the Dean shall be responsible for:

**APPENDIX 5 – RESPONSIBILITIES OF THE  
DEAN OF THE SCHOOL OF MEDICINE**

- Ensuring the clinical environment provides high quality patient care and is conducive to the interdigitation of the educational and research programs;
- Ensuring the quality of the School of Medicine leadership including Deans and Chairs, and the quality and consistency of the faculty with the SOM mission including its goals for diversity;
- Recommending retention of vacant faculty lines in areas of clinical and other needs;
- Recommending establishment or dissolution of academic departments, institutes and centers, and sections/divisions within departments;
- Soliciting and approving annual budgets from department chairs; planning, fundraising and managing the SOM budget and other resource allocation;

In discharging these responsibilities, the Dean shall:

- Lead the School of Medicine's faculty in the development and maintenance of high quality instruction, scholarship, research, and medical care
- Maintain standards of excellence by making recommendations to the EVPHA and Provost for the appointment, promotion and tenure of faculty members; the appointment of department chairs; the appointment of acting department chairs and the continuation of acting chairs beyond three years, the appointment of chairs and their continuation after the five-year review of chairs and their departments, both after consultation with departmental faculty; and the appointment of Vice, Associate, and Assistant Deans and other medical school administrators and other special faculty titles (e.g., endowed chairs, university scholars);
- Make final decisions on satisfactory or unsatisfactory periodic career review of faculty;
- Act on recommendations for student admission, continuation, dismissal and granting of degrees and certificates, which are recommended by the Vice Deans and Executive Faculty to the Board of Trustees;
- Meet with the faculty, staff, students, alumni, Faculty Forum, Executive Faculty, and Council of the School of Medicine as regularly and appropriately as needed in the formulation and administration of policies of the School of Medicine and to facilitate communication;
- Be responsible for the preparation and administration of the budget of the School of Medicine;
- Keep the faculty fully informed of the School of Medicine's educational, research, service, and financial status;
- Assign and monitor office and laboratory space assigned to the School of Medicine by the EVPHA;
- Be responsible for all final decisions relating to the operation of the School of Medicine within the properly authorized policies of the School of Medicine and the University of Louisville;

In discharging these responsibilities, the Dean shall also be involved outside of the School of Medicine in the following ways:

- Keep the President, the Provost, and the EVPHA fully informed of the School of Medicine's educational, research, service, and financial status;

**APPENDIX 5 – RESPONSIBILITIES OF THE  
DEAN OF THE SCHOOL OF MEDICINE**

- Meet with the President, the Provost, the EVPHA, the Vice Presidents, and other Deans on the Council of Academic Officers as appropriate in the development of University policies and through these routes support the concept of a coordinated Health Sciences Center and appropriate integration of the programs of the School of Medicine with other units of the University.
- Represent or delegate representation for the SOM on the boards of Medical School Fund, Inc., University Health Care, Inc., Kentuckiana Medical Risk Retention Group and Insurance Company, Inc., Medical School Practice Association dba as University Physicians Associates (UPA), including its Executive Committee, and University Physicians Group dba as UofL Health Care or successor organizations; represent the SOM in external affairs including professional associations (e.g., AAMC) and governmental agencies; be an advocate and an effective spokesperson for the SOM;
- Coordinate with the HSC and University Development Offices in fund-raising and alumni-relations activities on behalf of the School of Medicine;
- Maintain a liaison with the medical community, including local, regional, state, and national medical societies (e.g., Kentucky Medical Association, Kentucky Board of Medical Licensure, Jefferson County Medical Society, Association of American Medical Colleges, etc.);
- Recommend the appointment of the Chief-of-Staff for University of Louisville Hospital to the EVPHA;
- Be responsible for certification of eligibility of students to the State and National Boards of Medical Examiners;
- Perform such other functions appropriate to the office as may be directed by the EVPHA, Provost and/or the President.

Approved by School of Medicine Faculty Forum 6/9/04  
Amended to drop Chancellor title and add EVPHA title 1/05

**<<END OF APPENDIX 5>>**

The department chair is the administrative and educational head of the department and is directly responsible to the Dean. In this capacity the Chair:

1. represents the department in the Medical Council and communicates its proceedings to the departmental faculty,
2. conducts regular faculty meetings at least monthly,
3. is responsible for ensuring the preparation and approval of appropriate departmental documents, such as the mission statement (Sec. 3.3.5.C. of **The Redbook**), the Promotion, Appointment, and Tenure Criteria (Sec. 4.2.1.A and 4.1.5.F of **The Redbook**) and Performance Criteria (Sec. 4.2.2.C of **The Redbook**) and ensuring compliance thereof,
4. recommends to the Dean new faculty appointments and reappointments after approval by a majority of the Executive Faculty of the department,
5. submits the recommendation of the Executive Faculty of the Department, along with his/her recommendation, to the Dean for each department member being considered for promotion and tenure,
6. conducts the election of the departmental representative(s) to the Faculty Forum (Appendix 3, Sec. 1) by secret ballot,
7. conducts the election of departmental nominees for the faculty committees listed in (Appendix 2, Sec. 1.A.) and for the University Faculty Senate (Appendix 8, Sec. 2), by secret ballot and transmits their names to the Secretary of the Executive Faculty,
8. appoints a member of the Student Promotions Committee pursuant to Appendix 2, Sec. 3.E., after consultation with departmental faculty and
9. is responsible, when not using anonymous electronic balloting, for collecting sealed mail ballots for bylaws amendments, referenda, the election of candidates to committees listed in Appendix 2, Sec. 1.A. and the University Faculty Senate (Appendix 8, Sec. 2), and for transmitting them to the Secretary of the Executive Faculty.

<<END OF APPENDIX 6>>

Section 1. MEMBERSHIP

- A. The Medical Council consists of the Dean and the Department Chairs of the School of Medicine.
- B. Vice-Deans, Associate Deans, and Assistant Deans are non-voting members.
- C. The Vice Chair of the Faculty Forum is a voting member of Medical Council.
- D. The Dean may appoint two Executive Faculty members and two individuals who are not Executive Faculty to serve as members of the Medical Council.
- E. A medical student, a graduate student, and a resident are members of the Medical Council.

Section 2. OFFICERS

- A. The Dean, or designee, is Chair of the Medical Council and presides at its meetings.
- B. The Dean may appoint a Secretary of the Medical Council who need not be a member.

Section 3. MEETINGS

- A. Meetings of the Medical Council shall be held regularly as decided upon by the Dean and the Medical Council members.
- B. Special meetings may be convened by the Dean or upon the request to the Dean by three members of the Council.
- C. Parliamentary procedures shall be governed by *Robert's Rules of Order, Newly Revised*.
- D. Meetings are open to all Faculty.

<<END OF APPENDIX 7>>

Section 1. QUALIFICATIONS

- A. Senators representing the School of Medicine have a primary appointment in the School of Medicine.
- B. No department may have more than one senator.
- C. Each preclinical department elects one senator.
- D. The four clinical departments with the largest number of Executive Faculty each elect one senator.
- E. The remainder of the senators are elected as at-large representatives of the remaining clinical departments.

Section 2. ELECTION

- A. In each department that elects a senator, election shall be by secret ballot. In each department that nominates candidates, the nominations shall be by secret ballot during a meeting of the Executive Faculty of their department of primary appointment.
- B. In the departments that elect senators at-large, a candidate shall be nominated in each department by secret ballot during a meeting of the Executive Faculty of their departments of primary appointment. The senatorial at-large seats shall be filled by an election in which only the departments in Section 1.E. participate.

Section 3. RESPONSIBILITIES

- A. Senators represent the Faculty of the School of Medicine in the University Faculty Senate.
- B. Senators shall meet at the beginning of each academic year to elect a liaison with the Faculty Forum.
- C. Attendance at meetings of the University Faculty Senate is mandatory. Absence from two consecutive regular meetings or a total of three regular meetings during a Senate year may result in an automatic vacancy of office, unless there are extenuating circumstances. In the event of a vacancy, the Secretary of the Executive Faculty may fill the vacant office with the appropriate, eligible candidate from the previous election or by special election, if necessary.

<<END OF APPENDIX 8

Section 1. QUALIFICATIONS

Nominees for University-wide elections and representatives to University-wide Committees must have a primary appointment in the School of Medicine and must be Executive Faculty.

Section 2. SELECTION OF NOMINEES

- A. Each department may submit the name of one faculty member to be a candidate for unit nominee(s).
- B. Selection of unit nominee(s) shall be by secret ballot of the Executive Faculty.
- C. In the event that insufficient time is available for the usual selection process, each department may submit the name of one faculty member whose name will be placed on a ballot for election by the Faculty Forum as the unit nominee(s).

Section 3. ELECTION OF REPRESENTATIVES

- A. Each Department may submit the name of one faculty member to be a candidate for Unit-wide election.
- B. Election of Unit representative(s) shall be by secret ballot of the Executive Faculty.
- C. In the event that insufficient time is available for the usual election process, each department may submit the name of one faculty member whose name will be placed on a ballot for election by the Faculty Forum as the unit representative.

<<END OF APPENDIX 9>>