



CAPE FEAR VALLEY HEALTH
SCHOOL OF MEDICINE

BYLAWS

Methodist University Cape Fear Valley Health School of Medicine (MU CFVH) Bylaws

PREAMBLE

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

These bylaws have been developed to articulate the role of the faculty in the shared governance of the School of Medicine. They provide the framework by which the SOM Faculty governs itself and participates in the development and implementation of policies and procedures related to the missions of MU CFVH. They apply to the goals, missions and objectives of the School of Medicine and its Faculty as part of the larger organization of Methodist University.

SECTION I: Mission, Vision, and Values

Mission, Vision and Values

The mission of MU CFVH is “To prepare our graduates to be socially accountable, community-engaged, evidence-based, compassionate, equity-focused physician leaders who will contribute to mitigating health disparities and improving health outcomes in southeastern North Carolina or wherever they may practice”.

The vision of MU CFVH is “to shape a model of community-engaged health promotion and exceptional healthcare, serving as an example for the nation”.

The values that guide MU CFVH are:

- **Humility:** A humble and respectful attitude towards individuals that allows us to recognize dignity in every life and give respect to each equal to every other, thereby uniquely equipping ourselves for service to humanity.
- **Inclusive Belonging:** Cultivating an environment of belonging that champions fairness, unity, and mutual respect while holding ourselves accountable to address the needs of our organization and the communities we serve, ensuring every individual feels valued, empowered, and supported.
- **Advocacy:** Showing commitment to community engagement and social accountability through the promotion of public health and preventive medicine, as well as public advocacy on the part of each physician.

- **Inter-professional Collaboration:** Employing the competencies of patient-centered care, inter-professional communication, participatory leadership, conflict resolution and teamwork to meet principles of safety, quality and patient-centered healthcare.

The goals of the school include:

- To educate a population of expertly trained medical doctors who are representative of the demographics of southeastern North Carolina and attentive to the needs of underserved populations.
- To become a leader in inter-professional, team-based medical education.

Diversity

MU CFVH is committed to a diverse faculty. In alignment with Methodist University, MU CFVH has strategic initiatives that are dedicated to the ethical principles of truth, virtue, justice, and love. MU CFVH strives to cultivate a climate of respect, dialogue, and collaboration around these aspects of identity. The MU CFVH strategic initiatives include

- Creating a more inclusive and equitable campus community;
- Recruiting, retaining, and supporting a more diverse community;
- Promoting and supporting inclusive teaching, scholarship, and professional development.

Accreditation

Methodist University and MU CFVH are committed to continually meeting all accreditation standards of both the LCME and the SACSCOC. We recognize and embrace these accreditation processes as a primary form of continuous quality improvement in medical education.

The Liaison Committee on Medical Education (LCME) is the nationally recognized accrediting authority for medical education programs leading to the MD degree in the United States and Canada. The LCME is jointly sponsored by the Association of American Medical Colleges and the American Medical Association.

The Southern Association of Colleges and Schools (SACSCOC) is one of the nation's six regional accrediting bodies, which is charged with quality assurance for educational institutions in the southern region. SACSCOC, which accredits more than 13,000 public and private educational institutions ranging from preschool to post-college level in the southern United States, is recognized by the US Department of Education and the Council for Higher Education Accreditation.

SECTION II: GOVERNANCE AND LEADERSHIP

Methodist University

The Board of Trustees of Methodist University is the governing body of the University and all colleges therein. The board appoints the President of the University, who serves as the Chief Executive. The President may delegate authority to the Provost and Vice-Presidents.

With concurrence of the President, the Provost appoints and authorizes the Dean of the College of Medicine to operate MU CFVH. With the general oversight of the Methodist University Provost, the Dean is responsible for all aspects of MU CFVH. In the spirit of shared governance, the Dean, who serves as Chief Academic Officer of Cape Fear Valley Health (CFVH), shall seek the advice and recommendations of the faculty of MU CFVH regarding programs as part of the integrated institutional responsibility structure.

DEAN OF THE SCHOOL OF MEDICINE

Role and Authority

The Dean is the chief academic officer of MU CFVH. The Dean will also hold the position and title of Vice President and Chief Academic Officer CFVH at the discretion of the Chief Executive Officer (CEO) of Cape Fear Valley Health System, although such position and title shall not confer on the Dean any authority, responsibilities or privileges not otherwise set forth herein or granted to the Dean MU CFVH (and in all events subject to compliance with MU CFVH's conflict of interest policies). The Dean is directly responsible to the Provost of Methodist University. The Dean shall meet all the requirements and fulfill all the duties as outlined in accreditation standards.

Responsibilities

The Dean shall have oversight of the academic activities of MU CFVH in accordance with Methodist University and CFVH policies and procedures. These responsibilities include:

- a. Maintaining an appropriate balance between teaching, clinical, and research activities of students and faculty and at levels necessary to attain the MD Program's academic and educational objectives;
- b. Development of a faculty effort and compensation model that appropriately values academic contributions, encourages sponsored research, and fosters MD Program recruitment objectives as well as recognizing clinical performance, and is supported by appropriate teaching, research funding, and funds flow from faculty clinical work.
- c. Appointment, promotion, renewal, and removal of MU CFVH faculty, subject to applicable faculty governance documents;
- d. Formulating and presenting policies to the Faculty Assembly for its consideration;
- e. Reporting to the faculty on the work of MU CFVH;
- f. Ensuring adequate resources are available to support the academic progress of students at MU CFVH;
- g. Being responsible for the use and assignment of school space;

- h. Serving as a spokesperson (in person or by proxy) for all official business of MU CFVH with school personnel and students, campus authorities, and the public;
- i. Having signatory authority for all funds within MU CFVH including Education and General budgets, Financial Assistance, and Foundation funds;
- j. Serving as Chief Academic Officer for Cape Fear Valley Health System and as a liaison between the medical school and health system administration; and
- k. Other responsibilities such as currently or in the future may be required by Regulatory Bodies or the MU Board.

Senior Academic Officers / Senior Associate Deans

Appointment

The Dean has the authority to appoint Senior Academic Officers (Senior Associate Deans) in the domains of education, student affairs, research, faculty affairs and development, clinical affairs, financial and administrative affairs and in other areas as are deemed appropriate. A Senior Academic Officer (Senior Associate Dean) is the highest-ranking Dean in each domain and function.

Duties

The Senior Associate Deans work closely with administrative leadership and with faculty members (via the appropriate committees) to develop policies and plans and allocate resources and implement plans in their respective domains. The specific duties of each senior associate dean will be defined by the Dean, but include roles described in these bylaws. The Senior Associate Deans, working with the Dean, may, in turn, recruit and appoint additional administrative officers to carry out specific functions of their offices.

Chief of Staff

Appointment

The Dean has the authority to appoint a Chief of Staff as a member of the school's leadership team.

Duties

The Chief of Staff works closely with administrative leadership and professional staff of the School of Medicine to ensure strategic initiatives and priorities are executed on time. Leads and manages special projects and oversees the development of innovative solutions to organizational needs. The Chief of Staff effectively engages all stakeholders, assists the Dean in the development and implementation of a comprehensive and integrative strategic plan for the school in alignment with the university strategic plan, and ensures these plans are implemented in the assigned areas. The Chief of Staff, working with the Dean, may in turn, recruit and appoint additional administrative personnel to carry out specific functions of the Dean's office.

Department Chairs

Appointment

The Dean appoints an ad hoc faculty search committee to advise on the selection of a department chair via the office of Faculty Affairs and Faculty Development. The senior associate dean of Faculty Affairs and Faculty Development office serves as a Chair of the search committee, unless the Dean delegates the responsibility to another individual. The search committee shall include some members from inside and outside the department, and at least one member of the Faculty Governance Council. The Faculty Affairs and Faculty Development office ensures search committees have members with a range of backgrounds, perspectives, and experiences as well as individuals with clinical and research interests that align with those sought through the search. The search committee identifies individuals eminently qualified for the position and makes a recommendation to the Dean.

The Dean may appoint acting or interim department chairs who may serve for no more than two years in the absence of an active search for a permanent department chair.

Duties

Department chairs are responsible for mentoring and supervision of their faculty members. They work with their faculty to determine allocation of effort to education, research, clinical and/or administrative activities and to ensure the needs of the department and school are met. They work closely with the Faculty Affairs and Faculty Development office to make recommendations regarding appointments, reappointments and professional development and advancement of their faculty. The chair will meet at a minimum annually with each faculty member to provide evaluation, guidance, and mentoring for the faculty member; however, this work can also be carried out by the division head, as deemed appropriate. The chair is responsible for managing faculty time away to ensure there is no conflict of commitment, and for ensuring that faculty disclose consulting agreements and potential conflicts of interest so that these can be evaluated and managed appropriately. The chair is responsible for annual reporting to the Dean on his/her own days away from the institution. Department chairs are responsible for strategic planning for the department, taking into consideration institutional goals. Department chairs serve at the discretion of the Dean and report primarily to the MU CFVH Dean. In the initial phase of the MU CFVH development, two of the department chairs (Foundational Science and Health Systems Science) will report to the Senior Associate Dean of Academic Affairs.

The responsibilities of the chairs include, but are not limited to:

- a. Support and contribute to the mission of the school by developing and accomplishing departmental goals which are aligned with the policies and mission of the school;
- b. Foster an integrated teaching program for MU CFVH, and work with the Senior Associate Dean for Academic Affairs to achieve program development and educational excellence;
- c. Pursue and maintain excellence in their various disciplines;
- d. Foster career development of faculty members and providing faculty with appropriate and timely mentoring, feedback and faculty development opportunities;

- e. Conduct (or assigns a designee to complete) required faculty reviews for all faculty in academic track and clinical faculty track at least annually and adjunct faculty at least once every three years with timely and constructive feedback;
- f. Conduct (or assigns a designee to complete) a comprehensive review of clinical faculty every two years in preparation for reappointment;
- g. Promote and support research and scholarship within the department;
- h. Distribute resources provided by MU CFVH in a fair and equitable manner to support the full breadth of academic activities of the unit;
- i. Nominate faculty for consideration of promotion to the Dean. These faculty will go through an academic review by the Appointment and Promotion Committee via the Faculty Affairs and Faculty Development office;
- j. Remain responsible for the planning and development of departmental space and for ensuring that all space is used efficiently and productively. The chair should direct all requests for new academic (research, faculty office, teaching) space or changes in space utilization to the Dean;
- k. Represent, or ensure representation, of the department in all-relevant MU CFVH and University meetings;
- l. Advocate for appropriate CME offerings and works with the Senior Associate Dean for Faculty Affairs and Faculty Development and CME personnel as appropriate;
- m. Provide leadership by example within MU CFVH;
- n. Foster the regional, national and international reputation of the School;
- o. Promote open discussion in regular meetings with the departmental faculty;
- p. Promote teamwork both within a department and between/among other departments in all aspects of academic and clinical functions.
- q. Attend meetings of the Dean's Council - and others as appropriate.

Division Heads

Appointment

In the academic clinical medicine department, division heads are mid-career or senior faculty members with active faculty appointments in good standing. The division heads are appointed by the department chair in consultation with the MU CFVH Dean. The position of division head reports directly to the Chair of the relevant department.

Duties

The division head plays an important leadership role in providing oversight on all division matters (clinical, educational, service) on behalf of the department chair. Among the most important duties is to oversee the recruitment, appointment, reappointment and promotion of faculty in their division and to cultivate an academic culture where faculty members could flourish in their area(s) of focus and ensure their division maintains excellence in all mission areas. They assist the department chair with the annual evaluation and performance review of MU CFVH faculty in the division. This review is informed by a self-assessment report by the faculty member, input from the clerkship director and evaluations from medical students. It includes an assessment of the faculty member's contributions and plan for ongoing professional development

and academic advancement and promotion. Further, they assist with the comprehensive review of clinical faculty every two years for reappointment. The division heads are responsible for appointing Career/Specialty advisors and ensuring there is a discipline specific career advisor for their division within the department.

SECTION III: DEPARTMENTS AND INSTITUTES

DEPARTMENTS

Purpose of Departments

Academic Departments are administrative subdivisions of MU CFVH organized for the purpose of one or more of the school's core missions. The function of departments is to promote these diverse interests, to mentor and guide the professional development of faculty, and to foster excellence across mission areas. Clinical departments may be mandated by accreditation and licensing organizations. Currently there are three academic departments at MU CFVH: 1) Foundational Sciences 2) Health Systems Sciences and 3) Academic Clinical Medicine.

All faculty are members of academic departments. Departmental faculty are joined by similar academic interests, although their individual activities are characteristically independent and diverse. The Department's faculty shall perform the required academic activities, as overseen and managed by the Department Chair, consistent with the provisions of this document and the policies of the University, and in a manner that does not adversely impact the operations of other Departments within MU CFVH or other University Colleges. Recommendations and nominations for appointments, reappointments and promotions shall be made within a particular Department by the department chair to the Dean of MU CFVH for further review and approval by the appropriate committee of MU CFVH via the Faculty Affairs and Faculty Development office.

Departments may create departmental divisions based on recognized subspecialties within the academic disciplines of the Department. Establishment of new academic Departments or consolidation or realignment of existing Departments may be recommended by either the faculty, the department chairs, or the dean. The Faculty Assembly and the Faculty Governance Council shall be informed throughout the review process, and any such recommendation shall be subject to final approval, by the MU CFVH Dean.

Departmental Reviews

Departmental Annual Review (Internal):

MU CFVH departments undergo an annual review to provide leadership in the school and CFVH Health System (for clinical department(s)) an understanding of the accomplishments, opportunities and challenges across missions in each department. The review covers department goals; programmatic and financial highlights; faculty development, recruitment, and retention of faculty; financial performance; and challenges. The review process includes a series of reports on the department's year-to-year performance and a report prepared by the department and presented

to the Dean. When appropriate, individual department meetings may follow for further communication with faculty across divisions and departmental leadership. These meetings are coordinated by the Faculty Affairs and Faculty Development office and Dean's office and may include senior leaders from the School of Medicine, CFVH and the faculty.

Departmental In-Depth Review (External)

The purpose of the in-depth departmental review is to assess departmental progress over the preceding five years and to set a direction that will enhance the department's ability to meet its academic and service missions. It is also utilized for a comprehensive review of the Chair's performance and reappointment.

The MU CFVH Dean initiates departmental reviews on approximately a **five-year cycle**. The review is a constructive process that uses a broad-based perspective in evaluating departmental leadership and overall operation with a focus on key areas in clinical care, research/ scholarship, institutional service and education. Typically, three outside external reviewers are invited to serve on a committee that meets with the department's leadership and its faculty over the course of two days to discuss the department's activities. At the end of the review the committee orally delivers the results of their findings to the dean of MU CFVH and other stakeholders of the school and the hospital. Once the review committee has submitted the final written report, a meeting is set up with the department chair, other deans and hospital representatives to discuss the report and review the recommendations.

Each department is asked to prepare a comprehensive and detailed report of activities over the previous **five-year period**. The report also includes information on the faculty and on the teaching, research /scholarship, institutional service and clinical programs of the department. Additionally, the department chair includes a strategic plan for the department. The report is shared with the external reviewers and other selected stakeholders approximately one month prior to the review. In collaboration with internal and external stakeholders, the Faculty Affairs and Faculty Development office is responsible for providing oversight and administrative support.

The objectives of the in-depth reviews include:

- Assure ongoing excellence in keeping with the School of Medicine's vision of being an effective medical center;
- Assess the department's continued alignment with the strategic objectives of the School of Medicine and the University;
- Provide department(s) with opportunities for review and assessment of directions, goals, strengths and opportunities for improvement in the areas of finance and administration, research and discovery, and education and learning;
- Assess the present and future programmatic and operational needs of each department to achieve its stated objectives;
- Examine the degree to which the department coordinates its activities with centers and with other departments in contributing to the mission of the School of Medicine;
- Provide a mechanism by which members of a department can express views concerning the competence and responsiveness of departmental leadership insofar as it impacts the integration and alignment of the missions;

- Evaluate the departmental leadership for consideration of continued appointment.

Department Meetings

Each department and all divisions within each department shall have regularly scheduled meetings with a prepared agenda. The purpose of these meetings shall be to discuss departmental related issues, make decisions affecting the department, formulate policies and procedures of the department, encourage departmental participation and communication in the operations of the school. Faculty attendance and participation is required.

Establishment, Dissolution, Naming of Departments

The dean, in consultation with the chairs, shall make decisions regarding the number and names of departments. Based upon a recommendation from the chairs, a vote regarding such decisions will be taken at Deans' Council and recommended to Dean's Executive Committee for final approval. The establishment, merger, transfer, consolidation or abolition of a department in MU CFVH must be communicated to the Faculty Assembly after vetting by the Faculty Governance Council prior to approval by the MU CFVH Dean.

INSTITUTES

An academic Institute is an organization other than a department or an administrative unit that is created as a collaborative initiative to enhance the educational, research, and/or service missions of the school. An institute is usually a large, more comprehensive organizational unit within the institution and houses multiple departments that work on specialized subfields of the specific area of research, study, or specialized knowledge. It is, therefore, a much more formal structure and may be equivalent to an autonomous unit within the internal structure of the medical school such as a department, division or school.

PROCEDURES FOR THE ESTABLISHMENT OF INSTITUTES

All programs using the terminology "Institute" in its name must be approved by the MU CFVH Dean. The proposal will be forwarded to the Dean via the Faculty Affairs and Faculty Development office, which then sends it to the Executive Committee (EC) for discussion and recommendation. After reviewing the EC's recommendations, the Dean sends the proposal to the Faculty Executive Council for further deliberations the via the Faculty Affairs and Faculty Development (FAFD) office. Recommendations shall be submitted to the Dean. The final approval resides with the MU CFVH Dean.

To create an Institute the interested parties shall develop a proposal that includes: statement of purpose and justification, goals and objectives, an organizational structure and governance plan, an operating plan, a short- and long-term plan for funding the institute to make it self-supporting, a description of a method for assessment and letters of support from appropriate administrators (e.g., Chair of department in which the proposed IC is to be housed). The approval process will follow the plan stated above. It should also be noted that not every criterion will be appropriate for every institute. The FAFD office shall be able to provide appropriate guidance.

PROCEDURES FOR THE REVIEW OF INSTITUTES

Institutes at MU CFVH will be reviewed every five years. The elements for evaluating an Institute are listed below. This list should not be considered exhaustive. The purpose of the evaluation is to provide a quantitative and qualitative assessment of the Institute's productivity. This evaluation should be based on mutually agreed goals and objectives that have been annually determined by the Director and the individuals associated with the Institute with whom the Director collaborates and/or reports (e.g., advisory board). The evaluation review shall include information about extramural support, scholarly productivity, intellectual property, and impact on community, education and training, strategic planning and management, core facilities and services provided and other noteworthy accomplishments the Institute has achieved during the evaluation period. Similarly to the procedures for establishment, it should be noted that not every criterion will be appropriate for every Institute.

DIRECTOR

The title of the chief officer of each Institute is "director." The director is appointed by and reports to the MU CFVH Dean or designee. The director is the administrative officer of the Institute responsible for outlining the duties of each member of the Institute.

RELATIONSHIP BETWEEN INSTITUTES AND DEPARTMENTS

The establishment of an Institute indicates that certain disciplines and programs of importance to the school may be handled more appropriately by an interdisciplinary organization. While departments focus on teaching and research in their specific disciplines, institutes may facilitate interdisciplinary collaboration between departments and external organizations resulting at a higher level in academic hierarchy than departments that are specialized in a particular field. The establishment of an Institute does not alter the primary responsibility of departments to foster the scholarly work and teaching of their faculty in their specific disciplines.

MEMBERSHIP

Members of an Institute may be members of one or multiple departments from the same school or faculty in other colleges at the university. Faculty who are members of an Institute shall maintain faculty appointments in their respective departments and/or colleges. The directors of Institutes in the School of Medicine must be School of Medicine faculty members. In consultation with the director, faculty members are subject to the authority of their department chair for all matters related to faculty appointments, promotions, and other academic endeavors. Institutes may include representatives of non-faculty and non-academic constituencies.

ADVISORY COUNCIL

In consultation with the director, the dean may appoint an advisory council for an Institute consisting of members of the MU CFVH faculty, faculty in other Colleges at the University, and / or local, regional, and national leaders in areas of the Institute's focus.

SECTION IV: THE FACULTY

An effective medical school requires a diverse faculty. All Faculty members must have a terminal degree unless the practicing professional in that field does not typically have a terminal degree.

STATEMENT OF PROFESSIONALISM

Professionalism is a core value and expectation of all MCVF professional staff and faculty. As a community, each of us affirms and animates this value through our daily interactions with each other, our learners, our team members, our trainees, our patients, and our communities. At the forefront of our mission is a commitment to the core tenets of humility, inclusion, compassion, advocacy, and responsibility in parallel with a duty to support scholarship and justice, promote social accountability and cultural humility and maintain competence and passion for lifelong learning and improvement, all in the context of meaningful, and ideally joyful, pursuits that sustain and enrich us.

NAME

The name of the organization is "The Faculty Assembly" (hereinafter referred to as "Faculty Assembly") of the Methodist University Cape Fear Valley Health School of Medicine (hereinafter referred to as "MU CFVH"). Members of the Faculty Assembly are hereinafter referred to as "Members" or the "The Membership"

PURPOSE

The purpose shall be to establish an orderly instrument whereby each member of the faculty of MU CFVH will be guaranteed the right to freely express opinions and concerns about any and all matters vital to the proper function of this School, and through which the Faculty can effectively participate in the formation of policies for the School of Medicine. The Faculty of the School of Medicine Bylaws recognize and conform to Methodist University Policies.

FACULTY ASSEMBLY

The Faculty Assembly provides faculty input and voice, consistent with shared governance, regarding academic matters relevant to MU CFVH. This shared governance is accomplished through the Faculty Assembly and the permanent and standing committees of MU CFVH. The Faculty Assembly serves the faculty as a forum for discussion and a source of dialogue,

examination and deliberation in MU CFVH related affairs. The Faculty Assembly, through its standing committees, serves the school by:

- Establishing a culture of excellence and compassion worthy of being emulated by the student body;
- Formulating and reviewing 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 School and University policies, consistent with university policies;
- Recommending academic appointments and promotion policies for faculty in the School of Medicine and participating in faculty grievances;
- Encouraging and promoting faculty research and scholarship efforts;
- Recommending compositions of standing committees;
- Advising and engaging in discussion with the Dean on matters for the welfare of the school;
- Electing Faculty Governance Council and Standing Committee members and ensuring that those members are informed of the opinions of the Faculty regarding academic matters;
- Attending Departmental Faculty meetings.

MEMBERSHIP AND RESPONSIBILITIES

Membership in the Faculty Assembly of MU CFVH shall consist of those holding appointments as defined in the Faculty Handbook and Bylaws as Instructors, Assistant Professor, Associate Professor, and Professor (academic track) and Clinical Instructors, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor (clinical track), as well as those who have been hired to serve in a faculty position that is eligible for ranking, but whose ranking has not yet been assigned (provisional appointment). All faculty except clinical instructors and instructors are voting members of the MU CFVH Faculty Assembly. Those with a “Dean” title are ex-officio non-voting members at Faculty Assembly meetings; however, when serving as Committee Chairs, voting for these individuals is restricted to tiebreakers only.

RIGHT TO EXPRESS OPINIONS AND CONCERNS

Each member of the faculty is guaranteed the right to freely express opinions and concerns about any and all matters vital the proper function of the school using appropriate venues, and through which the faculty can effectively participate in the formation of policies for the School of Medicine.

MEETINGS OF THE FACULTY ASSEMBLY

1. All meetings of the Faculty Assembly will be conducted according to the most current edition of *Robert's Rules of Order (currently - Newly Revised, 12th Edition (2020))*. The Faculty Governance Council Chair shall appoint a parliamentarian.

2. A regular meeting of the Faculty Assembly will be held twice a year (3rd Wednesday in October and April) with the option to participate remotely. The exact dates and times shall be announced by the Chair of the Faculty Governance Council at the beginning of the academic year and will be listed in the FAFD website. Additional sessions may be initiated on an as-needed basis. In the fall of each academic year the Faculty Assembly shall meet to hear committee reports, discuss plans for the new academic year and conduct other business. In the spring of each year the Faculty Assembly shall meet to hear the election results and committee memberships, recognize faculty who achieved academic promotions, and conduct new business.
3. The Dean may ask the Faculty Governance Council to call a special meeting of the Faculty Assembly, including in response to a written request of any member of the Membership. Only the item or items of business for which the special meeting was called, as set forth in the formal notice and agenda sent to the Faculty Assembly, may be considered. The agenda outlining the reason for the special meeting shall be circulated to the members of the faculty at least four days before the meeting. The minutes of Faculty Assembly meetings shall be maintained in the Faculty Affairs and Faculty Development office and shall be available to any Faculty member upon request.
4. Individuals holding adjunct, visiting, or emeritus appointments may be present at all regular and special meetings of the Faculty Assembly and may participate in the discussions, but they are not eligible to vote or participate in the elections. All faculty except those with the rank of Instructors in both clinical and academic tracks may vote in elections. The dean, senior associate deans, associate and assistant deans may attend and participate in meetings of the Faculty Assembly but may not vote. Clerkship Directors, Division Heads, Department Chairs, and faculty may vote or participate in elections.
5. Non-MU CFVH Faculty members of the MU CFVH community and others may be invited by the Faculty Assembly membership to attend meetings and take part in the discussions, but they are not eligible to vote or to participate in elections. Faculty assembly members who extend invitations to individuals who are not MU CFVH members shall inform the office of Faculty Affairs and Faculty Development in advance. The Chair must be advised at least one week in advance of the meeting when others (i.e., non-MU CFVH Faculty members) are invited.
6. The Faculty Assembly reserves the right, by a majority vote of Members, to exclude the Dean and other administrative members and to close a meeting or portion thereof.
7. Ten percent of the voting faculty Membership shall constitute a quorum. The calculation of ten percent includes those participating remotely or by conference call. Voting faculty refers to all faculty members eligible to vote as outlined in this document.
8. The standard order of business at all meetings shall be:
 1. Approval of Minutes
 2. Announcements by the Dean or the Dean's designee
 3. Reports of Officers and Standing Committees
 4. Special Committee Reports
 5. Special Orders
 6. Unfinished Business and General Orders
 7. New Business

VOTING

1. When voting is required on a matter brought to the voting faculty, it will take place during a regular or special faculty meeting addressing the issue on which voting is required. The Faculty Assembly meeting will serve as the principal forum for discussion of any issues on which voting is required.
2. Unless otherwise specified in the Bylaws, all decisions concerning Faculty Assembly motions will be decided according to the vote required by the latest edition of *Roberts Rules of Order (currently - Newly Revised, 12th Edition, 2020)*.
3. No proxies of any kind will be allowed.
4. Votes on Motions. When a Faculty Assembly vote occurs, only voting faculty members participating in that meeting (either in person or virtually) are eligible to vote.
5. Votes in Elections. The Faculty Governance Council shall publicize votes on elections with sufficient advance notice, organize the voting in person and/or electronically, and announce the outcome in person and/or via email communication in the case of an electronic vote.
6. Voting will be conducted by confidential, secure electronic means, such as email or web-based voting. When the presiding officer gives notice of a meeting, they will include notice of the date(s) and the way such voting will occur.
7. Electronic voting mechanism. The Faculty Assembly will utilize an online document management and collaboration tool. The Faculty Assembly will have the capacity to send out polls securely for confidential voting on committee elections, policies, Faculty Handbook and Bylaws, and amendments, etc. Polls will be sent via email, and Faculty may be required to sign in to cast their vote (depending on technology used). Votes can be allowed once or multiple times depending on the needs of the Faculty Assembly. Aggregate results are calculated immediately for the administrator of the poll and can be summarized and shared amongst participants if desired.

The Faculty Affairs and Faculty Development office provides administrative support to the Faculty Governance Council and to ensure efficient and confidential voting. The office assists with nominations and elections for all types of committees, task forces and other temporary committees.

QUORUM

A quorum for the purpose of voting shall consist of at least 10% of the total voting faculty, as determined by the Faculty Assembly. This quorum requirement must be met for votes to be considered valid. For online voting, quorum is defined as 10% of all voting faculty members, regardless of participation in a meeting. A quorum is not required to conduct business at a faculty meeting.

SECTION V: FACULTY OFFICERS

FACULTY GOVERNANCE COUNCIL

In keeping with the Faculty Senate of Methodist University, the Faculty Governance Council (FGC) of MU CFVH embodies the principles of shared governance and is guided by the collective will and expertise of the faculty. The Faculty Governance Council is the Committee that oversees Faculty Assembly. It is composed of the Chair, the Chair-Elect, the Immediate Past Chair, and two Members at Large. Members of the FGC shall be elected from the voting membership for a total of 3 years. The election will take place after the regularly scheduled annual spring meeting of the Faculty Assembly. In the event of a change in officers due to the resignation or absence of an elected individual, an election will be held within 30 days.

A. The duties of the Chair of the Faculty Governance Council shall be to:

1. Prepare and distribute to the membership the agenda for the Faculty Assembly meetings.
2. Preside over meetings of the Faculty Assembly.
3. Distribute provisional meeting minutes (i.e., minutes that have not been approved by the voting membership) to the Faculty Assembly at least one week before meetings and post them online page as “unapproved minutes.”
4. Distribute the approved minutes to the Dean and post them online page within one week of the meeting.
5. Conduct necessary correspondence to transmit any action taken by the Faculty Assembly or for informing the Faculty Assembly of any Faculty business.
6. Serve as the Faculty Assembly representative to the Deans’ Council of MU CFVH.
7. Announce and solicit nominees for standing committee elections.
8. Work collaboratively with the Faculty Affairs and Faculty Development office to accomplish FGC’s goals.
9. Undertake other duties as specified by the Faculty Assembly.
- 10.

B. The duties of the Chair-Elect of the Faculty Governance Council shall be to:

1. Function as the recording secretary of the Faculty Assembly.
2. Keep a book/digital repository of the minutes of the proceedings of meetings; this shall include a record of those present.
3. Preside over Faculty Assembly meetings in the Chair’s absence.
4. Attend Deans’ Council in the Chair’s absence.
5. Undertake other duties as specified by the Faculty Assembly.

C. The duties of the Past-Chair of the Faculty Governance Council shall be to:

1. Assist with the transition of responsibilities to the new Chair.
2. Support the Chair in their duties as requested
- 3.
4. Chair the Faculty Appeals Committee.
5. Undertake other duties as specified by the Faculty Assembly (i.e., lead a task force).

The Faculty Governance Council shall communicate periodically with the Faculty Assembly one week prior to the full Faculty Assembly meetings. These communications may take place through email, conference calls, or in a face-to-face format. The Faculty Governance Council shall exceptionally hold additional meetings or communicate as needed to deal with emergency issues that are important to the Faculty Assembly.

Quorum for the Faculty Governance Council is set at 60% (3/5 members or 3/4 for the precursor committee).

All decisions taken by the Faculty Governance Council shall be submitted to the Faculty Assembly before being formally adopted. The Faculty Affairs and Faculty Development office provides administrative support to the Faculty Governance Council.

SECTION VI: ESTABLISHMENT OF OFFICERS AND AGENCIES

Via the Faculty Governance Council, the Faculty Assembly is free to create such officers and agencies (e.g., sub- committees, task forces and other temporary committees) as it deems appropriate to promote the interests of the members, provided that the role of these officers and agencies do not conflict or overlap with existing roles or standing committees of MU CFVH. These committees are formed for a specific, limited purpose, not ongoing policy matters, and are dissolved once the task is completed and a report is submitted. The officers and agencies shall be selected and function in accordance with the Faculty Handbook and Bylaws, and must, in all announcements and publicity, be clearly identified as officers and/or agents of the Faculty Assembly.

ELECTIONS OF FACULTY ASSEMBLY

Nominations

When Faculty Assembly elections are required, the Faculty Governance Council shall be directed by its Chair to conduct an election, beginning with a call for nominations that specifies the position(s) to be elected.

Elections

1. Elections shall be by anonymous vote, utilizing the Faculty Assembly's Electronic voting mechanism supported by the office of Faculty Affairs and Faculty Development.
2. The ballot will be prepared by the Chair of the Faculty Governance Council and distributed to all members of the Faculty Assembly via email.
3. The outcome of all elections will be determined by a majority count of those submitting votes.
4. All ties shall be decided by a re-vote.
5. All elected officers/representatives shall serve their full office term unless they cease to be a member of the Faculty Assembly, they are excused by the Faculty Assembly at the personal request of the individual officer/representative, or they are removed from office by a two-thirds vote at any official regular or special meetings of the Faculty Assembly.
6. Should an office/position become vacant during its term, the Faculty Assembly, at its next regular meeting, will elect an acting officer/representative by majority vote. At the same

meeting, the Faculty Governance Council will be directed to initiate an election for the position who will serve the term.

SECTION VII: APPROVAL AND AMENDMENTS

Approval of the Faculty Bylaws

Prior to approval by the Dean, the Faculty Assembly will have the right to review the MU CFVH Faculty Bylaws during an open review period of ten (10) days, provide suggestions for revisions to the Faculty Affairs and Faculty Development office, and vote to recommend approval. Final approval of the MU CFVH Faculty Bylaws will rest with the Dean.

Amendments to the Faculty Handbook and Bylaws

A proposed amendment to the MU CFVH Faculty Bylaws may only be raised by the Office of the Dean, or a voting member of the Faculty Assembly. For a proposed amendment to become an official part of the MU CFVH Faculty Bylaws, it must be approved by the Dean. For this to occur, the proposed amendment must be reviewed and ratified first by Faculty Governance Council via the Faculty Affairs and Faculty Development office. The FGC committee will then bring the proposed amendment to Faculty Assembly where a motion to approve can be discussed and voted upon. For a bylaws amendment to carry, an approved vote of two-thirds majority or at least ten percent of the voting faculty of the Faculty Assembly must take place. At that time, the proposed amendment can be sent to the Dean's office for final consideration. Final approval of amendments to the MU CFVH Faculty Bylaws must be obtained from the Dean.

SECTION VIII: COMMITTEES

The standing committee of the Faculty Assembly committees are responsible for developing and reviewing the policies, procedures, and actions required for the governance of MU CFVH as related to the community, educational, research, and clinical care missions. Members of the committees shall be drawn from the voting faculty who are in good standing and meet the requirements of the committee. Written reports of all changes in policy must be submitted to the Dean or designee for review and comment, via the Faculty Affairs and Faculty Development office. The Dean, based upon recommendations, shall appoint the chairs and members of all committees of the MU CFVH (except elected members) and shall appoint members of MU CFVH ad hoc committees as needed. The committees shall meet as often as required to conduct committee business.

Each standing committee (excluding subcommittees and Departmental committees, who will report to their respective parent committees or Department Chairs) shall submit an annual summary report of its activities and recommendations to the Dean or designee via the office of Faculty Affairs and Faculty Development. Further, the Chair of the Committee should provide an annual update to the Faculty Assembly. These committee reports shall be maintained in the Faculty Affairs and Faculty Development office.

MEMBERSHIP

All members of the voting faculty are eligible for appointment or election to committees.

STUDENT REPRESENTATION ON COMMITTEES

There will be student membership on the Curriculum Committee; the Inclusive Belonging Committee and other committees as determined appropriate. Student members will be chosen according to procedures established by the student government unless otherwise specified.

TIMING OF ELECTION OR APPOINTMENT

Members of the committees will be elected or appointed prior to the spring faculty meeting so that election results can be announced. Terms of office will begin on July 1st following the election. The term of office will be three years, **except where otherwise noted.** *

Committees will have a charter that includes operational rules, procedures and processes. Committees may include additional members as described in the committee's charter and procedures. If the committee determines that it requires additional input from a specific group or segment of the faculty, it may create one or more subcommittees. Such subcommittees should be described in the committee's operational rules. Resources and support for sub-committees will fall under the parent committee. For all newly formed committees, the initial terms of office of the membership will be staggered.

VACANCIES

When needed, the Dean or designee will appoint a member of the faculty to complete the term of the vacancy after a new election.

COMMITTEE PROCEDURES

- a. **Meetings:** Committees will meet as often as required to conduct the business of the committee. The committee will keep minutes of its meetings, recognizing and assuring the confidential nature of decisions related to admissions, appointment, promotion and tenure, and student progress, and all other confidential matters.
- b. **Quorum:** A simple majority of the voting members of the committee, unless otherwise stipulated, shall constitute a quorum.
- c. **Electronic voting:** Committee chairs may elect, in the interest of expediting committee business that does not require a synchronous discussion, to hold asynchronous discussion and voting through electronic means. Any committee member may request for an issue brought for an asynchronous vote to instead be brought before the committee in a synchronous manner.

- d. **Chair:** The chair of each committee will preside over committee meetings and solicit and prepare the agenda. In instances where the chair is not appointed, the committee members will elect a chair from their committee membership, annually, unless otherwise stipulated.
- e. **Staffing:** MU CFVH committees will have administrative staff for scheduling, preparation of agendas, and taking minutes
- f. **Terms:** Faculty members may serve a maximum of two terms on a committee, after which a minimum of a one-year break in service is required before serving again, unless specified by the committee charter or if the Dean determines that good cause exists to waive the term limit.
- g. **Report to Faculty:** Each committee will provide an annual written report of updates, accomplishments or data accrued. This report will be sent to the office of Faculty Affairs and Faculty Development and will be accessible online. Notice of the posted report will be placed on the Faculty Assembly meeting agenda, and, when possible, a representative of the committee will be present at the respective Faculty Assembly meeting.
- h. **Participation:** To ensure that committees maintain sufficient representation to conduct committee business in a timely fashion, members who are unable to consistently attend committee meetings or participate in committee business may be removed by a majority vote of the committee.

The Standing Committees of the MU CFVH Faculty Assembly include:

- 1. Faculty Governance Council
- 2. Curriculum Committee
- 3. Appointments and Promotion Committee
- 4. Admissions Committee
- 5. Medical Student Promotion and Professionalism Committee
- 6. Faculty Honors and Awards
- 7. Women in Medicine and Sciences
- 8. Faculty Appeals Committee

Role and Responsibilities of the Standing Committees of the MU CFVH Faculty Assembly

1. Faculty Governance Council

a. Roles and Responsibilities

- a. Schedule and run two meetings annually of the Faculty Assembly and ensure that agendas and minutes are properly prepared and distributed to the faculty of MU CFVH. These meetings will take place on the 3rd Wednesday of October and April.
- b.
- c. Establish and maintain the committee structure of Faculty Assembly.
- d. Ensure a process that elects members of the Faculty Assembly to its committees including a nominations process and an election process.
- e. Act upon recommendations from the Faculty.

- f. Appoint temporary committees when necessary.
- g. Review these bylaws at least once every five years in collaboration with FAFD

b. Charge

The charge to the Faculty Governance Council is to ensure the overall effectiveness of the Faculty Assembly through its committee structure and regularly scheduled meetings, and to ensure that each committee is staffed with qualified members of the faculty who are chosen through a public nominations and election process. The Faculty Governance Council is responsible, along with the dean of MU CFVH, for ensuring that a shared governance model is effectively used in medical school.

c. Membership and Procedures

- i. The Faculty Assembly will elect faculty nominees for membership from the faculty by majority vote. The results of the election are forwarded to the Dean for a final appointment.
- ii. The Committee will be comprised of a Chair, a Chair-elect, an Immediate-Past Chair and up to 2 additional at-large members, one from each appointment track.
- iii. Non-voting Faculty Assembly members are not eligible.

d. Terms

The term for the Chair, Chair-elect, and Immediate-Past Chair will be three one year each (three years total). The members-at-large serve a full term of three years and may then be considered for a Chair-elect position. The Chair or Chair-elect may be elected directly from the Faculty Assembly without having previously served as members at-large.

2. Curriculum Committee

a. Roles and Responsibilities

- i. Reviews, recommends, and approves curriculum content, including horizontal and vertical integration of content.
- ii. Ensures that the curriculum structure, content, and assessment align with the educational program objectives.
- iii. Ensures that the courses, clerkships, electives, rotations, and other clinical or research activities complement and supplement the curriculum so that each medical student will acquire appropriate competence in general medical care regardless of subsequent career specialty.
- iv. Ensures that the faculty leadership responsible for each required course and clerkship uses the education program objectives to develop their content and course learning objectives link to the educational program objectives.
- v. Ensures the appropriate content and content sequencing of curricular elements to align with defined educational program objectives.
- vi. Ensures that the instructional and assessment methods are appropriate for achieving curricular objectives.
- vii. Reviews student evaluations of every course, clerkship, and elective, including teacher quality, and monitors any needed changes.
- viii. Performs cyclical reviews of all phases of the curriculum and recommends and monitors revision as needed.
- ix. Monitors the workload of students.
- x. Reviews and evaluates curricular policy changes.
- xi. Evaluates program effectiveness.

b. Charge

The Curriculum Committee provides central oversight necessary for a coherent and coordinated medical curriculum. Curriculum Committee decisions are guided by LCME accreditation standards and the MU CFVH mission and vision. The Curriculum Committee must ensure that the curriculum prepares MU CFVH students in a manner aligned with the MU CFVH mission, vision, goals, and values. The committee is responsible for the overall design, management, integration, evaluation, and ongoing continuous quality improvement for the curriculum. The Curriculum Committee's authority is delegated through the MU CFVH bylaws.

c. Membership and Procedures

The Faculty Assembly will select faculty nominees for membership from the faculty by majority vote

- i. **The associate dean for curriculum and student success (non-voting) will chair the committee** until LCME full accreditation is achieved, when the chair will transition to an elected faculty member of the Curriculum Committee. There will be **(9) nine elected faculty members** representing both the clinical and academic tracks. Additionally, there will be four student members voting, one from each year. Each class will also elect an alternate who will attend if the elected members cannot be present. The Chair will appoint a Vice-Chair from among the faculty committee members.
- ii. Ex-officio non-voting members of the committee include: the senior associate dean for academic affairs, associate dean for foundational science, assistant/associate dean for clinical education, assistant dean for assessment, and MU CFVH librarian.
- iii. For committee meetings, a quorum is required for voting and is defined as greater than 50% of voting members. In case of a tie, the Chair of the Curriculum Committee will decide.
- iv. In 2028, the composition of the four elected clinical faculty members will transition to include at least two clerkship directors.
- v. When MU CFVH achieves Full LCME Accreditation, the chair will transition to a faculty member elected from the voting members of the Curriculum Committee; at which time, the associate dean of curriculum and student success will become a non-voting member of the Curriculum Committee and will replace the associate dean for foundational sciences.

d. Terms

Members will serve for 3 years, up to two consecutive terms with the appointments staggered so several experienced members are always serving on the committee. Additional terms may be considered based on need and expertise.

3. Appointments and Promotions Committee

a. Roles and Responsibilities

- i. Oversight of all faculty appointments.
- ii. Recommendation of initial faculty appointments at the rank of associate and professor to the Dean.
- iii. Recommendation for promotion within tracks and ranks of faculty to the Dean.
- iv. Oversight of the maintenance of the appointment process.

b. Charge

The charge to the committee is to ensure that faculty appointments are consistent with defined standards and the policies and procedures of MU CFVH and Methodist University. The committee makes recommendations to the Dean for faculty appointment and promotion to the rank of associate and professor. The committee ensures that criteria for appointment and promotion are in keeping with the mission, vision, goals and values of MU CFVH. The appointment, reappointment or promotion file is submitted by the department chair to the Faculty Affairs and Faculty Development office for review by the Senior Associate Dean of Faculty Affairs and Faculty Development (FAFD) of the School of Medicine (or a designate). The Senior Associate Dean of FAFD may, in their judgment, ~~Sr Associate Dean of FAFD may, in their judgment,~~ seek additional information to determine the completion of the dossier or take such other action as deemed appropriate, including request additional information or remand the action to the department. After having received such a review by the FAFD office and after any suggested revisions have been incorporated or other issues have been resolved, the file is then submitted to the Appointments and Promotions Committee for review. The Committee considers all actions except for appointments and reappointments at the rank of Instructor and Assistant Professor, which are approved by the Senior Associate Dean for FAFD on behalf of the Dean.

c. Membership and Procedures

- i. The Faculty Assembly will elect faculty nominees for membership from the faculty by majority vote.
- ii. The precursor committee shall consist of **(4) four elected members and (1) appointed member (Chair) by the Dean**. The precursor committee will operate from July 2025-June 2028 Starting in July 2028, the committee will expand to include a total of **(8) eight elected members** at the rank of Associate Professor (or Clinical Associate Professor) or above (representing both tracks). At least three members of the committee must have the rank of Professor. The Chair of the committee must hold the rank of Professor. The Chair will vote only in the case of a tie. The Dean will appoint the Chair from the elected members of the committee.
- iii. The Senior Associate Dean for Faculty Affairs and Faculty Development will serve as an ex-officio non-voting member of the committee.
- iv. New members of the committee shall attend a workshop to ensure familiarity with the promotion criteria before they assume committee responsibilities.

d. Terms

Members will serve for 3 years, up to two consecutive terms with the appointments staggered so several experienced members are always serving on the committee. Additional terms may be considered based on need and expertise. Appointment and promotion dossiers and proposed agendas with date, time, and location of the next meeting will be distributed at least two (2) weeks prior to a meeting to all committee members. The Faculty Affairs and Faculty Development office provides administrative support for this committee and will be responsible for the distribution of dossiers to the members.

4. Admissions Committee

a. Roles and Responsibilities

- i. Responsible for all activities and policies related to the admissions process.
- ii. Makes final decisions regarding acceptance of applicants.
- iii. Advises regarding recruitment activities for MU CFVH to promote a quality and diverse applicant pool.

b. Charge

The admissions committee is charged with seating a class each year representing the mission, vision, goals and values of MU CFVH.

c. Membership and Procedure

- i. **The committee's chair will be the associate dean for admissions and recruitment with (10) ten additional members**, (8) eight of whom will be elected from the academic and clinical faculty tracks and (2) two of whom will be appointed by the Dean.
- ii. For committee meetings, a quorum is defined as 50% of voting members. The chair will vote only in cases of ties.
- iii. The Senior Associate Dean for Student Experience will serve as an ex-officio non-voting member.
- iv. Appointed membership may include community members.

d. Terms

Members will serve for 3 years, up to two consecutive terms with the appointments staggered so several experienced members are always serving on the committee. Additional terms may be considered based on need and expertise.

5. Medical Student Promotion and Professionalism Committee

a) Roles and Responsibilities

- i. Monitor progress of students after each semester of study and make decisions regarding progress to next year of curriculum.
- ii. Recommend candidates for conferral of the Doctor of Medicine degree.
- iii. Recommend action for students who violate school and/or professional standards of conduct and performance.

b) Charge

The Medical Student Promotion and Professionalism Committee is charged with monitoring the academic progress and professional conduct of MU CFVH students.

c) Membership and Procedures

- i. **The senior associate dean for student experience will chair the committee.** This role will transition to faculty leadership once MU CFVH achieves full accreditation
- ii. There will be **(5) five additional elected members**. The Dean may appoint **(2) two additional voting members** to this committee

d) Terms

Members will serve for 3 years, up to two consecutive terms with the appointments staggered so several experienced members are always serving on the committee. Additional terms may be considered based on need and expertise.

6. Faculty Honors and Awards Committee

a) Roles and Responsibilities:

- i. Identify faculty who have achieved significant accomplishments as members of the faculty of MU CFVH SOM for institutional, state, and national awards and for presenting these individuals to the Dean for consideration; and
- ii. Maintain an inventory of honors and awards offered internally and externally
- iii. Provide a recommendation to the Dean via the FAFD office.

b) Charge

The committee convenes on an ad hoc basis to review nominations for internal and external awards. The committee will forward their findings and written recommendations to the Dean via FAFD. Nominees for external requests will commonly be submitted by a department or Institute. When only one nominee can be submitted by the School, the Faculty Honors & Awards committee will review the nominees (if more than one) and supporting documents to provide its recommendations to the Dean. Minutes of all meetings of the Faculty Honor and Awards Committee will include the date and time of the meeting, a list of those present, and a summary of the discussion and will be kept in the Faculty Affairs and Faculty Development office.

c) Membership:

- i. The committee will consist of **(5) five members**. Committee membership terms will be staggered so several experienced members are always serving on the committee.
- ii. The committee will strive to reflect the balance and array of talents and disciplines of MU CFVH SOM faculty and include faculty members across all mission areas.
- iii. Ad hoc voting student members (one from each class) may be invited by the chair as appropriate.
- iv. The chair shall be MU CFVH SOM faculty member. Such a person shall have some level of experience on the committee's matters and preferably received an honorific award.
- v. Faculty members of the committee will be nominated and elected by the voting faculty.
- vi. The Faculty Affairs and Professional Development office shall provide administrative support for the committee including the submission of nomination packages to awarding institution once approved by the Dean.
- vii. A quorum for committee meetings shall consist of the committee chairperson and at least 50% of the members.

d) Term:

Members will serve for 3 years, up to two consecutive terms with the appointments staggered so several experienced members are always serving on the committee. Additional terms may be considered based on need and expertise.

7. Women in Medicine and Sciences

a. Roles and Responsibilities

- i. Create a collegial and supportive environment through promoting initiatives that support faculty career advancement
- ii. Provide inspiration and career guidance to the next generation of women in science and medicine
- iii. Advocate for parity in employment status by engaging with institutional leadership
- iv. Facilitate communication and networking through special events and to provide support to all women faculty and trainees in order to build a supportive community of women physicians and scientists that will nurture the professional development of current and future women in academic medicine

b. Charge

The committee is charged to foster mentorship, networking, career development, and institutional advancement for women faculty, fellows and students in MU CFVH. It works closely with the office of Faculty Affairs and Faculty Development to provide training opportunities appropriate for MU CFVH women faculty at different career stages.

c. Membership

The Senior Associate Dean for Faculty Affairs and Faculty Development will be appointed by the Dean as chair of the committee. This role will transition to faculty leadership once MU CFVH achieves full accreditation. There will **be (3) three additional elected members** (one from each department). The Dean may **appoint (1) one additional** voting member to this committee.

d. Terms

Members will serve for 3 years, up to two consecutive terms with the appointments staggered so several experienced members are always serving on the committee. Additional terms may be considered based on need and expertise.

8. Faculty Appeals Committee

a. Roles and Responsibilities

- i. Hear any academic appeal by a faculty member registered within the Faculty of Medicine related solely to actions and decisions made by the Appointments and Promotions (A&P) committee.
- ii. Review the matter to determine whether the original decision made was correct by A&P
- iii. Render a decision regarding the appeal and notify the Dean.

b. Charge

The committee is appointed by the Dean and convenes on an ad hoc basis to review the results and findings of the faculty members' unsuccessful review for appointment and promotion to the faculty of MU CFVH. Grounds of the appeal include a) unlawful discrimination based on sex, race, age or other grounds protected by State or Federal law b) error based on personal prejudice against the candidate c) mistaken review of an academic dossier resulting in failure to identify a credential satisfying the appointment and promotion requirements and d) failure to follow established MU CFVH procedures in appointment and promotion matters. The committee will allow the faculty member to submit a written statement or meet with the committee if desired. The committee will forward their findings and written recommendations to the Dean who is responsible for making the final decision. Minutes of all meetings of the Faculty Appeals Committee will include the date and time of the meeting, a list of those present, and a summary of the discussion and will be kept in the Faculty Affairs and Faculty Development office.

c. Membership

- i. The Past-Chair of the Faculty Assembly will chair the committee
- ii. (4) four additional faculty members in good standing will be members of the committee. Efforts will be made to ensure that the principles of equity, diversity and inclusion are incorporated in the selection process.
- iii. The Senior Associate Dean for Faculty Affairs and Faculty Development and the Assistant Dean for Inclusive Belonging will be ex-officio members of the committee.
- iv. A member of the Committee should recuse him or herself when dealing with an appeal where the member was materially involved in the completion of an evaluation and/or made a recommendation and/or rendered a decision in the matter, which is the subject of the appeal.
- v. Members should also recuse themselves from a particular appeal where they feel that, in the circumstances, they are not sufficiently objective to evaluate the appeal.

d. Terms

Members will serve for 3 years, up to two consecutive terms with the appointments staggered so several experienced members are always serving on the committee. Additional terms may be considered based on need and expertise. The Faculty Affairs and Faculty Development office shall provide administrative support to the committee.

AMENDMENTS

Proposed amendments to the bylaws will be circulated to members of the faculty at least ten (10) days prior to the Faculty Executive Council meeting where they will be considered and voted on for approval. Minor updating of the bylaws in December 2024. It is the consensus of the committee that these changes were not substantive.

Initial Approval October 15, 2024

Updates were reviewed and approved by MU CFVH Faculty Assembly on 2/5/2025.

Amendment to the Faculty Bylaws

Effective Date: April 25, 2025

On April 25, 2025, the Faculty Assembly approved the following amendment to the Faculty Bylaws:

Minor of Editorial Changes

*For the purposes of these bylaws, "minor" or "editorial" changes are those that do **not alter the substance or intent** of the bylaws but instead serve to correct errors or clarify language. These may include, but are not limited to:*

1. **Grammatical Corrections:** *Fixing spelling errors, correcting punctuation, or adjusting sentence structure to improve clarity and readability.*
2. **Tense Adjustments:** *Converting verbs to the appropriate tense (e.g., from future to past) to reflect accurate timing or to align with consistent language usage across the document.*
3. **Consistency in Terminology:** *Ensuring consistent use of terms or titles (e.g., changing "Chair" to "Chair-Elect" if that is the correct title, or standardizing terms throughout).*
4. **Formatting Changes:** *Adjusting paragraph structure, headings, or numbering for clarity or organizational purposes.*
5. **Clarification of Ambiguous Language:** *Rewording phrases that do not change the meaning but improve clarity and interpretation.*
6. **Adjustments to Committee Membership:** *Making minor changes to the number of members on committees when necessary to ensure their effectiveness or balance (e.g., increasing committee size from five to six members).*

Scope of Changes: Minor or editorial changes must not substantively alter any governing principles, policies, or core provisions of the bylaws. They are intended to address technicalities—such as linguistic accuracy, formatting, and internal consistency—without impacting the bylaws' original intent or decision-making authority.

Approval Process for Minor or Editorial Changes: Such changes may be made without a formal vote of the full Faculty Assembly but must be reviewed and approved by the Faculty Governance Council. All approved changes shall be communicated to the Faculty Assembly for acknowledgment at the next scheduled meeting.

Documentation of Changes: All minor or editorial changes will be recorded in a change log or summary to provide a transparent history of revisions. This log will be made available to any Faculty Assembly member upon request.

Limitations on Changes: If any proposed change is deemed likely to affect the meaning or intent of the bylaws, it shall be escalated to the Faculty Governance Council for full review and submitted to the Faculty Assembly for formal approval.

Transparency and Notification: Once minor or editorial changes are approved, a summary will be included in the official minutes of the next Faculty Assembly meeting. This summary will outline the nature of the change, the rationale, and confirmation that it falls under the definition of minor or editorial.

Periodic Review of Bylaws: It is recommended that the bylaws be periodically reviewed to ensure that they remain current, accurate, and aligned with the institution's evolving needs. This review will help identify areas where minor or editorial changes may be necessary to maintain clarity and consistency. The responsibility for the comprehensive review of the bylaws shall be delegated to an Ad Hoc Committee of six (6) members, two (2) of whom shall be members of the Faculty Governance Council. The remaining

four (4) members shall be selected from the general faculty, with efforts made to ensure diverse disciplinary representation. The Ad Hoc Committee shall be formed specifically for this purpose.

- **Formation:** The committee shall be formed by the Faculty Governance Council, which will solicit nominations and/or volunteers from the faculty body. The Faculty Governance Council will ensure that the selection process promotes equity, diversity, and representation across academic units.
- **Chairing the Committee:** The Chair of the Faculty Governance Council shall appoint the Chair of the Ad Hoc Committee from among its six members. Preference will be given to individuals with prior experience in governance or bylaw interpretation to ensure effective leadership and guidance.
- **Responsibilities:** The committee is charged with conducting a comprehensive review of the bylaws, identifying areas in need of clarification, correction, or revision. It will prepare a formal set of proposed changes and submit them to the Faculty Governance Council for preliminary review. Following this, all proposed amendments will be presented to the Faculty Assembly for feedback and a formal vote.
- **Voting Process:** Per the Faculty Governance Council Bylaws, the Faculty Assembly shall vote on proposed amendments either through:
 - an anonymous electronic ballot, or
 - a formal in-person vote conducted during a scheduled Faculty Assembly meeting.

The chosen voting method will be communicated in advance, and all votes must be open for a minimum of ten (10) days, as stipulated by the bylaws.

Role of Faculty Affairs and Faculty Development (FAFD) office: The Faculty Affairs and Faculty Development office shall provide administrative and procedural support to the Ad Hoc Bylaws Review Committee. This support will include:

- Assisting in the solicitation and coordination of nominations for committee membership.
- Supporting scheduling, record-keeping, and access to documentation, including past versions of the bylaws.
- Ensuring alignment with institutional policies, governance standards, and accreditation requirements.
- Aiding in the drafting, formatting, and dissemination of proposed amendments for internal review and faculty voting.

While the FAFD will not hold voting power or participate in deliberations, its role is essential in maintaining continuity, procedural integrity, and transparency throughout the review process.