President Sandra Gompf called the meeting to order at 5:08 p.m.

Minutes

President Gompf asked if there were any comments regarding the minutes of the February Faculty Council meeting. There were none, and a motion was made for approval. The motion was seconded and the minutes were approved as submitted.

Revisions to Faculty Bylaws

Dr. Laura Lee (Dolly) Swisher, Chair of the Bylaws Committee, presented a number of proposed revisions to the Bylaws. Prior to the meeting, two versions of the proposed revisions were distributed to the faculty (attached). Dr. Swisher reported that the Committee has considered the dynamic nature of recent organizational changes and operational ramifications. The Committee wishes to insure that the welfare and rights of faculty are preserved within the bylaws, and it is important that there be a full, forthright discussion in this forum.

Dr. Swisher highlighted the major proposed changes:

- Several revisions are proposed for Article IV, Organization of the Faculty, which will update the bylaws with regard to recent organizational changes.

- Proposed changes to Article VIII, Administrative Committees, include the insertion of the Vice Deans for Research and Education as non-voting, ex-officio members of the Space Committee, and the addition of the newly created Financial Oversight Committee.

- Proposed revisions to Article IX, Policy Committees, include changes to the Research Committee role and composition, as discussed at prior Faculty Council meetings, and the deletion of the Committee on Academic Computing.

Dr. Swisher elaborated on the proposed role and composition of the Financial Oversight Committee, as outlined in Version A. Version B is identical to Version A, but with the addition of a provision for a permanent slot for a representative from the School of Physical Therapy & Rehabilitation Sciences (SPTRS), as requested by Dr. William S. Quillen, Director of the School. Dr. Quillen explained his reasoning for requesting a representative from the SPTRS on the Financial Oversight Committee. He noted that as of July 30, the SPTRS will represent approximately 15% of total professional student enrollment in the College of Medicine, and the School’s projected budget for next year is $3.8 million.

Discussion of the proposed amendments followed. A question arose with regard to the designation of “ex-officio” and whether it is defined in the bylaws as non-voting. There were comments for and against
designating a representative from the SPTRS on the Financial Oversight Committee. A motion was made to approve Version B of the proposed bylaws revisions, specifically relating to the Financial Oversight Committee, with the stipulation that ex-officio is defined as non-voting. The motion was seconded and approved by the Faculty Council. A second motion was made to accept all other bylaws revisions in Version B, with the stipulation that ex-officio is defined as non-voting. The motion was seconded and approved by the Faculty Council.

Guidelines for Allocation of Effort for Co-Investigators

Vice President Samuel Saporta, a member of the Research Committee, reviewed the Guidelines for Allocation of Effort for Co-Investigators on behalf of that Committee. The proposed guidelines were endorsed by the Research Committee in December 2006. This document was first presented to the Faculty Council last year, but did not come up for a vote due to lack of a quorum. He read the policy and asked for a motion to accept the Guidelines. There was some discussion as to its relevancy at this time, as well as some of the wording. A motion to accept the Guidelines was brought forward from the floor and was voted down by the Faculty Council. Dr. Saporta will take the proposal back to the Research Committee for revamping.

Office of Research

Vice President Saporta welcomed Dr. Abdul Rao, Vice Dean for Research, who was invited to address the Faculty Council with regard to the Office of Research and its possible reorganization. Dr. Rao explained that a reorganization is needed in order to streamline the grants submission process and reduce bureaucracy within the Office of Research. Effective April 20, Dr. Lynn Wecker will be leaving her position as Associate Dean for Research and will move to the faculty of the Department of Psychiatry. Dr. Rao indicated that he does not wish to appoint another Associate Dean for Research. Other organizational changes are proposed for the Office of Research and Dr. Rao will elaborate on the various scenarios at a town hall meeting on April 26. Faculty input will be welcomed.

Old Business

- President Gompf reported that the final list of faculty nominees for membership on the Financial Oversight Committee is available on the Faculty Council Web site. Narratives stating qualifications are included. It is hoped that e-voting will take place within the next several weeks. All core faculty will be eligible to vote.

New Business

- President Gompf noted that a list of current Faculty Council representatives, including term expirations, was distributed prior to the meeting. Approximately half of the terms will expire in September. She asked the representatives to review the term expirations and solicit nominations from their departments.

- President Gompf reported that Dean Klasko is committed to conducting a faculty evaluation of administration, hopefully by July of this year. She will be working with Mo Kasti to determine an evaluation tool.

- A request has been received from the Chair of the Medical Student Selection Committee to populate that Committee prior to August, when the Committee will begin its interviews of medical students. A call for nominations will be sent to faculty.
President Gompf recognized and welcomed Dr. Robert Pedowitz, the new Chair of Orthopedic Surgery, who was in attendance.

Adjourn

There being no further business, the meeting was adjourned at 6:10 p.m.
ATTACHMENT A

Proposed Revisions to the COM Faculty By-Laws
4-11-07 – Version A - Note difference in composition of Financial Oversight Committee

Article I: Purpose - No changes proposed
Article II: The College - No changes proposed
Article III: The Faculty - No changes proposed

Article IV: Organization of the Faculty – See below – changes indicated in italicized blue

1. The Administration

The Dean is the chief academic and administrative officer of the College and is responsible for the implementation of its policies. The Dean may appoint Vice, Associate and Assistant Deans to assist in discharging these duties.

The College is administratively composed of Basic Science Departments within the School of Basic Biomedical Sciences, and Clinical Science Departments, and the School of Physical Therapy & Rehabilitation Sciences that report directly to the Dean. Each Department or School is administered by a Chairperson or Director who is responsible for the organization and implementation of its programs.

The School of Physical Therapy & Rehabilitation Sciences is organized within the College of Medicine, with a Director who reports directly to the Dean and, on educational matters, to the Vice Dean for Educational Affairs.

Article V: Officers of the Faculty - No changes proposed
Article VI: The Faculty Council - No changes proposed
Article VII: Elections - No changes proposed

Article VIII: ADMINISTRATIVE COMMITTEES

General
Committee on Medical Student Selection
Academic Performance Review Committee
Academic Performance Review Sub-Committee
Committee on Appointment, Promotion and Tenure
Committee Space
Faculty Relations Advisory Committee
Financial Oversight Committee

1. General

Administrative Committees shall be responsible for assisting the Dean with implementing policies of the College. Recommendations by Administrative Committees that concern changes in the policies that they implement shall be referred by the Dean to the appropriate Policy Committee or the Executive Council for consideration. Each Administrative Committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance and actions taken. Copies of such minutes shall be transmitted in a timely fashion to the Office of the Dean and the Office of the Faculty Secretary, where they shall be kept on file. Administrative Committees shall prepare Annual Reports of their activities for submission to the Dean, the Executive Council and Faculty Council.

Administrative Committees shall be composed of Core Faculty, unless otherwise specified herein. The Dean shall appoint Faculty members of these Committees in consultation with the Faculty Council. The Dean shall appoint student members of these Committees in consultation with the Student Government Council. The Dean shall also define the term of service of members of these committees. The Dean
shall appoint the chairpersons of these Committees and determine procedures by which they implement policy. The Dean, or a specified representative, shall be a member ex-officio of all Administrative Committees and may vote only to break a tie. A quorum shall be a majority of the Committee membership.

2. Committee on Medical Student Selection

The Committee on Medical Student Selection shall review all applications for admission to the College and shall recommend to the Dean a list of candidates and alternate candidates for admission. The Committee shall also review and make recommendations concerning procedures by which applicants are screened, interviewed and selected.

The Committee shall be composed of seven core clinical science faculty and five core basic science faculty, and the Associate Dean for Diversity/Minority Affairs. The Medical Student Council in cooperation with the Associate Dean for Student Affairs selects four senior medical students. Two are designated as voting members of the Committee and two are designated as alternates. The alternate representative members will be ex-officio non-voting members of the committee unless the active member(s) is (are) not in attendance. The Dean appoints the Committee Chairperson. Committee members (with the exception of the medical students) are appointed for three-year overlapping terms.

3. Academic Performance Review Committee

The Academic Performance Review Committee (APRC) shall review the academic and clinical performance of each Medical Student and make recommendations to the Dean regarding graduation, advancement, probation, dismissal, remediation and readmission.

The Academic Performance Review Committee (APRC) shall be chaired by the Dean or his designee and shall be composed of the course directors of each course offered during the first two academic years, the clerkship director of each required clerkship and the senior administrative officer responsible for Student Affairs.

4. Academic Performance Review Sub-Committee

The Academic Performance Review Sub-Committee (APRSC) shall review the academic and clinical performance of each Physical Therapy student and make recommendations to the Dean of the College of Medicine via the Director of the School of Physical Therapy & Rehabilitation Sciences and APRC regarding graduation, advancement, probation, dismissal, remediation and readmission.

The Academic Performance Review Sub-Committee (APRSC) shall be chaired by the Coordinator of Professional Education for the School of Physical Therapy & Rehabilitation Sciences and shall be composed of: Two (2) first year BMS curriculum Course Directors (when DPT I students' performance is reviewed); two (2) School of Physical Therapy & Rehabilitation Sciences ranked faculty; College of Medicine Associate Dean for Student Affairs or their designee; and School of Physical Therapy & Rehabilitation Sciences Coordinator of Clinical Education.

5. Committee on Appointment, Promotion and Tenure

The Committee on Appointment, Promotion and Tenure shall review the credentials of all Faculty whose appointment is proposed at the rank of Associate Professor or Professor, review applications for promotion of Faculty to the rank of Associate Professor or Professor and review the credentials of those eligible Faculty being considered for tenure. Following review, the Committee shall make
Proposed Revisions to the COM Faculty By-Laws
4-11-07 – Version A - Note difference in composition of Financial Oversight Committee

recommendations regarding appointments, promotions and tenure to the Dean. Members of the Committee shall be required to absent themselves from deliberation and vote when the Committee is considering the appointment, promotion or tenure of a Faculty member from their department.

The Committee shall be composed of nine tenured members of the Core Faculty holding the rank of Professor or Associate Professor. At least four Committee members shall be from the basic science faculty and at least four shall be from the clinical science faculty. Normally, no Department/School shall have more than one member on this Committee.

6. Committee on Space

The Committee on Space shall review both existing space allocations and requests for additional space and make recommendations to the Dean. The committee shall be composed of seven faculty members. Two members shall be Department Chairs, one from the basic sciences, and one from clinical sciences, nominated by the Executive Council and appointed by the Dean. Of the remaining five members, three shall be tenured, senior faculty and two members will be undesignated as to rank and tenure. At least two of these five members shall come from the basic sciences and two from the clinical sciences. All five members will be appointed by the Dean in consultation with the Faculty Council. The Vice-Deans for Research and Education shall be non-voting ex-officio members of this Committee. In addition, a non-voting advisory member of the committee shall be the Director of Program Planning for the Health Sciences Center shall be a non-voting advisory member of this Committee.

7. Ad Hoc Committees

The Dean may appoint Ad Hoc Administrative Committees, including search committees, and shall inform the Executive Council and the Faculty Council of the Committee's purpose and membership within sixty days of appointment.

8. Faculty Relations Advisory Committee

The Faculty Relations Advisory Committee shall review, advise and make policy recommendations to the Dean on matters directly related to faculty professional life and work experience; general conditions of employment, benefits and development. Members of the Committee may actively participate in the informal dispute resolution process established by the College. The Committee shall be composed of four current Faculty Council officers and as many as three additional past Faculty Council officers.

9. Committee on Financial Oversight

The Committee on Financial Oversight shall review, advise, and make policy recommendations on matters related to financial operations within the College of Medicine. The Committee shall be composed of a total of 14 members to include three faculty members at large, three Department Chairs, and three Administrative members to be appointed by the Dean; two faculty members from Basic Science Departments and two faculty members from Clinical Science Departments to be nominated by the Faculty Council; and a Faculty officer to be appointed by the President of the Faculty Council to serve as an ex-officio member of the Committee and liaison to the Faculty Council. Term of service on the Committee is 3 years with appointments staggered to permit continuity. The Chair of the Committee on Financial Oversight shall be determined by a majority vote of a quorum of committee members. The Dean will provide secretarial support and information requested by the Committee to the Committee on Financial Oversight.
Article IX: POLICY COMMITTEES

1. General

Policy Committees shall gather information appropriate to their charge and shall forward advice and recommendations concerning College policies to the Dean and the Executive Council for consideration and approval.

Policy Committees shall be composed of Core Faculty, unless otherwise specified herein. Faculty members of these Committees shall be appointed by the Dean in consultation with the Faculty Council and shall include at least one member of the Executive Council and one member of the Faculty Council. Student members of these Committees shall be appointed in consultation with the Student Government Council. The Faculty Council will forward its recommendations for membership on these committees to the Dean at least 30 days prior to the time positions become vacant, or as soon as possible after a vacancy occurs. All Policy Committee members shall serve a term of two years unless otherwise specified herein, with appointments made such that half the Committee is replaced each year. Terms of office shall begin September 1 and end August 31 of the appropriate year. Members of Policy Committees may be reappointed to serve on the same Committee. The Chairperson of each Policy Committee shall be elected annually from among its members. A quorum shall be a majority of the Committee membership.

Policy Committees may appoint sub-committees to assist them in their duties. Sub-committees shall report to the Committee that appointed them. Chairpersons of sub-committees shall be selected by the appointing Committee from among its members, unless otherwise specified herein.

Each Policy Committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance and actions taken. Copies of such minutes shall be transmitted in a timely fashion to the Office of the Dean and the Office of the Faculty Secretary, where they shall be kept on file. Policy Committees shall prepare Annual Reports of their activities which shall be submitted to the Dean, the Executive Council and the Faculty Council and which may be summarized at the Annual Faculty Meeting. Policy Committees shall develop and have written procedures for carrying out their charges. Reports, minutes and operating procedures of Policy Committees shall be kept in the office of the Dean and the Faculty and shall be available to all Faculty members.

2. Committee on Research

The Committee on Research shall review, advise and make policy recommendations on matters related to research and the research environment of the College, including the need for research space.
Proposed Revisions to the COM Faculty By-Laws
4-11-07 – Version A - Note difference in composition of Financial Oversight Committee

The Committee shall be composed of one member from each Department/School of the College and the senior administrative officer responsible for research affairs.

The Committee shall establish the following sub-committees to assist it in its duties: [A] The Subcommittee on Institutional Grant Awards, [B] The Subcommittee on Student Research, which shall include one Medical, one Physical Therapy and one Graduate Student, and [C] The Subcommittee on Research Environment and Planning.

These sub-committees shall be composed of members of the Committee on Research, unless otherwise specified herein, and shall include the senior administrative officer responsible for research affairs.

The Committee on Research will make policy recommendations related to research and the research environment in the College of Medicine. This committee is responsible for responding to changes that may impact research in the College, as well as aiding in the development of new policies that proactively facilitate a productive research environment. The committee shall review and develop policy recommendations that encompass research infrastructure, process and outcomes. Additionally, the Committee on Research will act as a liaison with, and provide input to, other Faculty Council Committees that impact research within the College of Medicine.

The Committee shall be composed of five members from Basic Science Departments, five members from Clinical Science Departments, one member from the School of Physical Therapy & Rehabilitation Sciences, and nine at-large members appointed by the Dean of the College of Medicine in consultation with the Faculty Council. A departmental chair may not serve as the chair of the Committee on Research. The senior administrative officer responsible for research affairs in the College of Medicine will serve on the Committee on Research as an ex officio, non-voting member.

The Committee may establish sub-committees to assist it in its duties. These sub-committees may be composed entirely of members of the Committee on Research, members of other Faculty Council committees, or members of Faculty at-large, depending on the charge of the subcommittee. The senior administrative officer responsible for research affairs in the College of Medicine may act as a non-voting member of these subcommittees.

3. Committee on Curriculum

The Committee on Curriculum shall review, advise and make policy recommendations on matters related to undergraduate medical education and physical therapy education. This Committee shall develop, review and make policy recommendations regarding the curriculum and educational goals of the College and shall develop standards for the evaluation of teaching.

The Committee shall be composed of six members from Basic Science, six members from Clinical Science Departments and one member from the School of Physical Therapy & Rehabilitation Sciences who have responsibilities for curriculum design and planning within their departments and a representative from the Student Council of the College of Medicine. Each core faculty member of the Committee shall serve for a term of three years. The three-year terms of each member shall be staggered such that one-third of the core members shall be replaced each year. The senior administrative officer(s) (Vice Dean for Educational Affairs, Associate Deans for Undergraduate Medical Education and Physical Therapy Education) responsible for educational affairs and the Presidents of the
first, second, third, and fourth year medical and first, second and third year physical therapy classes or their designates shall be non-voting ex-officio members of this committee.

4. Committee on Continuing Professional Education

The Committee on Continuing Professional Education shall review, advise and make policy recommendations on matters related to programs of Continuing Professional Education. The Committee shall promote policies that assure the Continuing Professional Education programs of the College meet or exceed the standards of the Accreditation Council for Continuing Medical Education.

The Committee shall be composed of a representative from every Department/School/Program involved in sponsoring continuing medical education (CPE), one representative from the volunteer Clinical faculty actively participating in CPE, one representative from each of the major affiliated teaching hospitals that the College of Medicine acts as the accredited sponsor for CPE, and the senior administrative officer responsible for Continuing Professional Education. Each representative shall have a three-year term appointment, with one-third of the committee members rotating each year. The Chair of the Committee shall rotate between members of the clinical and basic science faculty and shall serve a two-year appointment.

The Committee may establish subcommittees to assist with its duties, which may include review of program applications, evaluation summaries and program budgets.

5. Committee on Professional Student Affairs

The Committee on Professional Student Affairs shall review, advise and make policy recommendations on matters related to the health and welfare of Medical and Physical Therapy Students, including financial aid, student health policy, personal advising and academic and career counseling.

The Committee shall be composed of three Basic Science and three Clinical Science Faculty members, two Medical and Physical Therapy Students and the senior administrative officer responsible for student affairs. Where possible, the faculty members that serve on this committee shall be involved in the provision of services related to the health and welfare of Medical and Physical Therapy students.

The Committee may establish sub-committees to assist it in its duties which may include a Sub-committee on Financial Aid, a Sub-committee on Student Health and a Sub-committee on Student Advising and Counseling. Chairpersons of these Sub-committees shall be members of the Committee on Student Affairs. The senior administrative officer responsible for student affairs shall be a member of each of these Sub-committees.

6. Committee on Graduate Medical Sciences Education and Graduate Student Affairs

The Committee on Graduate Medical Sciences Education and Graduate Student Affairs shall review, advise and make policy recommendations on matters related to graduate medical sciences education. The Committee shall address College-wide entrance and performance requirements for programs leading to the Master of Science and Doctor of Philosophy degrees. The Committee shall make policy recommendations regarding curriculum, the distribution of tuition waivers, assistantships and other student financial aid among those Departments/School of the College that have graduate programs within the College of Medicine. The Committee shall review College criteria for appointment to the Graduate Faculty, review the credentials of Faculty members who are candidates for membership on the Graduate Faculty and make recommendations to the Associate Dean for Graduate and Postdoctoral Affairs for such appointments.
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The Committee shall be composed of the Departmental Graduate Student Coordinator from each Department, a representative from each discipline, concentration and program that leads to a Ph.D. degree. Representatives of each discipline, concentration and program that leads to an M.S. or M.A. degree will serve as ex-officio members of the committee. The President of the Graduate Student Association and the senior administrative officer responsible for graduate affairs also serve as ex-officio members of the committee.

7. Committee on Graduate Medical Education

The Committee on Graduate Medical Education shall review, advise and make recommendations on matters related to clinical post-graduate medical education including the number of clinical post-graduate positions, working conditions, salary, malpractice insurance and other benefits pertaining to clinical trainees and post-graduate residency training programs. The Committee shall promote policies that assure the residency training programs of the College conform to the general guidelines and requirements of the Accreditation Council for Graduate Medical Education.

The Committee shall be composed of the Program Directors, or their designee, of each residency training program, one resident selected by the House Staff Association and the senior administrative officer responsible for graduate medical affairs.

8. Committee on Bylaws

The Committee on Bylaws shall annually review these Bylaws, consider proposed changes and make recommendations regarding such changes to the Executive and Faculty Councils.

The Committee shall be composed of five members of the Core Faculty, at least two of whom are members of the Basic Science Faculty and at least two of whom are members of the Clinical Science Faculty.

9. Committee on Academic Computing

The Committee on Academic Computing shall review, advise and make policy recommendations on matters related to academic computing. The Committee shall address issues in academic computing, including general academic computing, medical informatics, instructional needs, network designs and compatibility, etc. The Committee will also make recommendations to the Dean concerning the allocation of resources for computing.

The Committee shall be composed of representatives from every Department/School, including individuals from the Dean's Office, library, medical and graduate student bodies and the senior administrative officer responsible for academic computing.

The Committee may establish subcommittees to assist it in its duties which may include a clinical subcommittee, a teaching subcommittee, a standards subcommittee and a research subcommittee.

9. Ad Hoc Committees

The Dean, with the approval of the Executive Council, may appoint Ad Hoc Policy Committees and shall inform the Executive Council and the Faculty Council of the Committee membership and purpose within 60 days of appointment.
Article X: FACULTY COUNCIL COMMITTEES

1. General

The President of the Faculty shall appoint chairpersons to all Committees of the Faculty Council annually, except the Nominating Committee and the Committee on Committees.

The President, in consultation with each Committee chairperson, shall recommend to the Faculty Council individuals from among the Faculty Council to be appointed to each Committee. Members of Committees shall serve terms of two years, with one-half of the members appointed each year. Terms shall begin at the Annual Meeting of the Faculty in September and end at the Annual Meeting of the Faculty of the appropriate year. Committee chairpersons shall submit annual reports of Committee activities to the Faculty Council prior to the Annual Meeting of the Faculty. A quorum shall be a majority of the Committee membership.

2. Nominating Committee

The Nominating Committee shall have the responsibility of preparing a slate of candidates from among the Core Faculty for the offices of Vice-President, Secretary and Treasurer of the Faculty. Members of the Nominating Committee may not be candidates for these offices. The Nominating Committee shall report the names of the candidates to the Secretary not less than 60 days before the Annual Meeting of the Faculty.

The Committee shall be composed of six Faculty Council members, three from the Basic Science Faculty and three from the Clinical Science Faculty. The Chairperson of this Committee shall be the immediate Past-President of the Faculty Council.

3. Committee on Committees

The Committee on Committees shall seek candidates from among the Core Faculty to fill vacancies on Standing Committees of the College. This Committee shall recommend to the Faculty Council a list of eligible candidates to fill these positions at least 60 days prior to the time the positions become vacant or, if such notice is not possible, as early as possible after the vacancy occurs. Following a vote of approval by the Faculty Council, the names of the recommended appointees shall be submitted to the Dean.

The Committee shall be composed of seven Faculty Council members, three from the Basic Science Faculty and four from the Clinical Science Faculty. The Vice-President of the Faculty shall be included as one of these members and shall serve as its Chairperson.

Article XI: FACULTY COUNCIL COMMITTEES - No changes proposed
Article XII: FACULTY MEETINGS - No changes proposed
Article XIII: REFERENDA - No changes proposed
Article XIV: FINANCES AND ASSESSMENTS - No changes proposed
Article XV: RULES OF ORDER - No changes proposed
Article XVI: AMENDMENTS - No changes proposed
Article I: Purpose - No changes proposed
Article II: The College - No changes proposed
Article III: The Faculty - No changes proposed

Article IV: Organization of the Faculty – See below – changes indicated in italicized blue

1. The Administration

The Dean is the chief academic and administrative officer of the College and is responsible for the implementation of its policies. The Dean may appoint Vice, Associate and Assistant Deans to assist in discharging these duties.

The College is administratively composed of Basic Science Departments within the School of Basic Biomedical Sciences, and Clinical Science Departments, and the School of Physical Therapy & Rehabilitation Sciences that report directly to the Dean. Each Department or School is administered by a Chairperson or Director who is responsible for the organization and implementation of its programs.

The School of Physical Therapy & Rehabilitation Sciences is organized within the College of Medicine, with a Director who reports directly to the Dean and, on educational matters, to the Vice Dean for Educational Affairs.

Article V: Officers of the Faculty - No changes proposed
Article VI: The Faculty Council - No changes proposed
Article VII: Elections - No changes proposed

Article VIII: ADMINISTRATIVE COMMITTEES

General
Committee on Medical Student Selection
Academic Performance Review Committee
Academic Performance Review Sub-Committee
Committee on Appointment, Promotion and Tenure
Committee on Space
Faculty Relations Advisory Committee
Financial Oversight Committee

1. General

Administrative Committees shall be responsible for assisting the Dean with implementing policies of the College. Recommendations by Administrative Committees that concern changes in the policies that they implement shall be referred by the Dean to the appropriate Policy Committee or the Executive Council for consideration. Each Administrative Committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance and actions taken. Copies of such minutes shall be transmitted in a timely fashion to the Office of the Dean and the Office of the Faculty Secretary, where they shall be kept on file. Administrative Committees shall prepare Annual Reports of their activities for submission to the Dean, the Executive Council and Faculty Council.

Administrative Committees shall be composed of Core Faculty, unless otherwise specified herein. The Dean shall appoint Faculty members of these Committees in consultation with the Faculty Council. The Dean shall appoint student members of these Committees in consultation with the Student Government Council. The Dean shall also define the term of service of members of these committees. The Dean
Proposed Revisions to the COM Faculty By-Laws
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shall appoint the chairpersons of these Committees and determine procedures by which they implement policy. The Dean, or a specified representative, shall be a member ex-officio of all Administrative Committees and may vote only to break a tie. A quorum shall be a majority of the Committee membership.

2. Committee on Medical Student Selection

The Committee on Medical Student Selection shall review all applications for admission to the College and shall recommend to the Dean a list of candidates and alternate candidates for admission. The Committee shall also review and make recommendations concerning procedures by which applicants are screened, interviewed and selected.

The Committee shall be composed of seven core clinical science faculty and five core basic science faculty, and the Associate Dean for Diversity/Minority Affairs. The Medical Student Council in cooperation with the Associate Dean for Student Affairs selects four senior medical students. Two are designated as voting members of the Committee and two are designated as alternates. The alternate representative members will be ex-officio non-voting members of the committee unless the active member(s) is (are) not in attendance. The Dean appoints the Committee Chairperson. Committee members (with the exception of the medical students) are appointed for three-year overlapping terms.

3. Academic Performance Review Committee

The Academic Performance Review Committee (APRC) shall review the academic and clinical performance of each Medical Student and make recommendations to the Dean regarding graduation, advancement, probation, dismissal, remediation and readmission.

The Academic Performance Review Committee (APRC) shall be chaired by the Dean or his designee and shall be composed of the course directors of each course offered during the first two academic years, the clerkship director of each required clerkship and the senior administrative officer responsible for Student Affairs.

4. Academic Performance Review Sub-Committee

The Academic Performance Review Sub-Committee (APRSC) shall review the academic and clinical performance of each Physical Therapy student and make recommendations to the Dean of the College of Medicine via the Director of the School of Physical Therapy & Rehabilitation Sciences and APRC regarding graduation, advancement, probation, dismissal, remediation and readmission.

The Academic Performance Review Sub-Committee (APRSC) shall be chaired by the Coordinator of Professional Education for the School of Physical Therapy & Rehabilitation Sciences and shall be composed of: Two (2) first year BMS curriculum Course Directors (when DPT I students' performance is reviewed); two (2) School of Physical Therapy & Rehabilitation Sciences ranked faculty; College of Medicine Associate Dean for Student Affairs or their designee; and School of Physical Therapy & Rehabilitation Sciences Coordinator of Clinical Education.

5. Committee on Appointment, Promotion and Tenure
Proposed Revisions to the COM Faculty By-Laws
4-11-07 – Version B – Note difference in composition of Financial Oversight Committee

The Committee on Appointment, Promotion and Tenure shall review the credentials of all Faculty whose appointment is proposed at the rank of Associate Professor or Professor, review applications for promotion of Faculty to the rank of Associate Professor or Professor and review the credentials of those eligible Faculty being considered for tenure. Following review, the Committee shall make recommendations regarding appointments, promotions and tenure to the Dean. Members of the Committee shall be required to absent themselves from deliberation and vote when the Committee is considering the appointment, promotion or tenure of a Faculty member from their department.

The Committee shall be composed of nine tenured members of the Core Faculty holding the rank of Professor or Associate Professor. At least four Committee members shall be from the basic science faculty and at least four shall be from the clinical science faculty. Normally, no Department/School shall have more than one member on this Committee.

6. Committee on Space

The Committee on Space shall review both existing space allocations and requests for additional space and make recommendations to the Dean. The committee shall be composed of seven faculty members. Two members shall be Department Chairs, one from the basic sciences, and one from clinical sciences, nominated by the Executive Council and appointed by the Dean. Of the remaining five members, three shall be tenured, senior faculty and two members will be undesignated as to rank and tenure. At least two of these five members shall come from the basic sciences and two from the clinical sciences. All five members will be appointed by the Dean in consultation with the Faculty Council. The Vice-Deans for Research and Education shall be non-voting ex-officio members of this Committee. In addition, a non-voting advisory member of the committee shall be the Director of Program Planning for the Health Sciences Center shall be a non-voting advisory member of this Committee.

7. Ad Hoc Committees

The Dean may appoint Ad Hoc Administrative Committees, including search committees, and shall inform the Executive Council and the Faculty Council of the Committee's purpose and membership within sixty days of appointment.

8. Faculty Relations Advisory Committee

The Faculty Relations Advisory Committee shall review, advise and make policy recommendations to the Dean on matters directly related to faculty professional life and work experience; general conditions of employment, benefits and development. Members of the Committee may actively participate in the informal dispute resolution process established by the College. The Committee shall be composed of four current Faculty Council officers and as many as three additional past Faculty Council officers.

9. Committee on Financial Oversight

The Committee on Financial Oversight shall review, advise, and make policy recommendations on matters related to financial operations within the College of Medicine. The Committee shall be composed of a total of 14 members to include three faculty members at large, three Department Chairs, and three Administrative members to be appointed by the Dean including one representative from the School of Physical Therapy & Rehabilitation Sciences; two faculty members from Basic Science Departments and two faculty members from Clinical Science Departments to be nominated by the Faculty Council; and a Faculty officer to be appointed by the President of the Faculty Council to serve as an ex-officio member of the Committee and liaison to the Faculty Council. Term of service on the Committee is 3 years with appointments staggered to permit continuity. The Chair of the Committee on Financial Oversight shall be
Proposed Revisions to the COM Faculty By-Laws
4-11-07 – Version B – Note difference in composition of Financial Oversight Committee

determined by a majority vote of a quorum of committee members. The Dean will provide secretarial support and information requested by the Committee to the Committee on Financial Oversight.

Article IX: POLICY COMMITTEES

General
Ad Hoc Committees
Committee on Academic Computing
Committee on Bylaws
Committee on Continuing Medical Education
Committee on Curriculum
Committee on Graduate Medical Sciences Education and Graduate Student Affairs
Committee on Graduate Medical Education
Committee on Professional Student Affairs
Committee on Research

1. General

Policy Committees shall gather information appropriate to their charge and shall forward advice and recommendations concerning College policies to the Dean and the Executive Council for consideration and approval.

Policy Committees shall be composed of Core Faculty, unless otherwise specified herein. Faculty members of these Committees shall be appointed by the Dean in consultation with the Faculty Council and shall include at least one member of the Executive Council and one member of the Faculty Council. Student members of these Committees shall be appointed in consultation with the Student Government Council. The Faculty Council will forward its recommendations for membership on these committees to the Dean at least 30 days prior to the time positions become vacant, or as soon as possible after a vacancy occurs. All Policy Committee members shall serve a term of two years unless otherwise specified herein, with appointments made such that half the Committee is replaced each year. Terms of office shall begin September 1 and end August 31 of the appropriate year. Members of Policy Committees may be reappointed to serve on the same Committee. The Chairperson of each Policy Committee shall be elected annually from among its members. All members of Policy Committees shall be voting members of that Committee unless otherwise specified herein. A quorum shall be a majority of the Committee membership.

Policy Committees may appoint sub-committees to assist them in their duties. Sub-committees shall report to the Committee that appointed them. Chairpersons of sub-committees shall be selected by the appointing Committee from among its members, unless otherwise specified herein.

Each Policy Committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance and actions taken. Copies of such minutes shall be transmitted in a timely fashion to the Office of the Dean and the Office of the Faculty Secretary, where they shall be kept on file. Policy Committees shall prepare Annual Reports of their activities which shall be submitted to the Dean, the Executive Council and the Faculty Council and which may be summarized at the Annual Faculty Meeting. Policy Committees shall develop and have written procedures for carrying out their charges. Reports, minutes and operating procedures of Policy Committees shall be kept in the office of the Dean and the Faculty and shall be available to all Faculty members.

2. Committee on Research
The Committee on Research shall review, advise and make policy recommendations on matters related to research and the research environment of the College, including the need for research space, equipment, personnel and facilities. The Committee shall be responsible for making recommendations for expenditure of funds from the Biomedical Research Support Grant Program and other institutional research awards. The Committee shall be responsible for facilitating student research, including the organization of an annual student research symposium.

The Committee shall be composed of one member from each Department/School of the College and the senior administrative officer responsible for research affairs.

The Committee shall establish the following sub-committees to assist it in its duties: [A] The Subcommittee on Institutional Grant Awards, [B] The Subcommittee on Student Research, which shall include one Medical, one Physical Therapy and one Graduate Student, and [C] The Subcommittee on Research Environment and Planning.

These sub-committees shall be composed of members of the Committee on Research, unless otherwise specified herein, and shall include the senior administrative officer responsible for research affairs.

The Committee on Research will make policy recommendations related to research and the research environment in the College of Medicine. This committee is responsible for responding to changes that may impact research in the College, as well as aiding in the development of new policies that proactively facilitate a productive research environment. The committee shall review and develop policy recommendations that encompass research infrastructure, process and outcomes. Additionally, the Committee on Research will act as a liaison with, and provide input to, other Faculty Council Committees that impact research within the College of Medicine.

The Committee shall be composed of five members from Basic Science Departments, five members from Clinical Science Departments, one member from the School of Physical Therapy & Rehabilitation Sciences, and nine at-large members appointed by the Dean of the College of Medicine in consultation with the Faculty Council. A departmental chair may not serve as the chair of the Committee on Research. The senior administrative officer responsible for research affairs in the College of Medicine will serve on the Committee on Research as an ex officio, non-voting member.

The Committee may establish sub-committees to assist it in its duties. These sub-committees may be composed entirely of members of the Committee on Research, members of other Faculty Council committees, or members of Faculty at-large, depending on the charge of the subcommittee. The senior administrative officer responsible for research affairs in the College of Medicine may act as a non-voting member of these subcommittees.

3. Committee on Curriculum

The Committee on Curriculum shall review, advise and make policy recommendations on matters related to undergraduate medical education and physical therapy education. This Committee shall develop, review and make policy recommendations regarding the curriculum and educational goals of the College and shall develop standards for the evaluation of teaching.

The Committee shall be composed of six members from Basic Science, six members from Clinical Science Departments and one member from the School of Physical Therapy & Rehabilitation Sciences who have responsibilities for curriculum design and planning within their departments and a representative from the Student Council of the College of Medicine. Each core faculty member of the Committee shall serve for a term of three years. The three-year terms of each member shall be staggered such that one-third of the core members shall be replaced each year. The senior administrative officer(s) (Vice Dean for Educational Affairs, Associate Deans for Undergraduate Medical
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Education and Physical Therapy Education) responsible for educational affairs and the Presidents of the first, second, third, and fourth year medical and first, second and third year physical therapy classes or their designates shall be non-voting ex-officio members of this committee.

4. Committee on Continuing Professional Education

The Committee on Continuing Professional Education shall review, advise and make policy recommendations on matters related to programs of Continuing Professional Education. The Committee shall promote policies that assure the Continuing Professional Education programs of the College meet or exceed the standards of the Accreditation Council for Continuing Medical Education.

The Committee shall be composed of a representative from every Department/School/Program involved in sponsoring continuing medical education (CPE), one representative from the volunteer Clinical faculty actively participating in CPE, one representative from each of the major affiliated teaching hospitals that the College of Medicine acts as the accredited sponsor for CPE, and the senior administrative officer responsible for Continuing Professional Education. Each representative shall have a three-year term appointment, with one-third of the committee members rotating each year. The Chair of the Committee shall rotate between members of the clinical and basic science faculty and shall serve a two-year appointment.

The Committee may establish subcommittees to assist with its duties, which may include review of program applications, evaluation summaries and program budgets.

5. Committee on Professional Student Affairs

The Committee on Professional Student Affairs shall review, advise and make policy recommendations on matters related to the health and welfare of Medical and Physical Therapy Students, including financial aid, student health policy, personal advising and academic and career counseling.

The Committee shall be composed of three Basic Science and three Clinical Science Faculty members, two Medical and Physical Therapy Students and the senior administrative officer responsible for student affairs. Where possible, the faculty members that serve on this committee shall be involved in the provision of services related to the health and welfare of Medical and Physical Therapy students.

The Committee may establish sub-committees to assist it in its duties which may include a Sub-committee on Financial Aid, a Sub-committee on Student Health and a Sub-committee on Student Advising and Counseling. Chairpersons of these Sub-committees shall be members of the Committee on Student Affairs. The senior administrative officer responsible for student affairs shall be a member of each of these Sub-committees.

6. Committee on Graduate Medical Sciences Education and Graduate Student Affairs

The Committee on Graduate Medical Sciences Education and Graduate Student Affairs shall review, advise and make policy recommendations on matters related to graduate medical sciences education. The Committee shall address College-wide entrance and performance requirements for programs leading to the Master of Science and Doctor of Philosophy degrees. The Committee shall make policy recommendations regarding curriculum, the distribution of tuition waivers, assistantships and other student financial aid among those Departments/School of the College that have to graduate programs within the College of Medicine. The Committee shall review College criteria for appointment to the
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Graduate Faculty, review the credentials of Faculty members who are candidates for membership on the Graduate Faculty and make recommendations to the Associate Dean for Graduate and Postdoctoral Affairs for such appointments.

The Committee shall be composed of the Departmental Graduate Student Coordinator from each Department a representative from each discipline, concentration and program that leads to a Ph.D. degree. Representatives of each discipline, concentration and program that leads to an M.S. or M.A. degree will serve as ex-officio members of the committee. The President of the Graduate Student Association and the senior administrative officer responsible for graduate affairs also serve as ex-officio members of the committee.

7. Committee on Graduate Medical Education

The Committee on Graduate Medical Education shall review, advise and make recommendations on matters related to clinical post-graduate medical education including the number of clinical post-graduate positions, working conditions, salary, malpractice insurance and other benefits pertaining to clinical trainees and post-graduate residency training programs. The Committee shall promote policies that assure the residency training programs of the College conform to the general guidelines and requirements of the Accreditation Council for Graduate Medical Education.

The Committee shall be composed of the Program Directors, or their designee, of each residency training program, one resident selected by the House Staff Association and the senior administrative officer responsible for graduate medical affairs.

8. Committee on Bylaws

The Committee on Bylaws shall annually review these Bylaws, consider proposed changes and make recommendations regarding such changes to the Executive and Faculty Councils.

The Committee shall be composed of five members of the Core Faculty, at least two of whom are members of the Basic Science Faculty and at least two of whom are members of the Clinical Science Faculty.

9. Committee on Academic Computing

The Committee on Academic Computing shall review, advise and make policy recommendations on matters related to academic computing. The Committee shall address issues in academic computing, including general academic computing, medical informatics, instructional needs, network designs and compatibility, etc. The Committee will also make recommendations to the Dean concerning the allocation of resources for computing.

The Committee shall be composed of representatives from every Department/School, including individuals from the Dean's Office, library, medical and graduate student bodies and the senior administrative officer responsible for academic computing.

The Committee may establish subcommittees to assist it in its duties which may include a clinical subcommittee, a teaching subcommittee, a standards subcommittee and a research subcommittee.

9. Ad Hoc Committees
The Dean, with the approval of the Executive Council, may appoint Ad Hoc Policy Committees and shall inform the Executive Council and the Faculty Council of the Committee membership and purpose within 60 days of appointment.

Article X: FACULTY COUNCIL COMMITTEES

1. General

The President of the Faculty shall appoint chairpersons to all Committees of the Faculty Council annually, except the Nominating Committee and the Committee on Committees.

The President, in consultation with each Committee chairperson, shall recommend to the Faculty Council individuals from among the Faculty Council to be appointed to each Committee. Members of Committees shall serve terms of two years, with one-half of the members appointed each year. Terms shall begin at the Annual Meeting of the Faculty in September and end at the Annual Meeting of the Faculty of the appropriate year. Committee chairpersons shall submit annual reports of Committee activities to the Faculty Council prior to the Annual Meeting of the Faculty. A quorum shall be a majority of the Committee membership.

2. Nominating Committee

The Nominating Committee shall have the responsibility of preparing a slate of candidates from among the Core Faculty for the offices of Vice-President, Secretary and Treasurer of the Faculty. Members of the Nominating Committee may not be candidates for these offices. The Nominating Committee shall report the names of the candidates to the Secretary not less than 60 days before the Annual Meeting of the Faculty.

The Committee shall be composed of six Faculty Council members, three from the Basic Science Faculty and three from the Clinical Science Faculty. The Chairperson of this Committee shall be the immediate Past-President of the Faculty Council.

3. Committee on Committees

The Committee on Committees shall seek candidates from among the Core Faculty to fill vacancies on Standing Committees of the College. This Committee shall recommend to the Faculty Council a list of eligible candidates to fill these positions at least 60 days prior to the time the positions become vacant or, if such notice is not possible, as early as possible after the vacancy occurs. Following a vote of approval by the Faculty Council, the names of the recommended appointees shall be submitted to the Dean.

The Committee shall be composed of seven Faculty Council members, three from the Basic Science Faculty and four from the Clinical Science Faculty. The Vice-President of the Faculty shall be included as one of these members and shall serve as its Chairperson.

Article XI: FACULTY COUNCIL COMMITTEES - No changes proposed
Article XII: FACULTY MEETINGS - No changes proposed
Article XIII: REFERENDA - No changes proposed
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Article XIV: FINANCES AND ASSESSMENTS- No changes proposed
Article XV: RULES OF ORDER - No changes proposed
Article XVI: AMENDMENTS - No changes proposed