

University of Kansas School of Medicine

BYLAWS of the School of Medicine Faculty

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Article I. Preamble

The educational, service and scholarly missions of the University of Kansas, School of Medicine are accomplished through the cooperative and interdependent activities of the faculty and the administration. The success of this partnership hinges directly upon open communications among faculty members and administrative officers in the School of Medicine since the free exchange of knowledge, experience, hopes, history and plans form the matrix upon which effective governance is based.

The purpose of these bylaws is to provide the framework by which the SOM Faculty governs itself and participates in the development and implementation of policies and procedures related to the missions of the University of Kansas, School of Medicine. These bylaws describe the organizational structure of the Medical Faculty and the relationships between the SOM Faculty and the University Administration.

Faculty governance is accomplished through an organizational structure that has an elected Faculty Council empowered to conduct the business of the SOM Faculty in all matters not expressly reserved for the SOM Faculty and an Executive Committee that addresses matters when the Faculty Council is not in session. The Faculty Council is representative of all constituencies within the School and its membership is elected by those constituencies along with *ex officio* membership from the Deans' Offices. The Executive Dean receives recommendations through this structure and represents the faculty in administrative matters. This governance structure provides for the orderly flow of information and concerns within the School and enables the conduct of business in a timely manner.

Those activities of the Executive Vice Chancellor, the Executive Dean, the Executive Committee and the Faculty Council that are appropriately within the sphere of interest and concern of the SOM Faculty are to be transmitted to the SOM Faculty in a timely fashion.

Article II.
School of Medicine Faculty

1. Membership

1.1 **Voting.** All individuals who have a faculty appointment of 50 percent time or more in the School of Medicine are eligible to vote in faculty elections and serve as elected or appointed committee members.

1.2 **Non-voting.** Other individuals who have faculty appointments in the School of Medicine of less than 50 percent time are encouraged to participate in meetings of the SOM Faculty. However, they may not vote in faculty elections nor be elected or appointed to standing committees or the Faculty Council. In some circumstances they may be appointed to certain standing committees because of specific expertise or responsibilities. If, as a consequence of being elected Chair of a standing committee, they serve on the Faculty Council, they shall have voting privileges on the Faculty Council.

1.3 **Faculty Listing.** A listing of all voting and non-voting members of the SOM Faculty will be kept by the Office of Academic Affairs. This listing shall be provided to the Executive Committee each year by September 1.

2. Duties. The responsibilities of the SOM Faculty carried out through appropriate governance structures include but are not limited to the following:

2.1 to establish the general goals of the educational policies of the School of Medicine relative to student admission, curricular requirements, promotions, graduation and other educational activities;

2.2 to make recommendations to the Executive Dean about the impact on educational programs of changes in the conduct of clinical practice and scientific research in facilities used by the School;

2.3 to make recommendations to the Executive Dean regarding policies for allocation of School of Medicine resources;

2.4 to establish criteria for promotion and/or tenure in accordance with the Handbook for Faculty and Other Unclassified Staff;

2.5 to elect four delegates-at-large to the Faculty Council who shall also be members of the Executive Committee;

2.6 to elect all members to the Standing Committees of the Faculty Council except those specified to be appointed by the Executive Dean or Dean of the Wichita campus; and

2.7 to be the approving body for all changes in the SOM Faculty Bylaws.

3. **Meetings.** The SOM Faculty is in session during the Annual Meeting, Special Meetings, and Emergency Meetings.

3.1 **Annual Meeting.** The SOM Faculty will meet annually in the fall to receive the reports of standing committees and of the Executive Dean. Notice of the time and place of the annual meeting will be sent to all faculty members at least one month prior to the date of the meeting, with such notice including the agenda for the meeting.

3.2 **Special Meetings.** Special meetings of the SOM Faculty may be called by the Executive Committee, Faculty Council, the Executive Dean, the Executive Vice Chancellor, or by a signed petition of 20 voting members of the SOM Faculty. Notice of the time and place of special meetings will be sent to all faculty members at least one week prior to the date of the meeting, with such notice including an explanatory agenda for the meeting.

3.3 **Emergency Meetings.** When the Executive Committee deems that an emergency meeting of the SOM Faculty is indicated, it may be called with prior notice of two working days. Notice of such a meeting will be distributed to faculty members through each Department Chair. Business transacted must be limited to the reason the meeting was called.

3.4 The Executive Dean of the School of Medicine shall prepare the agenda for faculty meetings in consultation with the Executive Committee and other concerned faculty members.

3.5 The Executive Dean of the School of Medicine, or his/her designee, will preside at meetings of the SOM Faculty.

3.6 Twenty percent of the voting SOM Faculty shall constitute a quorum.

4. **Faculty Concerns/Grievances.** Any faculty member can request that his/her complaint or grievance be heard and, if possible, resolved by the Executive Dean of the School of Medicine. In so doing, the faculty member shall not have relinquished the right to utilize an appropriate Grievance Procedure described in the Handbook for Faculty and Other Unclassified Staff.

Article III.

Departments

The academic departments are the basic organizational units of the School of Medicine. Establishment and naming of academic departments is subject to the Board of Regents policy. A list of departments is included as Appendix B.

1. Membership

- 1.1 All faculty appointments are in a department. A faculty member may be appointed in more than one department, but only one department can be designated as the primary department. For purposes of faculty governance where departmental affiliation is specified, the faculty member's department will be that in which he/she has the primary appointment.
- 1.2 Each department has a Chair who is appointed, considering the advice of representatives of the faculty and in accordance with institutional policy. With respect to departmental duties and responsibilities, the Chair shall represent his/her faculty to the Executive Dean and for Wichita campus chairs to the Dean of the Wichita campus.

2. Duties

- 2.1 The Chair, with the advice of the department faculty, shall be responsible for recommending appointments within the department, in accordance with the operating procedures of the Appointments, Appointments, Promotion and Tenure Committee and the Handbook for Faculty and Other Unclassified Staff.
- 2.2 Departments shall be responsible for developing policies related to their educational functions and for executing educational programs in accordance with the overall curriculum of the School. The departments shall be engaged in research and service to the academic community and the public. In each of these endeavors, the Chair shall be responsible for stimulating and supporting faculty efforts.
- 2.3 Each year, adhering to a schedule established by the Executive Dean, the Chair shall be responsible for reviewing the qualifications and performance of all members of the department's faculty in accordance with the policies of the School of Medicine. The Chair will provide each faculty member having a faculty appointment of 50 percent time or more a written evaluation each year. Reviews shall be conducted in accordance with applicable provisions in the Handbook for Faculty and Other Unclassified Staff and policies of the School of Medicine.
- 2.4 The Department Chair shall prepare an annual report summarizing departmental activities and forward it to the Executive Dean.

2.5 Each department shall participate in a formal review under the auspices of the Executive Dean and as specified by the Handbook for Faculty and Other Unclassified Staff at least every five years. This review shall include the performance of the department and of the Department Chair.

3. **Meetings.** Each department shall have regularly scheduled meetings with a prepared agenda. The purpose of these meetings shall be to formulate policies and procedures of the department, encourage departmental participation in the operations of the School of Medicine and facilitate communication between faculty and the departmental Chair.

Article IV.

Faculty Council

1. Membership

- 1.1 One delegate elected by and from each department on the Kansas City and Wichita Campuses that has voting faculty members, plus one additional delegate from each department having voting faculty of more than 20, plus one additional delegate for each department having voting faculty of 40 to 60, plus one additional delegate from each department having more than 60 voting faculty. One delegate from the Salina Campus will be appointed by the Director of the Salina Campus, in conjunction with the Executive Dean. The term of office shall be three years. A delegate may serve no more than two consecutive terms. A delegate must be a member of the voting faculty.
- 1.2 The elected Chair of each of the following standing committees: Academic and Professionalism Committee, Education Council, Elections Committee, Appointments, Appointments, Promotion and Tenure Committees (both Kansas City and Wichita), Research Committee.
- 1.3 Student representatives to the Faculty Council will be non-voting members. There shall be two medical students in Phase I of the Medical Curriculum and three medical students in Phase II of the Medical Curriculum. One of the Phase I and the Phase II students shall be from each of the Kansas City and the Wichita Campuses. There will be one student from either Phase I or Phase II from the Salina Campus. There shall be one graduate student from the Kansas City campus and one graduate student from the Wichita campus. Additional student representatives may be invited to participate by the Faculty Council. It shall be the responsibility of the appropriate student governing body to elect, select, or appoint at their discretion the required number of representatives. In doing so, the governing body will adhere to specific requirements as to type of student (medical, graduate, campus, year, etc.).
- 1.4 Four delegates from the voting SOM Faculty to be elected at-large, with two from basic science departments and two from clinical departments (see Appendix B). One of the delegates shall be from the Wichita Campus. The term of membership shall be three years, and delegates may serve a maximum of two consecutive terms. Where there are two or more representatives for a group, terms will be staggered to provide for continuity. These four delegates shall also be members of the Executive Committee. If one of these at-large delegates is elected as Chair of the Faculty Council or Chair of a faculty standing committee, and hence in that capacity automatically serves on the Executive Committee, then the Faculty Council will select a replacement to fill the at-large vacancy on the Executive Committee (see V.1.1).
- 1.5 Three departmental Chairs (one basic science and two clinical) from the Kansas City Campus and one Chair from the Wichita Campus shall be elected for a maximum of two consecutive three-year terms by their respective organization of Chairs. The Kansas City Chairs will serve staggered terms. These Chairs shall also be members of the Executive

Committee.

- 1.6 Selection of delegates from the faculty, department chairs and students will be conducted by those respective groups. Names of delegates shall be reported to the Executive Dean and Chair of the Elections Committee by August 15 (see IV.4.3.3.6.). All terms of delegates shall begin on September 1 and end on August 31.
- 1.7 The Executive Dean, the Dean, Wichita campus, and the Director of the Salina Campus, will serve as *ex officio* non-voting members of the Faculty Council.
2. **Duties.** The Faculty Council shall conduct the business of the Medical Faculty, with responsibilities including but not limited to the following:
 - 2.1 To propose, review, and/or recommend actions relative to major academic programs of the School of Medicine; including
 - 2.1.1 the review of recommendations from the Education Council relative to the details of revision in the curriculum and its organization that is consistent with, and necessary to attain, overall educational goals;
 - 2.1.2 the review of recommendations from the Academic and Professionalism Committee that require changes to prerequisite requirements or significant changes to admissions policy; and determining which recommendations from the Academic and Professionalism Committee shall go to the SOM Faculty for approval;
 - 2.1.3 to review and recommend discontinuation of School of Medicine programs to the Executive Committee in accordance with the Handbook for Faculty and Other Unclassified Staff.
 - 2.2 To receive reports of the Standing Committees via the Executive Committee and to review the actions taken.
 - 2.3 To forward recommendations to the Faculty and/or the Executive Committee.
 - 2.4 To appoint eligible members of the faculty to fill what otherwise would have been elected seats on the standing committees and at-large positions on faculty council that are vacated during the year, and which cannot be filled by the Spring elections in a timely manner. These appointments will be for the remainder of the term of the replaced faculty member.
 - 2.5 To formulate changes of the Bylaws of the School of Medicine and to bring these to the SOM Faculty for consideration and action.
 - 2.6 To call special meetings of the SOM Faculty (see II.3.2).
 - 2.7 To receive and consider any matters presented to it by any member of the Faculty Council, the Executive Committee, or the Executive Dean of the School of Medicine.

3. **Meetings**

- 3.1 The Faculty Council will meet at least quarterly, with the dates established at the September meeting.
- 3.2 Special meetings of the Faculty Council may be called upon the written request of 10 Council members or upon the request of either the Chair of the Faculty Council, the Executive Dean, the Executive Committee, or a petition signed by 20 voting members of the SOM Faculty.
- 3.3 The Chair of the Faculty Council in consultation with the Executive Dean shall prepare the agenda for meetings of the Faculty Council.
- 3.4 A majority (*i.e.*, greater than fifty percent) of the Faculty Council voting membership shall constitute a quorum, which is required to conduct a vote. There will be no alternate representation. A member with unexcused absences from 50% or more of the meetings in a one-year period shall be replaced. To qualify as an excused absence, members must notify the Chair of the Faculty Council or his/her designee in advance of scheduled meetings.
- 3.5 Minutes of the Faculty Council meetings will be distributed to all SOM Faculty members.
- 3.6 The Chair of the Faculty Council shall represent the Faculty Council on the Steering Committee of the Faculty Assembly.

4. **Standing Committees**

4.0 **General Operating Procedures for Committees**

General operating procedures for faculty governance committees are provided in Appendix A and should be followed unless they are in conflict with specific instructions and requirements detailed in this Article.

All terms shall begin on September 1 and end on August 31.

If non-voting faculty members are appointed to a standing committee for a specific purpose, the appointment is considered a temporary appointment and the term is limited to the duration of the specific purpose or to one year, whichever is shorter.

For any standing committee that incorporates non-voting student representation, it shall be the responsibility of the appropriate student governing body to elect, select, or appoint at their discretion the required number of representatives. In doing so, the governing body will adhere to specific requirements as to type of student (medical, graduate, campus, year, etc.).

4.1 Academic and Professionalism Committee

4.1.1 Faculty Membership. The faculty membership of the Academic and Professionalism Committee shall be constituted from members of the Academic and Professionalism Subcommittees, consisting of 15 elected members and four appointed members. Of the elected members, six will be elected from the basic science departments, six from the Kansas City clinical departments, and three from the Wichita Campus. The appointed members will be voting members and include one each from the basic science and clinical departments in Kansas City, who will be appointed by the Executive Dean, one from the Salina campus who will be appointed by the Executive Dean, and one from the Wichita campus, who will be appointed by the Dean of the Wichita campus. The Associate Dean for Admissions, Associate Dean for Student Affairs, Associate Dean for Academic and Student Affairs (Wichita), Assistant Dean for Student Affairs, and Associate Dean for Cultural Enhancement and Diversity, and the Director of the Salina Campus shall serve as *ex officio* non-voting members. No more than three voting members from any single department on a single campus may serve on the Academic and Professionalism Committee simultaneously. One of the 19 faculty members shall serve as the Chair of the Committee and another from this group of 19 shall serve as Vice-Chair. The Chair and Vice-Chair shall be elected by the voting members of the Committee (see Appendix A2 and A3).

Both the elected and the appointed faculty members shall serve a three-year term on the Academic and Professionalism Committee and may serve no more than two consecutive terms.

4.1.2 Student Membership. Seven medical students shall be elected, one from each academic year from the Kansas City campus. Two shall be from the Wichita campus, one to represent Phase I and one to represent Phase II, and one student shall be from the Salina campus. Students shall be assigned by the Chair of the Academic and Professionalism Committee to serve on the subcommittees, four students on the Promotions subcommittee and three students on the Admissions subcommittee. Two students from Kansas City and one student from Wichita will sit on each committee with one student from Salina who will sit on the Promotions subcommittee. Students serving on these subcommittees may vote on matters concerning policy but not on matters concerning specific individuals.

4.1.3 Duties

4.1.3.1 In matters, involving student dismissals, the Academic and Professionalism Committee shall make recommendations directly to the Executive Dean.

4.1.3.2 Recommendations that require changes to prerequisite requirements or significant changes to admissions or promotions policy shall be made to the Faculty Council for their review and approval or recommendation to the SOM Faculty, and those related to procedures shall be made to the Executive

Committee, who in turn will relay recommendations appropriately.

4.1.3.3 Shall determine which applicants will be offered acceptance offers to the SOM.

4.1.4 **Meetings.** The Academic and Professionalism Committee shall meet on a regular basis with a schedule established at a meeting in September. Additional meetings will be held as needed.

4.1.5 **Subcommittees**

4.1.5.1 **Admissions Subcommittee**

4.1.5.1.1 **Membership.** The Subcommittee shall consist of six elected faculty members, four appointed faculty members, and three student members. Of the elected members, two faculty members are to be elected from the Wichita campus. Of the student members, two shall be chosen from the Kansas City campus, and one from the Wichita campus. The Associate Dean for Admissions and the Associate Dean for Cultural Enhancement and Diversity are *ex officio* non-voting members. One of the ten faculty members shall serve as Chair of the Subcommittee, as elected by the voting members of the Subcommittee.

4.1.5.1.2 **Duties.** The Admissions Subcommittee shall:

4.1.5.1.2.1 appoint SoM Faculty members and students to the Selection Panel to assist in selection of applicants for admissions. Faculty members from any one department cannot comprise more than twenty-five percent of the panel;

4.1.5.1.2.2 recommend students to the Academic and Professionalism Committee for admission to School of Medicine; and

4.1.5.1.2.3 propose to the Academic and Professionalism Committee changes in criteria and processes for admission to the School of Medicine.

4.1.5.1.3 **Meetings.** The Committee shall meet on an as needed basis.

4.1.5.2 **Student Promotions and Special Programs Subcommittee**

4.1.5.2.1 **Membership.** The Subcommittee shall consist of nine elected faculty members, and four medical students. Of the student members, two shall be chosen from the Kansas City campus, one

from the Wichita campus, and one from the Salina campus. Additional members include, the Associate Dean for Student Affairs, the Associate Dean for Academic and Student Affairs (W), the Assistant Dean for Student Affairs, and the Associate Dean for Cultural Enhancement, and the Director of the Salina Campus, all of whom shall serve as *ex officio* non-voting members. One of the nine elected faculty members shall serve as the Chair of the Subcommittee, as elected by the voting members of the Subcommittee.

4.1.5.2.2 Duties. The Subcommittee shall:

4.1.5.2.2.1 review the grades of all medical students at the completion of each teaching unit, with special attention to students receiving any grade less than satisfactory;

4.1.5.2.2.2 review the academic record of any student having academic difficulties as evidenced by failure of a clerkship, course, or module, any grade less than satisfactory, or for any other academic considerations including USMLE performance. Consideration will be given to the grading and evaluation methods applied to individual students being reviewed, and the potential for remediation. This review may result in a written recommendation for probation, suspension or dismissal that shall be reviewed by the Academic and Professionalism Committee. Appropriate recommendations shall be forwarded to the Academic and Professionalism Committee.

4.1.5.2.2.3 recommend to the Academic and Professionalism Committee those students who have satisfactorily completed Phase I of the Curriculum for promotion to Phase II;

4.1.5.2.2.4 recommend to the Executive Dean, through the Academic and Professionalism Committee, the list of students proposed for graduation;

4.1.5.2.2.5 review and make recommendations concerning student special program requests and define the standards for satisfactory completion of Special Programs. These recommendations will go to the Academic and Professionalism Committee for approval; and

4.1.4.2.2.6 review and make recommendations concerning any

matters of professionalism, including but not limited to aspects of personal behavior, ethics, and intrapersonal interactions with faculty, other students, and patients. This review may result in a written recommendation for probation, suspension or dismissal that shall be reviewed by the Academic and Professionalism Committee. Appropriate recommendations shall be forwarded to the Executive Dean.

4.1.5.2.3 **Meetings.** The Subcommittee shall meet on an as needed basis.

4.2 Education Council

4.2.1 **Membership.** The Education Council shall consist of 15 voting members: nine faculty members, five student members, and the Senior Associate Dean for Medical Education, School of Medicine. In addition, the Associate Dean for Student Affairs (Kansas City Campus), the Associate Dean for Student and Academic Affairs (Wichita Campus), the Associate Dean for Medical Education and the Director of the Salina Campus will serve on the Education Council in an ex officio, nonvoting capacity. Of the 15 voting members five faculty members will be appointed by the Executive Dean. Of these five voting faculty members, three will be selected from the Kansas City campus, and two will be selected from the Wichita campus. For each appointed position, a slate of candidates will be prepared by the Elections Committee based on the recommendations of the Faculty Council and as approved by the Faculty Council. The number of candidates on the slate will be larger than the number of potential appointees and the slate will contain members of both the basic and clinical science faculty. Two of the four elected faculty members will be elected from and by the Phase I Curriculum Oversight Subcommittee. Two of the four elected faculty members will be elected from and by the Phase II Curriculum Oversight Subcommittee. One student member will be selected from and by the Phase I students on the Kansas City campus; one student member will be selected by the Phase I students on the Wichita campus; one student member will be selected from and by the Phase II clinical students on the Kansas City campus; and one student member will be selected from and by the Phase II clinical students on the Wichita campus. One student member will be selected from and by the Phase II students on the Salina campus. One of the nine faculty members shall serve as the Chair of the Education Council and one shall serve as Vice-Chair of the Education Council, as elected by the voting members of the Education Council (see Appendix A2 and A3).

4.2.2 **Terms of membership.** Faculty members appointed by the Dean shall serve three-year terms. Faculty members elected from the Curriculum Oversight Subcommittees shall serve one-year terms. Student members shall serve one-year terms. The Chair of the Education Council shall serve a one-year term. There is no limit on the number of consecutive terms that may be served.

4.2.3 **Duties.** The Education Council shall:

- 4.2.3.1 be responsible for the regular and timely review of the curriculum of the School of Medicine, including its implementation and evaluation;
- 4.2.3.2 make recommendations to the Executive Dean on modifications to the overall goals of the content and organization of the required curriculum and of other requirements for graduation;
- 4.2.3.3 make recommendations to the Executive Dean for the implementation of any detailed changes in curriculum and/or its organization consistent with, and necessary to attain, the overall educational policy goals and competencies established and approved by the SOM Faculty;
- 4.2.3.4 encourage and foster innovation in the curriculum, taking advantage of the unique characteristics of the different campuses; and
- 4.2.3.5 review the results of outcome measures on a continuing basis and make recommendations for improvements based on those measures.

4.2.4 **Meetings.** The Education Council shall meet at least twice a year in the Spring and Fall and on a regular basis to deal with ongoing matters.

4.2.5 **Phase I Curriculum Oversight Subcommittee** shall be one of two standing subcommittees of the Education Council.

4.2.5.1 **Membership.** The Phase I Curriculum Oversight Subcommittee shall consist of the following voting members: the module director for each module in Phase I; the student on the Education Council selected to represent the Phase I (students on the Kansas City, Salina and Wichita campuses; and one additional student selected from and by Phase I students on the Kansas City campus. The Chair of the Phase I Curriculum Oversight Subcommittee shall be a faculty member elected by voting committee members. The Deans from each campus and Director of the Salina Campus (or their designees) shall serve as ex-officio, non-voting members.

4.2.5.2 **Duties.** The Phase I Oversight Subcommittee shall be responsible for:

- 4.2.5.2.1 the regular and timely review of Phase I required modules and courses , using processes developed by the Education Council;
- 4.2.5.2.2 organization of the first and second year academic calendars;
- 4.2.5.2.3 consideration of issues related to the delivery of education, including issues involving more than one module; and

4.2.5.2.4 addressing other Phase I curricular issues raised by the Education Council.

4.2.5.3 **Meetings.** The Phase I Curriculum Oversight Subcommittee shall meet on a regular basis with a schedule established at the start of the academic year.

4.2.5.4 **Reporting.** The Phase I Curriculum Oversight Subcommittee shall report its results and recommendations to the Education Council.

4.2.6 **Phase II Curriculum Oversight Subcommittee** shall be one of two standing subcommittees of the Education Council.

4.2.6.1 **Membership.** The Phase II Curriculum Oversight Subcommittee shall consist of the following voting members: the clerkship directors from each campus for each required clerkship in Phase II; the two students on the Education Council selected to represent the Phase II students on the Kansas City and Wichita campuses; one additional student selected from and by Phase II students on the Kansas City campus; and one additional student selected from and by Phase II students on the Wichita campus; a student selected from and by the Phase II students in Salina. The Chair of the Phase II Curriculum Oversight Subcommittee shall be a faculty member elected by voting committee members. The Deans from each campus and the Director of the Salina Campus (or their designees) shall serve as ex officio, non-voting members.

4.2.6.2 **Duties.** The Phase II Curriculum Oversight Subcommittee shall be responsible for:

4.2.6.2.1 the regular and timely review of required and elective clerkships and other courses, using processes developed by the Education Council;

4.2.6.2.2 organization of the clerkship schedule;

4.2.6.2.3 consideration of issues related to the delivery of education, including issues involving more than one clerkship or course.;

4.2.6.2.4 addressing issues related to the comparability of clerkships across the two campuses; and

4.2.6.2.5 addressing other Phase II curricular issues raised by the Education Council.

4.2.6.3 **Meetings.** The Phase II Curriculum Oversight Subcommittee shall meet on a regular basis with a schedule established at the start of the academic year.

4.2.6.4 **Reporting.** The Phase II Curriculum Oversight Subcommittee shall report its results and recommendations to the Education Council.

4.3 Elections Committee

4.3.1 **Membership.** The Elections Committee shall be composed of three faculty members from the clinical departments and three from the basic science departments on the Kansas City campus, and three faculty members from the Wichita campus. The Salina campus is part of the Kansas City campus organizationally. All members shall be elected by the SOM Faculty. The committee members will elect a Vice-Chair at their first meeting in September. The Vice-Chair will serve as Chair in the absence of the Chair, and assume the position of Chair in the following year. The Chair and Vice-Chair will serve one-year terms (See Appendix A2 and A3).

4.3.2 **Term of membership** shall be three years. Three of the nine Committee members shall be elected annually, of whom one must be from Wichita and one from the clinical sciences and one from the basic sciences in Kansas City. Members shall not serve consecutive terms.

4.3.3 **Duties.** The Elections Committee shall:

4.3.3.1 conduct the elections for the Chair-Elect and Vice-Chair-Elect of the Faculty Council in October. There shall be at least two candidates for each position and space shall be provided for a write-in candidate for each position. The ballot shall not include any candidate without his/her consent. Electronic balloting will be utilized, targeting the voting members of Faculty Council. Balloting must remain open a minimum of two weeks and will remain open until a majority of votes (greater than 50%) have been cast by members of faculty council who are eligible to vote;

4.3.3.2 send an electronic Call For Nominations to the voting members of the SOM Faculty in order to fill the annual membership vacancies on the Standing Committees and the at-large positions on the Faculty Council for the annual School of Medicine elections. Self-nomination is encouraged and a provision shall be made for this on the Nomination Form. The most current roster of voting faculty members will be obtained from the Office of Academic Affairs. Only voting faculty with valid kumc.edu e-mail accounts will be targeted for this Call for Nominations;

4.3.3.3 prepare a roster of candidates for the Election Ballot from the nominees submitted by the faculty. The Elections Committee will contact each nominee to determine his/her eligibility and willingness to be on the ballot. A nominee shall not become a candidate on the Ballot without his/her consent. The Elections Committee will ensure that in cases where there are limits on the total representation on a standing committee from any one department, those specific criteria are followed. There shall be at least two candidates for any one position on the ballot; and space shall be provided for a write-in candidate for each position;

- 4.3.3.4 Members of the SOM Faculty eligible to vote with valid kumc.edu email accounts will receive a ballot via e-mail. Balloting shall be open for a minimum of two weeks;
 - 4.3.3.5 receive the vote tallies from Information Technology and provide a written report of the results of the election to the SOM Faculty. The Chair and Vice-Chair of the Elections committee as well as the Chair of Faculty Council (on request) should have access to all of the elections data. A plurality vote shall elect a candidate(s) to a position. If a tie vote occurs, the Elections Committee shall break the tie. The election results will not be finalized by the Elections Committee until they verify that each successful candidate meets all relevant criteria for the position;
 - 4.3.3.6 maintain a Faculty Council roster listing delegates from departments and the faculty-at-large, student representatives, departmental Chairs, and Chairs of standing committees. This will be available on a School of Medicine Faculty Governance website; <http://medicine.kumc.edu/school-of-medicine/pdfa/faculty-affairs/faculty-governance.html>
 - 4.3.3.7 obtain, each June, from the Office of Academic Affairs, a current faculty roster; enumerate the voting faculty in each department, hence compute the number of delegates each department may have (see IV.1.1); and notify departments accordingly by July 1 (see IV.1.6);
 - 4.3.3.8 assist, upon the request of Faculty Council, in the filling of elected seats on standing committees and at large positions on Faculty Council that are vacated during the year;
 - 4.3.3.9 assist the Faculty Council in the preparation of a slate of candidates for the Education Council; and
 - 4.3.3.10 conduct special elections pertaining to revisions of the Faculty Bylaws.
- 4.3.4 **Meetings.** The Committee shall meet in September, with additional meetings as needed during the year.
- 4.3.5 **Election Schedule.** Annual elections to fill vacancies on the Standing Committees and the at-large positions on the Faculty Council shall be held by June 1 with results reported to the Executive Committee and SOM Faculty by June 30. If an election cannot be completed by June 1, the Chair of the Election Committee shall report the causes for the delay to the Executive Committee. Terms of office shall begin on September 1 and end on August 31.

4.4 School of Medicine Appointments, Promotion and Tenure Committee

4.4.1 **Membership.** The School of Medicine Appointments, Promotion and Tenure Committee shall consist of 16 professors of the SOM Faculty. Membership on the Committee will be composed of six professors from the Wichita Campus; plus five basic science tenured Professors, four clinical science tenured professors and one at-large professor from the Kansas City Campus. All members of the Appointments, Promotion and Tenure Committee are also members of their respective campus Appointments, Promotion and Tenure Committee. Each campus committee will elect a Chair of that committee who will also serve in alternate years as the Chair of the joint Appointments, Promotion and Tenure Committee.

4.4.2 **Duties.** The Appointments, Promotion and Tenure Committee shall:

4.4.2.1 review and make recommendations regarding those individuals considered for appointment (at Associate or Professor level) and promotion and/or tenure on each Campus;

4.4.2.2 make recommendations regarding uniform policies and procedures to be used to evaluate individuals considered for promotion and/or tenure on each Campus and shall forward these recommendations via the Deans of each Campus for comment, and then to the Executive Committee for action;

4.4.2.3 provide an annual summary report of its activities to the Executive Committee; and

4.4.2.4 determine, by each campus committee, the operational procedures to be followed on their respective campuses regarding the review of:

4.4.2.4.1 applications of faculty members considered for promotion and/or tenure;

4.4.2.4.2 recommendations for tenure for newly appointed faculty at any rank;

4.4.2.4.3 qualifications of new faculty proposed for appointment at the rank of Associate Professor or above; and

4.4.2.4.4 other faculty appointments as requested by the Executive Dean or Dean, Wichita campus.

4.4.3 **Meetings.** The Committee shall hold at least two combined meetings each year, one prior to the Promotion and Tenure review period and one after preliminary campus action. The committee will be in executive session (Article VIII) at the second meeting because its purpose is to review the recommendations of the campus committees concerning individual candidates and to make final recommendations to

the respective Deans. Each Dean will act on the recommendations from his/her campus. The Committee will meet at other times as needed.

4.4.4 **Kansas City Campus Appointments, Promotion and Tenure Committee**

4.4.4.1 **Membership.** The Committee shall consist of ten professors of the SOM Faculty, seven of whom shall be elected by the SOM Faculty and three appointed by the Executive Dean of the School of Medicine. Departmental Chairs, Associate Deans, and administrative officers above the rank of Associate Dean are not eligible for membership of this Committee. The membership of the Committee shall consist of five tenured faculty members from the basic science departments, four tenured faculty members from the clinical departments and one member-at-large. The at-large position shall be filled by a tenured professor from any department or a Clinical Scholar Professor on a three-year rolling contract. The Executive Dean's appointments will be such that the composite committee is balanced (5 basic science members, 5 clinical members) and ensures that one of the clinical members is from the Department of Internal Medicine and one is a Professor on the Clinical Scholar Track with a three-year rolling contract)

4.4.4.2 **Term of Membership.** Faculty members shall serve for three years and shall not serve consecutive terms. Two elected and one appointed faculty members will be elected and appointed respectively each year. Slates of candidates shall be chosen and elected, and the appointments made by the Executive Dean after each election, so that no more than one member from a department serves on this committee at any given time. The committee members shall annually elect a Chair who is a voting member of the Committee.

4.4.4.3 The committee members will elect a Vice-Chair at their first meeting in September. The Vice-Chair will serve as Chair in the absence of the Chair. The Chair and Vice-Chair will serve one year terms. (See Appendix A2 and A3)

4.4.5 **Wichita Campus Appointments, Promotion and Tenure Committee**

4.4.5.1 **Membership.** The Committee shall consist of six professors of the SOM Faculty on the Wichita Campus. All professors shall be eligible for membership. The Wichita faculty will elect three committee members and the Dean of the Wichita campus will appoint three.

4.4.5.2 **Term of Membership.** The term shall be three years with members eligible to serve consecutive terms. Terms shall be staggered to ensure orderly rotation of members. The Committee shall annually elect one member to serve as Chair. The Chair shall be a voting member of the committee.

4.4.5.3 The committee members will elect a Vice-Chair at their first meeting in

September. The Vice-Chair will serve as Chair in the absence of the Chair, and assume the position of Chair in the following year. The Chair and Vice-Chair will serve one year terms. (See Appendix A2 and A3)

4.5 Research Committee

4.5.1 **Membership.** The Committee shall consist of nine members of the SOM Faculty, with five faculty members from the basic science departments and four faculty members from the clinical science departments, at least one of whom shall be from Wichita. No more than two members may be from any single department. Each member shall have held an extramural research grant within three years prior to the time of election. One of the nine faculty members shall serve as the Chair of the Committee and one shall serve as Vice-Chair of the Committee, as elected by the voting members of the Committee. (See Appendix A2 and A3) The Chair of the Research Committee shall represent the School of Medicine on the Research Committee of the Faculty Assembly. The Senior Associate Dean for Research and Graduate Studies in the School of Medicine shall serve as a nonvoting, ex officio member of the committee. There will be one medical student observer elected by the student body.

4.5.2 **Term of Membership.** Elected members will serve for a term of three years and may not serve more than two consecutive terms.

4.5.3 **Duties.** The Research Committee shall:

4.5.3.1 facilitate communications concerning research-related issues between the faculty and the administration;

4.5.3.2 provide advice on policies regarding research programs;

4.5.3.3 collect data on space utilization and when requested provide advice on allocation of research space;

4.5.3.4 perform peer review and provide advice on use of intramural research funds;

4.5.3.5 assist in the planning and provide advice on implementation of programs to enhance the research environment; and

4.5.3.6 report its recommendations to the Executive Dean and/or the Executive Committee.

Article V.
Executive Committee

1. Membership

1.1 The Executive Committee shall consist of the following individuals: the three department Chairs from the Kansas City Campus selected by the Chairs to serve on the Faculty Council, the department Chair from the Wichita Campus selected by the Chairs to serve on the Faculty Council; the Chair, and Vice-Chair, Chair-Elect, and Vice Chair-Elect of the Faculty Council; the Chair of the following Standing Committees: Education Council, Academic and Professionalism Committee, Appointments, Promotion and Tenure Committees (Chair of each campus committee), Elections Committee, and Research Committee; the four delegates- at-large elected from and by the SOM Faculty to the Faculty Council. The Executive Dean, the Dean, Wichita campus and the Director, Salina campus shall be *ex officio* voting members.

2. **Duties.** The major responsibility of the Executive Committee shall be to conduct the day-to-day business of the SOM Faculty. This function shall include but not be limited to the following:

2.1 serve through the Executive Dean as liaison between the faculty and the administration of the Medical Center;

2.2 be responsible for overseeing the implementation of recommendations of the Faculty Council;

2.3 present recommendations of the Executive Committee to the Faculty Council for action;

2.4 distribute minutes of the Executive Committee to the Faculty Council in a timely fashion;

2.5 advise the Executive Dean on matters concerning the welfare and function of the School of Medicine;

2.6 receive and consider reports of the Standing Committees;

2.7 recommend to the Executive Dean names of faculty members and qualified individuals from outside the University who might serve on search committees or on ad hoc committees;

2.8 participate in the selection of the Executive Dean in accordance with the Handbook for Faculty and Other Unclassified Staff;

2.9 receive from the Executive Dean the report of the review of each academic department (including a summary of the recommendations and actions taken) which shall be done at least every five years; and

2.10 call meetings of the Faculty Council.

3. Meetings

- 3.1 Meetings of the Executive Committee shall be held at least every other month with the agenda for such meetings being prepared by the Executive Dean in consultation with the Faculty Council Chair. Additionally, items may be placed upon a meeting agenda upon the request of any three members of the Executive Committee.
- 3.2 Ten voting members of the Executive Committee shall constitute a quorum to conduct business.

Article VI.

Deans and Salina Campus Director

1. Executive Dean

1.1 **Duties.** The Executive Dean shall be the academic leader and a member of the SOM Faculty and, by definition, the Chair of the Executive Committee. The Executive Dean's duties shall include but not be limited to the following:

1.1.1 receiving and allocating resources of the School of Medicine;

1.1.2 overseeing the business of the faculty;

1.1.3 leading and taking responsibility for the development, implementation, and evaluation of the educational and academic programs of the School of Medicine;

1.1.4 facilitating the development of strong research programs within the School of Medicine, utilizing the resources of the School and the advice of the Research Committee;

1.1.5 representing the positions of the Executive Committee of the faculty, the Faculty Council and the SOM Faculty to the appropriate levels of administration, when the indications for such communications exist;

1.1.6 being accountable to the Executive Committee regarding those decisions made in the Office of the Executive Dean pertinent to the functions of the School of Medicine; communicating to the relevant faculty body all appropriate information that is pertinent to the missions and concerns of the faculty and the School of Medicine; and

1.1.7 consulting with the Executive Committee relative to appointment of faculty members to membership on ad hoc committees.

2. Dean, Wichita Campus

2.1 **Duties.** The Dean, Wichita Campus is the senior administrator for the Wichita Campus of the School of Medicine and is responsible to the Executive Dean. Duties shall include but not be limited to the following:

2.1.1 receiving and allocating resources of the School of Medicine Wichita Campus;

2.1.2 administering the business of the faculty on the Wichita Campus;

2.1.3 facilitating the development, implementation, and evaluation of the educational and academic programs of the Wichita Campus;

2.1.4 facilitating the development of strong research programs on the Wichita Campus, utilizing the resources of the School and the advice of the Research Committee; and

2.1.5 communicating to the faculty on the Wichita Campus all appropriate information that is pertinent to the missions and concerns of the faculty of the School of Medicine.

3. **Director, Salina Campus**

3.1 **Duties.** The Director, Salina Campus is the senior administrator for the Salina Campus of the School of Medicine and is directly responsible to the Senior Associate Dean for Medical Education and ultimately responsible to the Executive Dean. Duties shall include but not be limited to the following:

3.1.1 receiving and allocating resources of the School of Medicine Salina Campus;

3.1.2 administering the business of the faculty on the Salina Campus;

3.1.3 facilitating the development, implementation, and evaluation of the educational and academic programs of the Salina Campus

3.1.4 communicating to the faculty on the Salina Campus all appropriate information that is pertinent to the missions and concerns of the faculty of the School of Medicine.

Article VII.
Amending the Bylaws

Proposed amendments to the Bylaws will be presented to the SOM Faculty along with notification of the time and place of a meeting for the purpose of discussing the bylaw amendments. These will be distributed to all voting faculty at least three weeks prior to the meeting date. The letter of notification will include a summary of the proposed changes. Voting on the proposed amendments will be accomplished by electronic ballot with passage requiring a vote of greater than 50% of those eligible faculty members who participated in the vote.

Article VIII.
Parliamentary Authority

The Parliamentary authority for the SOM Faculty, the Faculty Council, the Executive Committee and all other committees shall be Sturgis' Standard Code of Parliamentary Procedure, most recent edition, except where this authority is not consistent with the Rules and Regulations of the University of Kansas, the Board of Regents of the State of Kansas, or the State of Kansas.

All meetings of the faculty and its committees shall be open to the SOM Faculty and medical students except where otherwise specified in the Bylaws or when the Chair of the committee declares the meeting to be in Executive Session.

Previous Amendments:

- 3/17/1992 (initial approval)
- 7/12/1994
- 6/18/1997
- 9/21/2001
- 7/25/2005
- 2013

Appendix A:
General Operating Procedures

1. Unless otherwise specified, terms of office on Faculty Council and standing committees shall be three years with terms staggered to provide for continuity of membership.
2. All Chairs, Chairs-Elect, Vice-Chairs, and Vice-Chairs-Elect of standing committees will serve one year terms or until successors are duly chosen. In respect to the Faculty Council and without further balloting, the Chair-Elect and Vice-Chair-Elect will succeed the Chair and Vice-Chair at the conclusion of their terms of office.
3. Each standing committee shall choose from its membership a Chair and a Vice-Chair. The Chair or Vice-Chair from the previous year shall call a meeting before the first day of September for this purpose. The succession of the Vice-Chair to the position of Chair will either be confirmed; or in the alternative a new Chair will be elected. A Vice-Chair will be elected with the intent that this individual will succeed to the position of Chair in the following year.

Regarding the Faculty Council's election process, a nominating committee composed of the out-going Chair of the Faculty Council and his/her selections of three council Delegates from clinical science departments, at least one of whom shall be from the Wichita Campus, plus two Delegates from basic science departments, shall prepare a slate of candidates for the Faculty Council's next Chair-Elect and Vice-Chair-Elect prior to October 1. Candidates for these offices will be current Faculty Council members or have served on the Faculty Council within the previous five years. Development of that slate shall include solicitation of nominees from members of the Faculty Council at the September meeting. The slate will be forwarded to the Elections Committee who will conduct the election (see IV.4.3.3.1).

4. During a given year of faculty governance (September through the next August), a faculty member shall not be the Chair of more than one of the standing committees that are represented on the Executive Committee.

If the Chair of any of the standing committees is elected to be the Chair or Vice-Chair of the Faculty Council and/or is an at-large member of the Faculty Council all in the same year, then the Vice-Chair of the committee shall serve as the Delegate from that standing committee to the Faculty Council and the Executive Committee during that year. In the event this Vice-Chair happens to be the Chair of one of the other four standing committees, then the committee will select a different one of their members to be their Delegate to the Faculty Council and Executive Committee during that year.

5. The Chair or Vice-Chair of each standing committee shall, upon request, submit the minutes from each meeting to the Office of the Executive Dean for distribution to members of the Executive Committee. Recommendations involving individuals shall be submitted to the Executive Dean.
6. By October 1 each standing committee shall approve and submit to the Executive Committee

the written procedures for its operating guidelines.

7. Unless otherwise specified, a simple majority of the members of each committee will be sufficient to conduct business.
8. The Chair of each standing committee shall report any concerns about the attendance or performance of faculty members on the committee to the Chair of the Executive Committee.
9. The Chair of each standing committee shall submit a written annual report of the committee's activities by September 1 to the Chair of the Faculty Council who will distribute it to the members of the SOM Faculty.
10. Except as expressly stated, all committee members will have the right of voting on all matters of committee business.

Appendix B:
Designation of Departments in the School of Medicine as either
“Basic Science” or “Clinical Science” for Purposes of
Faculty Representation

KANSAS CITY CAMPUS:

Basic Science Departments

Anatomy and Cell Biology
Biochemistry and Molecular Biology
Biostatistics
Cancer Biology
Health Policy and Management
History and Philosophy of Medicine
Microbiology, Molecular Genetics and Immunology
Molecular and Integrative Physiology
Pharmacology, Toxicology and Therapeutics
Preventive Medicine and Public Health

Clinical Science Departments:

Anesthesiology
Emergency Medicine
Family Medicine
General Surgery
Internal Medicine
Neurology
Neurosurgery
Obstetrics and Gynecology
Ophthalmology
Orthopedic Surgery
Otolaryngology and Head and Neck Surgery
Pathology and Laboratory Medicine
Pediatrics
Plastic Surgery
Psychiatry and Behavioral Sciences
Radiation Oncology
Radiology
Rehabilitation Medicine
Urological Surgery

WICHITA CAMPUS:

Basic Science Departments

Medical Sciences
Preventive Medicine and Public Health

Clinical Science Departments:

Anesthesiology
Family & Community Medicine
Internal Medicine
Obstetrics and Gynecology
Pathology
Pediatrics
Psychiatry & Behavioral Sciences
Radiology
Surgery