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THE BYLAWS OF THE FACULTY OF THE TUCSON AND PHOENIX CAMPUSES OF THE UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE

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I. PURPOSE AND INTENT OF BYLAWS

The purpose of these Bylaws is to provide the basic organizational structure by which the Faculty of the Tucson and Phoenix Campuses of The University of Arizona College of Medicine (COM) will function within the scope of its authority and responsibility. References to the College of Medicine or College or its Faculty will include both the Tucson and Phoenix campuses, unless otherwise noted. These Bylaws provide procedures by which the Faculty of the COM will function as a professional organization, exercising its authority and responsibilities subject to the constitution and statutes of the State of Arizona, and the policies and regulations of the Arizona Board of Regents and the University. Within the COM, the purpose of these Bylaws is to ensure close and harmonious working relationships among the Faculty, the student body, and the Administration toward the accomplishment of common goals. These bylaws will become effective when approved by a vote of a majority of the Voting Faculty, as defined below in paragraph IV.A.

II. OBJECTIVES

A. To provide a forum in which matters of concern to the Faculty may be discussed and opinions or positions will be formulated, and consensus may be reached and formally expressed.

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

C. To provide mechanisms by which the Faculty may function in an advisory capacity to the Administration of the College in matters of mutual concern or interest, including such areas as: determining the overall mission and needs of the College; allocation of resources; Faculty appointments, promotions, and tenure; creation of new departments, programs and centers; student admission and educational policies; and formulating and implementing the general policies and procedures of the College, including those related to education, student progress, and research.

III. ADMINISTRATION

The Vice President for Health Affairs is the Chief Academic and Administrative Officer of the College and is responsible for the implementation of its policies, and compliance with accreditation requirements, along with the Deans and Deputy Deans of the Tucson and Phoenix Campuses. The Chief Academic and Administrative Officer may delegate responsibilities to the Deans, who may appoint Vice, Associate and Assistant Deans to assist in discharging these duties within the College.

IV. FACULTY

A. Membership

All individuals holding academic Faculty titles at either campus of the COM will have voting rights. Faculty holding non-academic titles (Faculty Physician) will not have voting privileges or be eligible to serve on faculty committees at the College of Medicine. The President of the University, the Vice President for Health Affairs, the Deans and Deputy Deans of the Tucson and Phoenix campuses of the College, and the Deans for Academic Affairs, Associate and Assistant Deans will be ex-officio members of the Voting Faculty.

B. Responsibilities

The Faculty will be responsible for the governance of the College, subject to the constitution and statutes of the State of Arizona and the regulations and policies of the Arizona Board of Regents and the University. The Faculty will, at its discretion or upon the request of the College Administration, the University Administration, or the Arizona Board of Regents, consider questions regarding any of the objectives in Article II of these Bylaws, and any other matters concerning the welfare of the College. The Faculty, through its designated Committees, will:

1. Formulate recommendations regarding curricula and awarding of degrees.
2. Formulate policies concerning academic and non-academic conduct of students, including criteria for promotion, procedures for grading, awarding student honors, handling student progress, appeals of decisions related to student progress, and violations of College and University policies.
3. Act upon other matters of routine or emergency Faculty business, in accordance with College policy.

C. Meetings

1. Notice of Meetings. The presiding officers of the College of Medicine will be the Dean at each campus or his/her designee, who will provide notice of all meetings to Voting Faculty at his/her respective campus 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 officers will conduct all such meetings. Notice may 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 will be deemed delivered when sent. The notice will include the agenda.

2. Voting. When voting is required on a matter brought to the Voting Faculty, it will take place following a regular or special Faculty meeting addressing the issue on which voting is required. The Faculty meeting will serve as the principal forum for discussion of any issues on which voting is required. Voting will be conducted by secure electronic means, such as e-mail or web-based voting. When a 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 IV.C.3. Voting will remain open for at least two weeks, 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 IV.C.3.

3. Quorum. Five percent (5%) of the Voting Faculty of a campus at which action is proposed will constitute a quorum for the purpose of voting. A quorum is not required to conduct business at a Faculty meeting.

4. Regular Meetings. The Voting Faculty of each campus will be requested to meet not less than twice each year, including a regular spring meeting, at a time and place announced by the presiding officer at each campus. If the Faculty from both campuses are requested to attend any regular meeting, then such meetings will be conducted via teleconference. The College will maintain a record of the discussions at such meetings for Faculty to review.

5. Special Meetings. A special meeting may be called either by a Dean, or upon request in writing by at least ten (10) members of the Voting Faculty at a particular campus. The meeting notice must include the reason for calling a special meeting. No business will be transacted except as stated in the notice calling the meeting. If the Faculty from both campuses are requested to attend any special meeting, then such meetings will be conducted via teleconference. The College will maintain a record of the discussions at such meetings for Faculty to review.

V. ESTABLISHMENT OF COLLEGE OF MEDICINE COMMITTEES

A. Policies.

Unless otherwise stated in these Bylaws, all COM Committees, whether located in Tucson or Phoenix, will adhere to a single set of policies governing both campuses to ensure that all Faculty and students of the College will be bound by the same obligations and enjoy the same rights.

B. Membership.

All members of the Voting Faculty are eligible for election to a Committee. At least one-quarter of the members of each Permanent Committee will be from basic science departments and at least one-quarter will be from clinical departments unless otherwise noted.

C. Student Representation on Committees.

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 campus.

D. Nomination and Election of Members.

The Nominating Committee, as described below, will present nominations for membership of each Committee at the regular spring meeting of the Faculty of each COM campus. 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 of each campus. Voting will be conducted as described in Section IV.C.2. Nominees receiving the largest number of votes will be elected, so long as the individual meets the requirements for membership of each Committee, as specified below.

E. Election of Members to Permanent Committees.

Members of Permanent Committees of the Faculty will be elected following the regular spring meeting of each campus of the College of Medicine Voting Faculty.

Committees will be governed by established procedures of the College of Medicine, to ensure consistent application of its policies to students and Faculty members on both campuses. Both the Student Affairs Committee and the Educational Policy Committee will meet at least twice annually to review and revise their policies and procedures, if necessary, and to review the actions of the campus-specific committees they advise to ensure that each campus-specific committee is acting in a manner that is consistent with overall College of Medicine, University, and Arizona Board of Regents policies.

F. 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 Spring meeting of the Faculty at that campus. The vacancy will then be filled by nomination at this meeting of the Faculty, followed by an election. 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 such leave.

G. Terms of Office and Removal

Terms of office will begin on July 1 following the election. The terms of office of Permanent Committee members will be three years, except where otherwise noted. Committees may include 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 may create one or more subcommittees; such subcommittees should be described in the Committee's operational rules. Committee members may serve a maximum of two (2) consecutive terms, as specified in the terms of office for that committee. Members may run for election to the same committee on which their maximum term has expired, but only after a break in service for a period of time equal to one term for such committee, unless the Dean determines that good cause exists to waive the term limit. In order to ensure that committees maintain sufficient numbers to conduct committee business, members who consistently fail to attend committee meetings or participate in committee business may be removed by a majority vote of the committee.

VI. PERMANENT COMMITTEES.

Members of COM 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 will meet as often as required to conduct Committee business. Committees will keep minutes of their meetings.

Permanent Committees of the Faculty will consist of the following:

- A. **Admissions Committee.** The Faculty of each campus will elect its own members to the Admissions Committee. The Admissions Committee for the Tucson campus will consist of eleven (11) Faculty members and five (5) students. The Admissions Committee for the Phoenix Campus will consist of nine (9) Faculty members and four (4) students. The Admissions Committees will be responsible to consider applicants to its campus and select students to the M.D. program for that campus. The Admissions Committees' decisions regarding such selections will be final and not subject to administrative or other review.

- B. **Appointments, Promotion and Tenure Committee.** The Faculty of each campus will elect its own Appointments, Promotion and Tenure Committee, which will include a minimum of three (3) tenured full professors. Additional tenured professors and non-tenure eligible professors from the traditional title series may be added to expand committee knowledge about criteria for promotion on the clinical, research and educator tracks. All Committee members will have voting privileges for appointment and promotion decisions of non-tenure track Faculty. Only tenured members of the Committee may vote on issues concerning tenure track Faculty. This Committee will review and advise its Dean regarding each proposed Faculty appointment, promotion or award of tenure.
- C. **Committee of Ten.** The Faculty of each campus may, but are not required to, elect a Committee of Ten, which will consist of ten (10) members of its Faculty. This Committee may initiate and study any issue or matter of interest to the College, and may consider any academic or administrative matter brought to its attention by a Dean, any other Committee of the Faculty, or any member of the Faculty, or refer such matter to an appropriate University committee or office that is charged with addressing such issues directly. It may make recommendations to the person or group that consulted it and may also at its discretion make recommendations to a Dean, other Committees and to the Faculty.
- D. **Continuing Medical Education Committee.** The Faculty of each campus may, but are not required to, elect a Continuing Medical Education Committee, which will consist of ten (10) clinical Faculty members. The Continuing Medical Education Committee will set policy for continuing medical education, provide oversight of continuing medical education activities and assure that the approved policies and activities meet accreditation standards for continuing medical education.
- E. **Dean's Faculty Advisory Committee.** The Faculty of each campus may, but are not required to, elect a Dean's Faculty Advisory Committee, which will consist of six (6) members of its Faculty. A Dean's Faculty Advisory Committee will advise the Dean on matters related to the mission of the college or that are 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 COM Faculty at these meetings.
- F. **Educational Policy Committee and Subcommittees.** The Faculty of each campus will elect its own members to an Educational Policy subcommittee, which will consist of twelve (12) Faculty members and four (4) students from each campus. Each subcommittee will implement policies under the direction of the Educational Policy Committee in accordance with accreditation requirements. The combined membership of these two separate committees will comprise the Educational Policy Committee. The term of office of each Educational Policy faculty subcommittee member is five (5) years. The term of office of each Educational Policy student subcommittee member shall not exceed four (4) years.

The Educational Policy Committee will work with the Chief Academic Officer to provide governance and oversight of the undergraduate medical curriculum, to advance educational goals, and to assure that the College meets its accreditation standards. It will recommend to each campus subcommittee what policies may be required to meet these requirements, which each subcommittee will promulgate, consistent with accreditation standards and educational and curricular requirements applicable to the college and that campus. Such policies will include the assessment of student performance and the criteria to receive an M.D. degree. The Educational Policy Committee will meet at least twice annually to discuss recommended changes in educational and curricular policy, and, in consultation with the individual subcommittees on each campus, will promulgate any recommended changes to overall educational policy. Each subcommittee may promulgate policies and procedures that implement the Educational Policy Committee's educational and curricular policies, to the extent that the curriculum at a campus differs from that of another campus, in accordance with accreditation standards.

A change in educational policy should be effected through agreement between the Educational Policy Committee or any subcommittee and the Chief Academic Officer or his/her designee at a

particular campus. It is expected that the Educational Policy Committee or subcommittee and Chief Academic Officer or designee will work in a spirit of mutual respect, by taking each other's positions into serious consideration. If consensus cannot be reached between a Committee and the Chief Academic Officer or designee, then the Chief Academic Officer or designee 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 and in the best interests of both the College of Medicine and the University.

- G. **Honor Code Committee.** The medical students of each campus will elect three (3) medical student representatives from each class to serve on its Honor Code Committee. The Faculty of each campus will elect two (2) members of its Faculty, one from a basic science department and one from a clinical science department, to serve on this Committee. The Associate Dean for Student Affairs for that campus may attend an Honor Code Committee's formal meetings, and act as an advisor to the Committee, but will not vote. The Honor Code Committee at each campus will investigate and make recommendations regarding alleged violations of the Code of Scholastic Conduct (Code) to its campus Student Progress Committee. The Honor Code Committee also will conduct a periodic review of the Code, and make recommendations to change the Code to the Student Affairs Committee for consideration and implementation, if required.
- H. **MD/PhD Committee.** The Faculty of the College of Medicine (Tucson Campus) will elect eight (8) faculty and will select one (1) MD/PhD student to serve on the MD/PhD Committee. All applications to the dual MD/PhD program will be reviewed concurrently by the MD/PhD Committee and by the regular Admissions Committee or a subset of that Committee. The MD/PhD Committee will select applicants for the MD/PhD program from those accepted by the College of Medicine Admissions Committee for admission to the MD program. Decisions regarding admission to the dual MD/PhD program will be final and not subject to administrative or other review.
- I. **Nominating Committee.** The Faculty of each campus will elect a Nominating Committee, which will consist of six (6) of its Voting 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 V.D. above.
- J. **Student Affairs Committee.** The Student Affairs Committee will consist of the Chairs of the Student Progress Committees for each campus, the Chairs of the Honor Code Committees for each campus, the Chairs of the Educational Policy Subcommittees, the Associate Dean for Student Affairs for each campus, one clinical science faculty member from each campus, one basic science faculty from each campus, one student government representative from each year from each campus, for a total of twenty (20) members. This Committee will meet at least twice annually to discuss any changes in policies related to student progress and appeals and student affairs issues and, in consultation with the individual committees on each campus, draft and promulgate any needed policy changes.
- K. **Student Appeals Committee.** The Faculty of each campus will elect its own Student Appeals Committee, which will consist of at least five (5) Faculty members. Such members should, but are not required to, have served on a Student Progress Committee prior to serving on a Student Appeals Committee. A Student Appeals Committee will consider appeals of final decisions of that campus' Student Progress Committee for which an appeal is permitted by *the Procedures for Student Progress, Academic Integrity and Managing Grade Appeals (COM)*, as amended, which will govern its activities. Decisions of this Committee are binding within the College of Medicine and cannot be appealed further within the College. No member of a Student Progress Committee will serve simultaneously as a member of a Student Appeals Committee. Current society mentors, block directors, clerkship directors, and any faculty member whose participation on this Committee would constitute a conflict of interest, are not eligible to serve on this Committee.

- L. **Student Progress Committee.** The Faculty of each campus will elect its own members to its Student Progress Committee, which will consist of at least eight (8) Faculty members, and one (1) student from each of its classes. The Student Progress Committee on each campus will have jurisdiction to consider all cases of unsatisfactory academic or non-academic performance, including discipline; recommendations by the Honor Code Committee that the Committee take disciplinary action against a student following a finding that a student has violated the Honor Code; and other matters affecting a student's progress in the College, as described more fully in *the Procedures for Student Progress, Academic Integrity and Managing Grade Appeals (COM)*, as amended, which will govern the Committee's activities. Such committees will have broad discretion to address issues related to students' academic progress and disciplinary matters, and to formulate plans for progression and discipline in a manner consistent with COM policy. It will also serve as the appeals committee when a student seeks review of a decision by an Associate Dean for Student Affairs that s/he qualifies for automatic dismissal, a finding by an Honor Code Committee that s/he has violated the College's Code of Scholastic Conduct (prior to the Student Progress Committee considering discipline based upon such finding), and for grade appeals. Each Student Progress Committee also will certify that students have met the criteria for graduation and receipt of the M.D. degree. Current society mentors, block directors, clerkship directors, and any faculty member whose participation on this Committee would constitute a conflict of interest, are not eligible to serve on this Committee.

VII. STANDING COMMITTEES.

The Faculty of each campus may create Standing Committees by a majority of the Voting Faculty at any regular or special meeting of that campus. The rules governing such committees will be determined by the Voting Faculty at the time it creates a standing committee. Standing Committees may be abolished by a majority vote of the Voting Faculty at that campus.

VIII. AD HOC COMMITTEES.

Either the Voting Faculty at a campus or the Dean of that campus may create an Ad Hoc Committee. Such Committees will exist only to perform such functions as specified in the charge to the Committee. The Committee will automatically dissolve after acceptance of the final Committee report by the Voting Faculty or Dean that created the Committee for a particular purpose.

IX. AMENDMENTS

Proposed amendments to the bylaws will be circulated to members of the Voting Faculty at least two weeks prior to any meeting at which such amendment will be considered. Amendments must be approved by a majority of the Voting Faculty, which voting will be conducted in the same manner as other matters on which a vote is required.

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

(As Amended 5/92, 3/95, 1/96, 12/00, 2/02, 5/03, 4/07, 10/10, 7/11, 6/12, 10/12, 11/13, 5/15, 12/15)