

**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 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; see **The Redbook** ' 4.1.1. 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 50% of general faculty members.

**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.B.1
- 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, emeritus or gratis General Faculty who has been elected to the Executive Faculty. One part time, emeritus or gratis General Faculty member may be elected each May by their department to the Executive Faculty, plus one additional General Faculty member for every ten Executive Faculty qualified under Art. III, Sec 1.B.1. Terms for all General Faculty elected to Executive Faculty will be one year.

- C. 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. 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 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. A meeting of the Executive Faculty shall be convened at least semiannually. 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.
- 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 50% of Executive Faculty. If a quorum is not present at the biannual meeting, all voting should take place after the meeting electronically.

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 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 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 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.

#### **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 Executive Vice President and University Provost through whom he or she shall be responsible to the President for the administration of the unit.
- B. The Dean chairs and is a non-voting member of the Faculty Forum, the Medical Council, the Executive Faculty, and the General Faculty meetings.
- 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 Provost and the President or his/her designee, subject to appropriate action by or information to the Board of Trustees in accordance with then-current University policy.

##### **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 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 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 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 prior to voting by anonymous electronic 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 by electronic ballots distributed to all Executive Faculty.

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

Revised Bylaws Approved by Executive Faculty 02/14/2005  
Revised Bylaws Approved by Faculty Forum 08/12/2009  
Revised Bylaws Approved by Faculty Forum 10/14/2009  
Revised Bylaws Approved by Executive Faculty 06/28/2010  
Revised Bylaws Approved by Faculty Forum 04/19/2017  
Revised Bylaws Approved by Executive Faculty 07/04/2017  
Revised Bylaws Approved by Faculty Senate 12/06/2017  
Revised Bylaws Approved by Board of Trustees 04/19/2018  
Revised Bylaws Approved by Faculty Forum 11/19/2019  
Revised Bylaws Approved by Executive Faculty 01/26/2020  
Revised Bylaws Approved by Faculty Senate 04/01/2020  
Revised Bylaws Approved by Board of Trustees 04/23/2020

## APPENDIX 1– OFFICERS OF THE EXECUTIVE FACULTY

~~1.A.~~ Chair: The Dean is the Chair of the Executive Faculty and presides over meetings of the Executive Faculty.

~~2.B.~~ Vice-chair: The Vice-chair of the Faculty Forum is the Vice-chair of the Executive Faculty and:

1. presides in the absence of the Chair; and
2. with the Secretary, assists the Dean in developing agendas for Executive, General Faculty, and Faculty Forum meetings.
- ~~3.~~ Serves as a member of the Medical Council

~~3.C.~~ Secretary: The Secretary of the Faculty Forum is Secretary of the Executive Faculty and is responsible for:

1. 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; with the Vice-chair, assists assisting the Dean in developing agendas for Executive, General Faculty, and Faculty Forum meetings
2. assuring the distribution of all anonymous electronic ballots for elections and referenda;
4. assuring the maintenance of a permanent record of all elections and referenda;
- ~~6.~~ 2. assuring that all amendments to these Bylaws and Rules are duly recorded and that amended copies of the Bylaws and Rules are made available to full time and part time faculty; ~~servesserving~~ as ex-officio, non-voting member of the Performance Criteria and Policy Committee

~~4.D.~~ Other Officers: The Executive Faculty may have other officers as they deem necessary.

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Revised Bylaws Approved by Executive Faculty 12/10/2008  
Revised Bylaws Approved by Faculty Forum 01/14/2009  
Revised Bylaws Approved by Executive Faculty 07/13/2009  
Revised Bylaws Approved by Faculty Forum 08/12/09  
Revised Bylaws Approved by Faculty Forum 10/14/09  
Revised Bylaws Approved by Faculty Forum 06/09/10  
Revised Bylaws Approved by Executive Faculty 06/28/10  
Revised Bylaws Approved by Faculty Forum 04/13/11  
Revised Bylaws Approved by Executive Faculty 06/27/11  
Revised Bylaws Approved by Faculty Forum 04/19/17  
Revised Bylaws Approved by Executive Faculty 07/04/17  
Revised Bylaws Approved by Faculty Senate 12/06/2017  
Revised Bylaws Approved by Board of Trustees 04/19/2018

The Standing Committees of the Executive Faculty:

1. The Faculty Forum
2. Educational Program Committee (EPC)
3. Performance Criteria and Policy Committee (PCP)
4. Graduate Council
5. Promotion, Appointment and Tenure Committee (PAT)
6. Research Committee
7. Student Admissions Committee
8. Student Promotions Committee
9. Academic Grievance Committee

Committees Appointed by the Dean

1. Student Prizes and Awards Committee
2. Student Travel Committee
3. Graduate Medical Education Committee
4. Diversity and Inclusion Committee

The Non-Standing Committees of the Executive Faculty are:

1. Special Committees
  - a. Search Committees for Department Chairs
  - b. Review Committees for Department Chairs

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**APPENDIX 2– COMMITTEES OF THE SCHOOL OF MEDICINE** Page 3 of 26

Section 1. 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. Executive faculty members that are not assigned a primary department may nominate as a unit, one member as a representative to Faculty forum, and one member for any School of Medicine committee in which they are eligible to nominate at that time.
2. An anonymous electronic ballot listing the nominees is prepared by the School of Medicine Office of Faculty Affairs and Advancement and circulated to all eligible voters within the Executive Faculty.
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. Every appropriate effort shall be taken to ensure that at least two females and at least one under-represented minority shall be in each committee. Prior to committee elections each spring, the School of Medicine Office of Faculty Affairs and Advancement shall review committee composition and request appropriate nominees from the Chairs of eligible departments as detailed in Appendix 2, Sec. 2, and Sec. 3. Upon completion of the ballot tally, the School of Medicine Office of Faculty Affairs and Advancement shall notify the Faculty Forum of the election results committee membership for their approval. The Faculty Forum 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 Dean of the School of Medicine may appoint additional members of the General Faculty to improve the gender and underrepresented minority composition. Dean selections shall undergo approval by the Faculty Forum.
  - b. Should there be insufficient candidates for an election, the Dean may appoint additional members 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).
  - c. The number of appointed members may increase the membership of a given committee only by the number of positions needed to achieve the composition adjustment (two for gender and/or one for under-represented minority; that is, a maximum of three positions).
  - d. Appointed committee members shall have a term of office the same as that of other committee members and they may stand for election 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 appointed candidates for at-large election.
4. In the event of a faculty vacancy in an elected committee, Faculty Forum shall



**APPENDIX 2– COMMITTEES OF THE SCHOOL OF MEDICINE Page 4 of 26**

fill the vacant office with the eligible candidate receiving the next highest number of votes from the previous election. If there are no eligible candidates, the Dean may appoint a candidate to fill the vacancy after the election for approval by Faculty Forum. The candidate or appointed member 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 Program Committee; Student Prizes and Awards 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 and Graduate Council membership does not preclude membership in a standing committee.
2. Committees may not have more than one elected member from a department, unless otherwise specified in Appendix 2, Sec 2 or Sec. 3 of these Bylaws.
3. Voting members of the Medical Council are ineligible for membership on standing committees.
4. The elected membership of each committee shall be comprised of at least one fourth membership from basic and at least one fourth membership from clinical departments.
5. Elected or appointed members of standing committees serve staggered terms of three years. Members of these committees who have served two full consecutive terms must wait an additional two full terms before being eligible to serve again. Term limits may be extended beyond the two terms, if recommended by the committee chair and approved by the Dean.
6. Attendance at committee meetings is mandatory. A record of attendance should be part of the committee's normal meeting. The chair of each committee may recommend to the committee members, for their approval, dismissal of a faculty member, if the faculty member in question is absent more than one third of the committee meetings within an academic year or is otherwise derelict in duties.
7. Individuals who hold a part-time, gratis or emeritus Executive Faculty status are eligible to serve in School of Medicine Committees. All criteria for specific committee membership shall apply. If the Executive Faculty status ends, a vacancy on that committee is created. The Dean of the School of Medicine may appoint a member to fill vacant position and forward the name to the Faculty Forum for approval.

7.8. A quorum is defined as more than half of the committee's members and is required to conduct meetings where decision making votes will be taken.

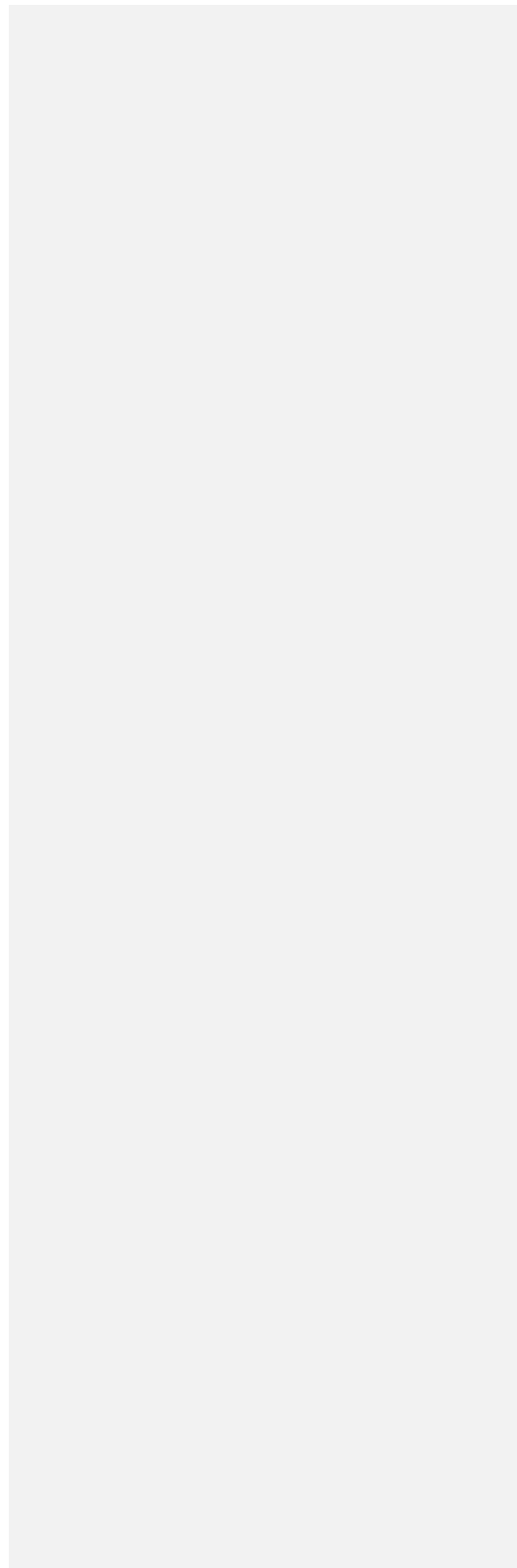
**D. Medical Student, Resident, Graduate Student, and Post-doctoral Fellow Membership in**

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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 Program - three medical students

Student Promotions - one medical student

Academic Grievance - three medical students, three residents, three graduate students, and three post-doctoral fellows)

Student Admissions - three medical students (one each, sophomore, junior, and senior)

Medical Council - one medical student, one graduate, and one resident member

Graduate Council – three graduate student representatives

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 body 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 recommended.

E. Officers

Each committee elects its own Chair and Vice 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. STANDING COMMITTEES

These committees report through the Faculty Forum to the Executive Faculty and to the Dean. During each academic year, presentations to the Faculty Forum of the activities of these committees are scheduled on a regular basis.

These presentations include a summary of the prior year's activities.

A. Educational Program 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 five elected Executive Faculty, four Executive Faculty appointed by the Dean,

three student representatives, Associate Dean for Trover Campus or his/her designee, and the Vice Dean for Undergraduate Medical Education who is Chair and a non-voting member. This committee may have more than one representative from a department.

- b. The five members elected by the Executive Faculty are selected as follows: at least two members from the Basic Science Departments that have responsibility in the major courses taught during the first two years, and at least two members from the clinical departments and one additional faculty member.
  - c. Representatives appointed by the Dean include two basic science faculty and two clinical faculty. These representatives are selected from nominations for each vacant position forwarded to the Dean by the Educational Program Committee. Appointed members should have appropriate qualifications for curriculum oversight responsibilities, including but not exclusive of:
    - Significant experience with curriculum development of implementation, including service as course or clerkship director, or completing of training in educational design.
    - Expressed willingness to assess, and make recommendations regarding instructional design or implementation for subjects outside of area of expertise.
  - d. Of the clinical faculty members serving on the Committee, there shall be at least one generalist and one specialist
  - e. Student members are elected to serve for a term of three years on this committee.
2. Responsibilities
- a. The Committee is responsible for the overall design, management, and evaluation of a coherent and coordinated curriculum that achieves the educational objectives of the medical school. The Committee will have the authority to lead, direct, coordinate, control, plan, and evaluate the curriculum, and will regularly report on curriculum matters to Faculty Forum and the Dean.
  - b. To fulfill its responsibilities, the Committee will oversee the following curriculum-related activities:
    - Development of the schedule for all courses
    - Ensuring that the curriculum is logically sequenced
    - Maximizing horizontal and vertical integration within and across all four years of the curriculum
    - Evaluation of program effectiveness using outcomes analysis
    - Surveying the content and workload in each course and clerkship
    - Identifying and eliminating gaps and redundancies in the curriculum
    - Reviewing the learning objectives of each course and clerkship and

- ensuring their alignment with programmatic objectives
  - Development of policies that position students for mastery of the school’s educational objectives and maximize their success as learners and future physicians
  - c. The Committee will base its authority to implement these responsibilities on adherence to a defined process for determining curriculum changes, to ensure appropriate instructional freedom in the setting of central curriculum management.
  - d. The Committee should ensure that each academic segment of the curriculum maintains common standards for content, such that each medical student will acquire appropriate competence in general medical care regardless of subsequent career specialty.
- B. Performance Criteria and Policy Committee
1. Membership
    - a. This Committee consists of eight elected Executive Faculty.
  2. Responsibilities
    - a. The Committee develops, forwards for approval, and when approved, publishes unit guidelines (School of Medicine Policies for Annual Reviews and Salary Increases Based Upon Performance) 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 hear appeals of annual reviews and for issues regarding gross inequities in salary as required by Redbook Sec. 4.2.1. Recommendations from the hearing will be forwarded to the Dean of the School of Medicine. This appeals process shall be distinct from the grievance process (Redbook Art. 4.4)
    - d. 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.

C. Graduate Council

1. Membership

- a. The Graduate Council consists of seven elected and two appointed Executive Faculty, three graduate student representatives, and the Associate Dean for Graduate and Post-doctoral Studies who serves as chair and is a non-voting member.
- b. The Executive Faculty members will be selected as follows: one member elected from each of the graduate degree granting basic departments, one member from the Audiology program, and one member from the Speech Pathology program. Each of these graduate degree granting department/ programs shall elect one of its Executive Faculty. One member representing the M.D/Ph.D. program and one member representing a clinical department who is engaged in graduate student education shall be appointed by the Dean.
- c. Graduate students from the degree granting graduate programs self-nominate for the elections of positions on this committee. The graduate student representatives are elected by ballots sent to all students which are collected by the Office of Graduate and Post-doctoral Studies.

2. Responsibilities

- a. The Graduate Council shall advise the Dean on academic matters pertaining to the education of Ph.D., M.S., and Au.D. students and the MD/PhD program. These matters shall include admission standards, academic standards and performance, academic program administration, and faculty participation in graduate education. Reports of the meetings shall be provided to the Dean and the Vice Dean for Research.

D. Promotion, Appointment and Tenure Committee

1. Membership

The Committee consists of six elected tenured and six elected term Executive Faculty holding the rank of Professor. For considerations of tenure, only tenured members of the committee will have voting privileges. No more than two representatives may be from the same department. If two representatives are from the same department, one must be term and the other tenured.

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, or periodic career reviews. Upon final approval, these documents together with approved departmental documents, and **The Redbook** shall establish procedures and

**APPENDIX 2– COMMITTEES OF THE SCHOOL OF MEDICINE Page 10 of 26**

be the only criteria for appointment, tenure, promotion, 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 term, 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 periodic career reviews shall be delineated in the unit personnel documents. Committee members shall not be present for the discussion and shall abstain from voting on actions involving members of their own department.

The Committee is not directly involved in the evaluation for reappointment of faculty that hold nontenurable appointments.

E. Research Committee

1. Membership

The Committee consists of eight elected Executive Faculty. The 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.

F. Student Admissions Committee

1. Membership

The Committee consists of eight elected Executive Faculty, three students, and the Associate Dean for Admissions. The Associate Dean for Admissions is Chair and a non-voting member. All other committee members have the right to vote. The Dean may appoint additional members. A quorum, defined as more than half of the committee's members, is required to conduct meetings where decision making votes will be taken. All committee members have the right to vote.

2. Responsibilities

The Committee selects students for admission in accordance with School of Medicine and University regulations, and accreditation standards. The Committee establishes policies and criteria for admissions and report the results of admissions actions to the Faculty Forum.

3. Procedures

Procedures for selection of students are formulated by the Committee in consultation with the Associate Dean for Admissions. The Admissions Committee as a whole has the final authority for making all admissions decisions, as well as the policies and procedures for the selection of students. A decision on admission requires agreement of at least two-thirds of the committee members present at the meeting.

G. Student Promotions Committee

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**APPENDIX 2– COMMITTEES OF THE SCHOOL OF MEDICINE    Page 11 of 26**

1.    Membership

The Committee consists of one representative from each department listed in Appendix 4, one representative from the Trover Campus, and three students, one from 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year classes selected by the School of Medicine Student Council constituting one student vote. The Assistant Dean for Student Affairs is a nonvoting

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**APPENDIX 2– COMMITTEES OF THE SCHOOL OF MEDICINE Page 12 of 26**

member. Departmental representatives are appointed by the department chair after consultation with the members of the department during a faculty meeting; the Trover Campus Representative is appointed by the Associate Dean for Trover Campus. No more than 25% of the committee will consist of Course Directors and/or Clerkship Directors. Additionally, any member involved in direct grading of a student in question must recuse himself from discussion and voting.

2. Responsibilities

- a. The Committee reviews the academic progress of all students with unsatisfactory performance and makes recommendations for corrective action, remediation, and/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 and Assistant Dean for Student Affairs and the Vice Dean for Medical Education.

H. Academic Grievance Committee

1. Membership

The Committee consists of six elected Executive Faculty who are not members of the Medical Council, three medical students, three residents, three graduate students, and three post-doctoral fellows. Medical student members participate in the Academic Grievance Committee in cases of medical student grievances, residents participate in the Academic Grievance Committee during resident grievance proceedings, graduate students participate in graduate student grievances, and post-doctoral fellows participate in cases of post-doctoral fellow grievances. 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.

Section 3. 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.

A. Student Prizes and Awards Committee

This committee selects recipients of prizes and awards for presentation at the Fall Honors Convocation, fall semester, and the Senior Honors Convocation spring

B. Student Travel Committee

This committee reviews and approves requests from students for travel funds available from the Dean’s Office.

C. Graduate Medical Education Committee

This committee is comprised of the Vice Dean for GME and CME/Designated Institutional Official (DIO), Assistant Dean for Graduate Medical Education, GME Assistant Dean for Resident Educational and Work Environment, GME Administrators, residency program directors, residency program coordinators, the GME Quality & Patient Safety Officer, teaching hospital representatives and representatives of the House Staff Council. The GMEC is responsible for monitoring institutional and program compliance with ACGME requirements; the quality of the GME educational environment and experiences; and for all major changes related to individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution. The GMEC is also responsible for policies and procedures relevant to GME; appointment of new Program Directors; review of reports and responses to and from ACGME Residency Review Committees and Clinical Learning Environment Reports (CLER); performance of the ACGME-required Annual Institutional Review and the Special Review process including identification of program performance factors and establishment of quality improvement goals. More than one representative may serve on this committee from any department.

D. Diversity and Inclusion Committee

This committee will be responsible for the following: develop activities, programs and partnerships focused on enhancing diversity within the applicant pool to increase the students, faculty, staff, and senior administrative leadership from the recruitment and/or hire of underrepresented populations; promote a campus climate that supports and values the unique way that each individual contributes to the school; enhance the opportunity and scope of professional development for faculty and staff that promote diversity, empathy/compassion, and community engaged scholarship; to monitor and assess the campus climate to develop and further implement plans to enhance the experience for all members of our community; support and/or develop diversity programming that will help improve campus climate and augment learning and development around diversity issue.

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 shall include seven executive faculty (Associate Professor/Professor), of which at least two shall be tenured and at least two shall be term. Other members can be term or tenured. Gender and minority composition shall be considered in making the appointments. It must include an

Executive Faculty of the department concerned, and may include a University of Louisville medical student, house officer and/or graduate student and/or non-full time faculty physician nominated by the Greater Louisville Medical Society. 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

A slate of 10 Faculty members (Associate Professor/Professor) is approved by Faculty Forum. The slate of 10 must have at least 3 tenured faculty and 3 term faculty. From the slate of 10, the Dean shall appoint a five-member committee, at least one of whom will be a term faculty and one tenured faculty. The majority of members of a basic science department chair review committee will be from the five basic science departments, while the majority of members of a clinical department chair review committee will be from the clinical departments. 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, Medical Council, or the Dean.

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. For items pertaining to personnel policies, criteria and procedures; to its own meetings; to amendment of the Bylaws and Rules, and recommendations to the Board of Trustees at least one month between initial presentations of items to the time Faculty Forum approval vote is taken. This one month will allow Faculty Forum representatives to seek input from departmental colleagues.

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 Faculty Forum verifies the eligibility of each School of Medicine committee candidate and rules on the eligibility of any challenged office holder or candidate. Faculty Forum is responsible for approving election results, Dean's committee appointments, and for ensuring that all committees meet the standards in Appendix 2 Section 1 of this document. The Faculty Forum 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.

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 ballot to the entire Executive Faculty after the meeting as specified in Article IX.

Any major changes in faculty personnel policies 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 chair is elected by the department chairs to represent the Medical Council in the Faculty Forum. One School of Medicine representative to the university-wide Faculty Senate will perform duties as a liaison to Faculty Forum as a non-voting member. 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. The term of office of a medical student, graduate 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, may result in an automatic vacancy of office. Extenuating circumstances that would justify an excused absence should be reported to the Vice Chair or Secretary of the Forum. A Faculty Forum member in their absence may send a proxy representative who will act for that member in all capacities, including voting for the unit in which they serve. If a member sends a proxy then the absence of the member is considered an excused absence. An automatic vacancy may 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) should 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 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 for a maximum of one additional term. 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.

~~0. The Chair:~~

~~presides at all regular and special meetings of the Faculty Forum.~~

**A. Chair: The Dean is the Chair of the Executive Faculty and presides over meetings of the Faculty Forum.**

**B. Vice-chair: The Vice-chair of the Faculty Forum is the Vice-chair of the Executive Faculty**

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and:

1. presides in the absence of the Chair; and

2. with the Secretary, assists the Dean in developing agendas for Executive, General Faculty, and Faculty Forum meetings.

3. serves as a member of the Medical Council

C. Secretary: The Secretary of the Faculty Forum is Secretary of the Executive Faculty and is responsible for:

1. with the Vice-chair, assisting the Dean in developing agendas for Executive, General Faculty, and Faculty Forum meetings

2. serving as ex-officio, non-voting member of the Performance Criteria and Policy Committee

D. Other Officers: The Executive Faculty may have other officers as they deem necessary.

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Section 3. MEETINGS

- A. The Faculty Forum shall meet monthly. 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.

Items not included on the agenda may be proposed for discussion and information.

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- 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 four 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.

<<END OF APPENDIX 3>>

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

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The departments of the School of Medicine are:

- |  |  |
|--|--|
| (1) Anatomical Sciences and Neurobiology           | (12) Ophthalmology and Visual Sciences                                   |
| (2) Anesthesiology and Perioperative Medicine      | (13) Orthopedic Surgery  |
| (3) Biochemistry and Molecular Genetics            | (14) Otolaryngology-Head and Neck Surgery<br>and Communicative Disorders |
| (4) Cardiovascular and Thoracic Surgery            | (15) Pathology and Laboratory Medicine                                   |
| (5) Emergency Medicine                             | (16) Pediatrics  |
| (6) Family and Geriatric Medicine                  | (17) Pharmacology and Toxicology   |
| (7) Medicine                                       | (18) Physiology  |
| (8) Microbiology and Immunology                    | (19) Psychiatry and Behavioral Sciences                                  |
| (9) Neurological Surgery                           | (20) Radiation Oncology  |
| (10) Neurology                                     | (21) Radiology   |
| (11) Obstetrics, Gynecology, and Women's<br>Health | (22) Surgery   |
|  | (23) Urology   |

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

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

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The Dean shall be the academic and administrative leader of the School of Medicine. The Dean shall report to the Executive Vice President and University 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 strategic plan for the School of Medicine in accordance with the university process. 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 Liaison Committee on Medical Education (LCME);
- Graduate (masters and doctorate) education in compliance with University and Council on Postsecondary Education (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;
- Ensuring there is central coordination and 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:

- Ensuring the clinical environment provides high quality patient care and is conducive to the interdigititation of the educational and research programs;

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

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- 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 the Area of Community Engagement the Dean shall be responsible for:

- Assuring active engagement and collaboration with community partners to improve health through partnership, outreach, health advocacy, and engaged scholarship;
- Promoting a community of diverse faculty, residents, students, and staff;

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 Executive Vice President and University 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 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;

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

Page 21 of 26

- Assign and monitor office and laboratory space assigned at the Health Science Campus to the School of Medicine;
- 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 and the Executive Vice President and University Provost fully informed of the School of Medicine's educational, research, service, and financial status;
- Meet with the President, the Executive Vice President and University Provost, 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 University Medical Center, Inc., Kentuckiana Medical Reciprocal Risk Retention Group, University of Louisville Physicians (ULP) Inc. and the Joint Pediatric Academic Committee 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., Greater Louisville Medical Society, Kentucky Medical Association, American Medical Association, Kentucky Board of Medical Licensure, Association of American Medical Colleges, etc.);
- 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 Executive Vice President and University Provost and/or the President.

Approved by School of Medicine Faculty Forum 06/09/2004  
Amended to drop Chancellor title and add EVPHA title 01/2005  
Revised/Approved by Faculty Forum 11/19/2019  
Revisions Approved by Executive Faculty 01/26/2020  
Revisions Approved by Faculty Senate 04/01/2020  
Revisions Approved by Board of Trustees 04/23/2020

**<<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 is compatible with the Redbook, such as the mission statement, the Promotion, Appointment and Tenure Criteria and Performance Criteria. 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 voting members of the Medical Council.
- E. A medical student, a graduate student, and a resident are non-voting 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. Meetings are open to all Faculty.

**<<END OF APPENDIX 7>>**

**APPENDIX 8 – SCHOOL OF MEDICINE REPRESENTATIVES  
TO THE UNIVERSITY FACULTY SENATE**

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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. The School of Medicine senators are elected by electronic ballot of Executive Faculty Members.
- D. The number of senators to be elected by the faculty will be determined by the application of a formula predetermined and established by the Faculty Senate (Redbook, Section 3.4.2.B)
- E. Each department that is eligible to nominate, can nominate one representative to be on the School of Medicine Executive Faculty election ballot.

Section 2. ELECTION

- A. Elections are held by anonymous electronic ballots by all Executive Faculty.

Section 3. RESPONSIBILITIES

- A. Senators represent the Faculty of the School of Medicine in the University Faculty Senate.
- B. At the beginning of each academic year, Senators should select one of its members to be 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**

**APPENDIX 9 – SCHOOL OF MEDICINE REPRESENTATIVES  
TO THE UNIVERSITY-WIDE COMMITTEES**

Page 25 of 26

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>>**



**APPENDIX 9 – SCHOOL OF MEDICINE REPRESENTATIVES  
TO THE UNIVERSITY-WIDE COMMITTEES**

Revised Bylaws Approved by Executive Faculty on 03/21/05  
Revised Bylaws Approved by Executive Faculty on 05/2007  
Revised Bylaws Approved by Executive Faculty on 08/07/2008  
Revised Bylaws Approved by Executive Faculty on 12/10/2008  
Revised Bylaws Approved by Faculty Forum on 01/14/2009  
Revised Bylaws Approved by Executive Faculty on 07/13/2009  
Revised Bylaws Approved by Faculty Forum on 08/12/09  
Revised Bylaws Approved by Faculty Forum on 10/14/09  
Revised Bylaws Approved by Faculty Forum on 06/9/10  
Revised Bylaws Approved by Executive Faculty on 06/28/10  
Revised Bylaws Approved by Faculty Forum on 04/13/11  
Revised Bylaws Approved by Executive Faculty on 06/27/11  
Revised Bylaws Approved by Faculty Forum on 12/12/12  
Revised Bylaws Approved by Executive Faculty on 02/05/13  
Revised Bylaws Approved by Executive Faculty on 06/04/2013  
Revised Bylaws Approved by Faculty Forum on 10/18/2014  
Revised Bylaws Approved by Faculty Forum on 11/12/2014  
Revised Bylaws Approved by Faculty Forum on 10/08/2014  
Revised Bylaws Approved by Executive Faculty on 02/09/2015  
Revised Bylaws Approved by Board of Trustees 05/14/15  
Revised Bylaws Approved by Faculty Forum 04/19/17  
Revised Bylaws Approved by Executive Faculty 07/04/17  
Revised Bylaws Approved by Faculty Senate 12/06/2017  
Revised Bylaws Approved by Board of Trustees 04/19/2018  
Revised Bylaws Approved by Faculty Forum 04/11/2018  
Revised Bylaws Approved by Executive Faculty 06/26/2018  
Revised Bylaws Approved by Faculty Senate 10/03/2018  
Revised Bylaws Approved by the President 10/31/2018  
Revised Bylaws Approved by Faculty Forum 11/19/2019  
Revised Bylaws Approved by Executive Faculty 01/26/2020  
Revised Bylaws Approved by Faculty Senate 04/01/2020  
Revised Bylaws Approved by Board of Trustees 04/23/2020