

(July 2008)
(April 2007)
(May, 2003)
(February 2002)
(December 2000)
(January 1996)
(March 1995)
(May 1992)
(as amended)

THE UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE
BYLAWS OF THE FACULTY OF THE COLLEGE OF MEDICINE

These bylaws are designed to provide the basic organization by which the Faculty of the College of Medicine of The University of Arizona may function, within the scope of its authority and responsibility, under state law and the regulations of the Board of Regents and the University. It is the intent of these bylaws to assure close and harmonious working relationships among the Faculty, student body, and the Administration of the College toward the accomplishment of common goals.

I. SPECIFIC OBJECTIVES

II. FACULTY

- A. Membership
- B. Responsibilities
- C. Meetings
- D. Permanent Committees
- E. Standing Committees
- F. Ad Hoc Committees

III. ENABLING ACT

IV. AMENDMENTS

I. SPECIFIC OBJECTIVES

A. To provide forums in which matters of concern to the Faculty may be discussed and opinions or positions formulated which represent a consensus of the Faculty.

B. To provide mechanisms by which the opinions and desires of the students of the College are solicited and considered in the formulation of policies or procedures which affect them.

C. To provide mechanisms by which the Faculty may function in an advisory role to the administration of the College in matters of mutual concern or interest, including such areas as: determining the over-all mission and needs of the College; Faculty appointments, promotions, and tenure; creation of new departments and centers; student admission policies; and formulating and implementing the general policies and procedures of the College.

II. FACULTY

A. Membership

The Faculty of the College of Medicine shall consist of Voting Faculty and Non-Voting Faculty. The Voting Faculty shall consist of those members holding appointments in the prefix, suffix, tenure track and research series. The Non-Voting Faculty of the College shall consist of other persons of academic rank, who may attend meetings of the Faculty and have the right of the floor, but do not have voting privileges. The President of the University, Vice President for Health Sciences, Dean of the College and the Dean for Academic Affairs, Associate and Assistant Deans shall be ex-officio members of the Voting Faculty. The Faculty Promotion and Tenure Committee may elect to membership in the Voting Faculty additional members of the General Faculty in the College of Medicine.

B. Responsibilities

The Faculty shall:

1. Be responsible for the formulation of recommendations regarding curricula and degrees.
2. Formulate regulations concerning academic and non-academic conduct of students, including criteria for promotions, procedures for grading, procedures regarding student honors, and means for handling infractions.
3. Upon request of the Administration of the College, investigate and conduct hearings on grievances and make findings and recommendations.
4. Act upon other matters of routine or emergency Faculty business, in accord with College policy.

C. Meetings

1. Notice of Meetings. The presiding officer of the College of Medicine (the Dean or the Dean's designee) will provide notice of all meetings to voting faculty at least two weeks in advance of a regular meeting, and no less than 48 hours prior to a special meeting, except in extraordinary circumstances. The presiding officer will conduct all such meetings. Notice will be given by regular mail sent to the address of record for such voting faculty, by e-mail to the official University of Arizona e-mail address of each voting faculty member, or by a combination of such means. Notice either by regular mail or by e-mail shall be deemed delivered when sent. The notice shall include the agenda.

2. Voting. When voting is necessary, it will follow a regular or special faculty meeting. The faculty meeting will serve as the principal forum for discussion. Voting will be conducted by a secure electronic means, such as e-mail or web-based voting. When the presiding officer gives notice of a meeting, s/he will include notice of the date(s) and manner in which such voting will occur, as provided in paragraph C.1. Voting will remain open for at least one week, except under extraordinary circumstances. A simple majority of all votes cast will constitute an affirmative vote when the total number of votes cast represents a quorum as required by paragraph C.3.

3. Quorum. Five percent (5%) of the voting faculty will constitute a quorum for the purpose of voting. In the case of business involving only one campus, such as election to a campus specific committee, a quorum will consist of 5% of the voting faculty assigned primarily to that campus. There is no quorum requirement for a faculty meeting.

4. Regular Meetings. The voting faculty shall meet not less than twice each year, including a regular spring meeting, at a time and place announced by the presiding officer. Meetings may be conducted via teleconference that includes both the Tucson and Phoenix campuses. The College of Medicine will maintain a record of the discussions at such meetings for faculty to review.

5. Special Meetings. Such meetings may be called either by the Dean, at the Dean's discretion, or upon request in writing by at least ten (10) members of the voting faculty. The meeting notice must include the reason for calling a special meeting. No business shall be transacted except as stated in the notice calling the meeting. Meetings may be conducted via teleconference that includes both the Tucson and Phoenix campuses. The College of Medicine will maintain a record of the discussions at such meetings for faculty to review.

D. Permanent Committees

Permanent Committees of the Faculty will consist of the following: Nominating Committee; Committee of Ten; Educational Policy Committee; Committee on Faculty Appointments, Promotion and Tenure; Student Progress Committee; Continuing Medical Education Committee; Student Appeals Committee; Dean's Faculty Advisory Committee; and Admissions Committee.

1. Membership

Members of Permanent Committees of the Faculty will be elected following a regular spring meeting of the College of Medicine General Faculty. Terms of office will begin on July 1 following the election. The terms of office of Permanent Committees will be three years, except where noted. Committees can add additional members, who will serve in an advisory, rather than a voting, capacity, as described in the Committee's operational rules, if the Committee determines that it requires additional input from a specific group or segment of the faculty. A Committee can create one or more subcommittees; such subcommittees should be described in the Committee's operational rules. A Committee also may create and add advisory members to a Tucson or Phoenix program-specific subcommittee as necessary to carry out the subcommittee's functions.

All Committees will have members from both the Tucson and Phoenix programs and will establish relevant rules that govern both programs of the College of Medicine. With the exception of the Appointments, Promotion and Tenure Committee, which will function as a single College-wide Committee, a Committee may form Phoenix- or Tucson-specific subcommittees for consideration of local issues. Each Committee will meet as a whole at least twice annually to review and revise its operational rules and procedures and to review the actions of local program-specific subcommittees to ensure that each subcommittee is acting in a manner that is consistent with overall College of Medicine policies. All members of a Permanent Committee will also serve on its program-specific subcommittee, if one exists.

Fifty percent of the faculty seats on each Permanent Committee will be divided equally between the Tucson and Phoenix programs; the remaining fifty percent will be filled in proportion to the number of voting faculty in each program. Similarly, fifty percent of the student seats on each Permanent Committee will be divided equally between the Tucson and Phoenix programs; the remaining fifty percent will be filled in proportion to the size of the student body in each program. This balance will be achieved in such a way that no Committee members will be required to step down before their term is complete for the purpose of achieving appropriate Tucson and Phoenix program representation on Committees.

Phoenix program faculty will elect Phoenix program representatives to Permanent Committees. Tucson program faculty will elect Tucson program representatives to Permanent Committees.

At least one-third of the members of each Permanent Committee will be from basic science departments and at least one third will be from clinical departments.

There will be student membership on the Educational Policy, Student Progress and Admissions Committees. Student members will be chosen according to procedures established by the student governments of each educational track.

2. Nomination and Election of Members

All members of the faculty are eligible for election to a Committee, except that only tenured full Professors may serve on the Committee on Faculty Appointments, Promotion and Tenure.

The Nominating Committee will present nominations for membership of each Committee at the regular spring meeting of the Faculty of the College of Medicine. In addition, any member of the Voting Faculty may make nominations from the floor for such offices. Nominations for election to the Nominating Committee will be made from the floor at the regular spring meeting of the Faculty. Voting will be conducted as described in Section II.C.2. Nominees receiving the largest number of votes will be elected, so long as the requirements for membership of each Committee, as required by sections II.D.1 and II.D.3, are met.

3. Vacancies

When needed, the Nominating Committee will appoint a member of the Faculty to fill a vacancy on a Permanent Committee on an interim basis until the next regular meeting of the Faculty of the College of Medicine. The vacancy will then be filled by nomination at this meeting of the Faculty, followed by an election as described in Sections II.C.2. and II.D.2. Committee members elected in this manner will serve for the duration of the unexpired term. The Nominating Committee will fill temporary vacancies on Permanent Committees, due to a leave of absence or sabbatical leave, for the duration of the leave.

4. General Operation

Permanent Committees will elect their own officers at their first meeting after July 1, which one of the continuing Committee members will call. Permanent Committees of the Faculty will meet as often as required to conduct Committee business. Committees will keep minutes of their meetings, which will be available on request to any member of the Faculty.

5. Function and Structure

(a) Nominating Committee: The Nominating Committee will consist of six faculty members. The Nominating Committee will nominate candidates for membership on all Permanent Committees except the Nominating Committee, which will be done as described in Section D.2.

(b) Committee of Ten: The Committee of Ten will consist of six faculty members and four students. The Committee of Ten may initiate the study of any issue or concern of interest to the College, and may consider any academic or administrative matters brought to its attention by the Dean, any other Committee of the Faculty, or any member of the Faculty. It will make recommendations to the person or group that consulted it and may also at its discretion make recommendations to the Dean, other Committees and to the Faculty.

(c) Educational Policy Committee: The Educational Policy Committee will consist of 20 faculty members and 8 students. The term of office of Educational Policy Committee members is 5 years.

The Educational Policy Committee is the faculty Committee that works with the Chief Academic Officer to set and implement policy for medical student education for the College of Medicine, including the assessment of student performance and the criteria for receipt of an M.D. degree. The Committee will provide governance and oversight to advance educational goals and to assure that the College meets its accreditation standards. This is the Committee in which curricular policy will be set by representatives of the faculty.

A change in educational policy should be effected through agreement between the Educational Policy Committee and the Chief Academic Officer. It is expected that the Educational Policy Committee and Chief Academic Officer will work in a spirit of mutual respect, by taking each other's positions into serious consideration. If consensus cannot be reached between the Committee and the Chief Academic Officer, then the Chief Academic Officer will make the final decisions regarding policy change or implementation, provided he or she believes that every reasonable effort has been made to reach consensus and that the

decision is necessary in the best interests of both the College of Medicine and the University. In the event the Chief Academic Officer is required to make a decision in the absence of consensus, then s/he shall document in writing the reason for the decision. Should the Educational Policy Committee believe that the Chief Academic Officer did not act in accordance with the principles of shared governance outlined in this paragraph, it may request a review committee, consisting of the Chair of the Educational Policy Committee, the Chair of the Dean's Faculty Advisory Committee and a member of the administration appointed by the Dean, to review the actions of the Chief Academic Officer. This committee will consult with the Educational Policy Committee and the Chief Academic Officer for the purpose of defining a process that will meet the objectives of shared governance and also lead to a timely resolution of the matter.

(d) Committee on Faculty Appointments, Promotion and Tenure: The Committee on Faculty Appointments, Promotion, and Tenure will consist of 6 tenured full Professors. The Committee on Faculty Appointments, Promotion and Tenure will: (1) review and advise the Dean regarding each proposed faculty appointment, promotion or award of tenure; and, (4) consider requests for membership in the Voting Faculty from faculty members who do not automatically qualify for such membership by the criteria defined in Section II.A.

(e) Dean's Faculty Advisory Committee: The Dean's Faculty Advisory Committee will consist of 6 faculty members. The Dean's Faculty Advisory Committee will advise the Dean on matters related to the mission of the college and of interest to the faculty. It will meet with the Dean at least quarterly. The chairperson may attend monthly meetings of the Department Heads' Council, and represent the College of Medicine faculty at these meetings.

(f) Student Progress Committee: The Student Progress Committee will consist of eight faculty members and four students. The Student Progress Committee will have jurisdiction to consider all cases of unsatisfactory academic or non-academic performance, except automatic dismissals, which will be ordered by a Dean for Student Affairs, and dishonest scholastic work, which will be referred first to the College Honor Code Committee. It is the responsibility of the Student Progress Committee to certify that students have met the criteria for graduation and for receipt of the M.D. degree. The activities of the Student Progress Committee are governed by *The Policies and Procedures for Student Progress and Appeals of Academic and Disciplinary Decisions*, as amended. These policies and procedures will bind the Committee's activities.

(g) Student Appeals Committee: The Student Appeals Committee will consist of six faculty members. The Student Appeals Committee will consider appeals of actions of the Student Progress Committee. The activities of the Student Appeals Committee are governed by *The Policies and Procedures for Student Progress and Appeals of Academic and Disciplinary Decisions*, as amended. These policies and procedures will bind the Committee's activities. Decisions of this Committee are binding within the College of Medicine and cannot be appealed further within the College. No member of the Student Progress Committee will serve simultaneously as a member of the Student Appeals Committee.

(h) Continuing Medical Education Committee: The Continuing Medical Education Committee will consist of ten faculty members. The Continuing Medical Education Committee will set policy for continuing medical education, provide oversight of continuing medical education activities and assure that accreditation standards are met.

(i) Admissions Committee: The Admissions Committee will consist of ten faculty members and four students. The Admissions Committee will be responsible for the consideration and selection of all applicants to the M.D. program. Its decisions regarding such applicants will be final and not subject to appeal.

E. Standing Committees

Standing Committees may be created by a majority vote of the Voting Faculty at any regular or special meeting. The rules governing such committees shall be determined by the Voting Faculty at the time the committee is formed. Standing Committees may be abolished by a majority vote of the Voting Faculty.

F. Ad Hoc Committees

Ad Hoc Committees may be created by the Voting Faculty or by the Dean. Such Committees shall exist only to perform such functions as specified in the charge to the Committee. Dissolution of the Committee shall be automatic after acceptance of the final Committee report by the Voting Faculty.

III. ENABLING ACT

These bylaws shall become effective when approved by a majority of the Teaching Faculty (as defined by Faculty action August 5, 1968) present and voting. Upon approval of these bylaws by the Teaching Faculty, the Voting Faculty shall elect a Nominating Committee by nominations from the floor. The Committee shall consist of six members. The Basic Science group of departments and the Clinical group of departments shall each have at least two representatives. The nominee receiving the largest number of votes shall serve as chairperson. Members shall serve for terms of one or two years or fractions thereof as determined by the Voting Faculty so as to provide for continuity of committee operation. The Nominating Committee shall prepare a list of nominees for membership of the Permanent Committee. When the Committee's work is completed the Chairperson shall request the Dean to call a meeting of the Faculty for the purpose of electing committee members. Committee members elected at this meeting shall assume office immediately upon election.

IV. AMENDMENTS

Proposed amendments to the bylaws shall be circulated to members of the Faculty at least one month prior to any meeting at which they will be considered. Amendments must be approved by a majority vote at two successive meetings of the Voting Faculty. The final vote shall serve only to confirm or reject the action taken at the first meeting.

Bylaws approved by the Voting Faculty of the College of Medicine on November 11, 1971.

(Amended 5/92; 3/95; 1/96, 12/00, 2/02, 5/03, 4/07)