

# UNC Chapel Hill School of Medicine

## Constitution and Bylaws

### CONSTITUTION

#### Article I

##### Faculty of the School of Medicine

1. Membership: The Faculty of the School of Medicine shall consist of all members of the staff of the School of Medicine who hold the academic rank of Instructor or above.
2. Responsibilities: The Faculty of the School of Medicine are responsible and authorized to:
  - a. determine the educational policies of the School of Medicine and the rules and regulations which govern the conduct of the educational activities of the School;
  - b. prescribe the requirements for admission, promotion, programs of study, and degree requirements in the School of Medicine.
3. Faculty Functions: The Faculty of the School of Medicine may:
  - a. hold meetings for the discussion of matters relating to the life of the School of Medicine;
  - b. adopt Bylaws to govern its proceedings;
  - c. provide for such Standing Committees as may be necessary for executing faculty responsibilities, and to support or disapprove actions of these Committees;
  - d. act upon reports from and make recommendations to the Dean, faculty committees, Departments and other academic units of the School of Medicine;
  - e. Voting: All full-time salaried members (tenure track and fixed term) of the Faculty of the School of Medicine who hold academic appointments of Assistant Professor or above shall be eligible to vote on faculty business in the School of Medicine. Other members of the Faculty may become eligible to vote, if so recommended by their respective Department Chair and approved by the Advisory Committee of the School of Medicine and the Dean.

The faculty shall vote on any recommended changes in these Constitution and Bylaws. In addition, the Dean may elect to seek the vote of the faculty on other issues.

4. Appointments, Promotions, and Tenure: Policies concerning appointments, promotions, and tenure of members of the Faculty of the School of Medicine shall be as stipulated in the Trustee Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill, effective June 18, 1976, and including all subsequent amendments.

#### Article II

##### Dean of the School of Medicine

The chief administrative and academic officer of the School of Medicine shall be a Dean, whose appointment, duties, and authority shall be in keeping with the rules and regulations of the

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University. He/she shall administer the affairs of the School of Medicine in consultation with the Faculty of the School of Medicine, by means of direct contact and through faculty committees.

1. Per Article 6 of the UNC Chapel Hill Faculty Code the duties of a dean include the following:
  - a. To initiate and implement educational programs and policies of the school or college in consultation with the faculty;
  - b. To administer all curricular and degree programs, all regulations governing academic standards, and such other special functions as may be delegated to the school or college;
  - c. To call and preside over meetings of the faculty of the school or college;
  - d. To advise his or her administrative superior on any matter affecting the school or the University;
  - e. To make recommendations for faculty appointments, promotions, and tenure and for faculty salary adjustments;
  - f. To prepare and transmit to the chancellor an annual administrative budget and an annual report of the school or college
2. Additional duties of the dean include:
  - a. Lead the development and implementation of a strategy that will position the School of Medicine as one of the top public institutions for extramurally funded research.
  - b. Allocation of space assigned to the School of Medicine, periodic review of space utilization, and establishing and implementing guidelines for retention or reallocation of space.
  - c. Oversee a comprehensive philanthropic and development strategy for the School of Medicine and ensure that it is coordinated with the University's Development Office.
  - d. Recruit and appoint appropriate chairs, center directors, and decanal staff (e.g. vice deans, associate deans) as necessary to carry out specific administrative responsibilities and to advance the School of Medicine's goals.
  - e. Conduct periodic review of chairs, center directors, and decanal staff (e.g. vice deans, associate deans).
  - f. Conduct periodic reviews of academic units relative to their missions, administration and finances and make recommendations for improving their performance.

The Dean may delegate authority to administer the affairs of the School of Medicine in consultation with the Faculty of the School of Medicine.

### **Article III**

#### **Departments of the School of Medicine**

1. Organization: The Departments of the School of Medicine shall be the Departments of Allied Health Sciences, Anesthesiology, Biochemistry and Biophysics, Biomedical Engineering, Cell Biology and Physiology, Dermatology, Emergency Medicine, Family Medicine, Genetics, Medicine, Microbiology and Immunology, Neurology, Neurosurgery, Nutrition, Obstetrics and

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Gynecology, Ophthalmology, Orthopaedics, Otolaryngology/Head and Neck Surgery, Pathology and Laboratory Medicine, Pediatrics, Pharmacology, Physical Medicine and Rehabilitation, Psychiatry, Radiation Oncology, Radiology, Social Medicine, Surgery, and Urology.

2. Departmental Chair: A Chair, who shall be recommended for appointment or reappointment by the Dean to the Chancellor, shall administer each Department. The Chair shall be responsible to the Dean and shall have the appropriate authority for carrying out his/her duties. The Chair shall administer the affairs of the Department in consultation with its faculty. Appointment as a Chair of a Department is dependent on the maintenance of a faculty appointment in that Department. The appointment as Chair ends without notice if that faculty appointment is terminated or relinquished. Prior to the end of a Chair's fifth year of appointment and at intervals thereafter of no longer than five years, the Dean shall initiate a review of the Chair and the Department. Based upon that review, and following consultation with School of Medicine leadership, the Dean shall recommend whether the incumbent Chair should continue to serve in that position. Upon recommendation of the Dean, the appointment of a Chair may be terminated by the Chancellor when such action is deemed to be in the best interests of the School. The Dean must consult with the Advisory Committee of the School of Medicine before making a recommendation of termination of a Chair to the Chancellor, and shall inform the Chair of the reasons for the action. The Chair shall have the right to appeal a termination to the Chancellor. In circumstances requiring immediate action, at the Dean's request the Chancellor may suspend a Chair's appointment pending the Dean's consultation with the Advisory Committee.
3. Directors of Centers, Programs or Curricula: Appointments of Directors of Centers, Programs, or Curricula shall be governed by the provisions applicable to appointments of Department Chairs.

#### Article IV

#### Amendments

This Constitution may be amended in the following manner:

1. The proposed amendment shall be presented at a regular meeting of the Faculty of the School of Medicine or a special meeting called for this purpose, or by e-mail communications.
2. The proposed amendment shall be acted on at a regular meeting or meeting called for this purpose occurring no sooner than thirty days after the meeting at which it was introduced. Notice of the proposed action shall appear in the agenda for the meeting, which shall have been circulated to all voting members of the Faculty of the School of Medicine at least one week in advance of the meeting.
3. The Dean, with approval of the Advisory Committee, may elect to utilize mailed ballots or e-mail communications for certain proposed amendments. In such instances, ballots will be distributed to all voting members of the Faculty.
4. An amendment is adopted if it is approved by two-thirds of the votes cast.

The following amendments have been incorporated into the Constitution of the School of Medicine:

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1. Article III, Section 1, was revised to include an additional Department of the School of Medicine, the Department of Genetics. Adopted March 2, 2000.
2. Article III, Section 1, was revised to change the name of the Department of Cell Biology and Anatomy to the Department of Cell and Developmental Biology. Adopted January 13, 2001.
3. Article III, Section 1, was revised to include an additional Department of the School of Medicine, the Department of Otolaryngology/Head and Neck Surgery. Adopted July 1, 2001.
4. Article II was revised to allow the Dean to delegate authority to a Vice Dean. Adopted September 29, 2005.
5. Article III, Section 1, was revised to include an additional Department of the School of Medicine, the Department of Neurosurgery. Adopted December 22, 2009.
6. Article III Section 1 was revised to include an additional Department of the School of Medicine, the Department of Cell Biology and Physiology and delete the departments of Cell and Developmental Biology and Cell and Molecular Physiology. Adopted June 22, 2012.
7. Article III Section 1 was revised to include an additional Department of the School of Medicine, the Department of Urology. Adopted May 30, 2013.
8. Article II was revised to add the authority and responsibility of the Dean of the School of Medicine. Adopted July 24, 2018.
9. Article III Section 2 was revised to remove the requirement that a chair hold a tenured faculty appointment. Adopted July 24, 2018.

### **BYLAWS**

#### **Article I**

##### **Meetings of the Faculty of the School of Medicine**

1. A Meeting of the Faculty of the School of Medicine shall be held at least once each academic year. The call to each meeting shall be made available to all members of the School's Faculty no less than one week in advance of the meeting.
2. Special Meetings may be called by the Dean and shall be called by him/her on the written request of ten percent of the members of the School's Faculty. Notice of special meetings shall be distributed to all members of the School's Faculty, if possible no less than one week, but in no case less than forty-eight hours, in advance of the meeting. The call to the meeting shall state its purpose.
3. Quorum: The presence of fifteen percent of the voting members of the Faculty of the School of Medicine shall constitute a quorum at any meeting of the Faculty.
4. Voting: Chairs of Departments may nominate, and the Advisory Committee of the School of Medicine and the Dean may approve as eligible to vote, members of the Faculty of the School of Medicine other than those designated in the Constitution as having the right to vote.

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##### Faculty Committees

1. Plan of Organization: Committees of the Faculty of the School of Medicine shall assist and advise the Dean in the areas of education, research, health care, and administration. Every effort shall be made to minimize the interference of committee assignments with the primary responsibilities of Faculty members, by:
  - a. keeping the total number of Committees to a minimum;
  - b. limiting membership on Committees to the smallest practicable number.
2. Standing Committees of the Faculty: Standing Committees are the Advisory Committee of the School of Medicine, the Nominating Committee, the Admissions Committee, the Education Committee, the Student Progress Committee, the Committee to Review Appointments and Promotions to Associate Professor, the Committee to Review Appointments and Promotions to Full Professor, the Committee to Review Promotions of Fixed Term Faculty, the Post-Tenure Review Committee and others, the names and composition of which shall be made available to the Faculty as appropriate. Standing Committees shall meet on call of the Chair of the Committee, either at the Chair's initiative or at the request of two or more members.
3. *Ad Hoc* Committees of the Faculty: If a question requiring Committee action is clearly outside the area of jurisdiction of a Standing Committee, an *Ad Hoc* Committee may be appointed to study and advise concerning the question. *Ad Hoc* Committees shall be discharged as soon as their final reports have been received by the Advisory Committee of the School of Medicine or the Dean.
4. Membership: All members of the Faculty of the School of Medicine are eligible for appointment to Committees. Any faculty member may decline appointment to any Committee. All of the Standing Committees of the School of Medicine specifically noted above shall have members elected by the Faculty and members appointed by the Dean. The term of appointment to any Standing Committee generally shall be for no longer than three years. Reappointment or reelection for one additional term is allowable. A list of Standing Committee membership shall be made available to the Faculty.
5. Reports of Standing and *Ad Hoc* Committees shall be presented to the Advisory Committee of the School of Medicine in the form deemed appropriate by the Dean and the Committee. A Committee, if dissatisfied with Advisory Committee action on a report, may present the report directly to the Faculty of the School of Medicine.

#### Article III

##### Standing Committees of the School of Medicine

1. Advisory Committee
  - a. Composition:
    - i. Permanent Members: The Dean of the School of Medicine, the Executive Dean of the School of Medicine, the Chair of each Department of the School of Medicine, and the President of the University of North Carolina Hospitals, shall

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serve permanently and each shall have one vote. The Faculty of the School of Medicine shall elect one representative from the basic science departments and one representative from the clinical science departments every three years as defined within these bylaws.

- ii. Ex officio Members: The Dean may designate such ex officio members as he/she wishes to participate in meetings of the Advisory Committee of the School of Medicine and each shall have one vote unless the vote is limited to Department Chairs (cf. Article III, 1b (vi)).
  - b. Responsibilities: The responsibilities of the Advisory Committee of the School of Medicine include the following:
    - i. Propose academic policies with and advise the Dean on the handling of administrative matters.
    - ii. Receive reports from other Committees of the Faculty.
    - iii. Refer to the Faculty of the School of Medicine, for discussion and action in open meeting; such questions as it believes require the attention of the entire School's Faculty. Any member of the Advisory Committee may introduce for discussion at meetings any subject relating to the life of the School of Medicine.
    - iv. Confer the right to vote on members of the Faculty of the School of Medicine not automatically accorded this right in the Constitution, Article I, Section 3e (cf. Bylaws, Article I, Section 4).
    - v. Review and advise the Dean on proposed academic appointments and promotions. Voting on these actions shall be limited to the Department Chairs.
    - vi. Review and advise the Dean on the reappointment of Department Chairs, Center and Program Directors and other senior administrators in the School of Medicine. Voting on these actions shall be limited to the Department Chairs.
    - vii. Review and advise the Dean regarding approval of the receipt of the MD degree for students meeting the school's graduation requirements.
  - c. Reporting: Advisory Committee actions judged by the Dean to be of major significance to the life of the School shall be reported in summary fashion to the Faculty of the School of Medicine as appropriate.
  - d. Regular Meetings: The Advisory Committee shall meet at the call of the Dean, who serves as permanent Chair. Regular meetings shall be held quarterly or as deemed necessary by the Dean.
  - e. Interim Meetings: During intervals between regular meetings of the Advisory Committee, the Dean may convene the Department Chairs, as he/she deems necessary and as frequently as he/she deems appropriate, to fulfill any and all responsibilities of the Advisory Committee. Any action taken by the Department Chairs at such a meeting shall be considered to be the action of the Advisory Committee.
  - f. Quorum: The presence of 50% of the members of the Advisory Committee shall constitute a quorum at any meeting of the Committee. The presence of 50% of the Department Chairs shall constitute a quorum of that group.
2. Nominating Committee
    - a. Composition:

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- i. Voting Members: Voting members of the Nominating Committee include the Vice Dean for Faculty Affairs and Leadership Development, the Vice Dean for Education, the Vice Dean for Research, the Vice Dean for Diversity and Inclusion, one basic science chair and one clinical science chair elected by their peers, and the elected Advisory Committee representatives from the basic science and clinical science departments. Voting members also include four additional faculty members who are appointed by the Dean.
    - ii. Ex officio Non-Voting Members: The Dean may designate such ex officio non-voting members as he/she wishes to participate in meetings of the Nominating Committee of the School of Medicine.
  - b. Responsibilities: The responsibilities of the Nominating Committee of the School of Medicine include the following:
    - i. Develop a slate of candidates who will stand for election to the Standing Committees of the School of Medicine.
    - ii. Review and advise the Dean on proposed decanal appointments to the Standing Committees of the School of Medicine.
  - c. Reporting: Nominating Committee actions shall be reported in summary fashion to the Faculty of the School of Medicine as appropriate.
  - d. Regular Meetings: The Nominating Committee shall meet at the call of the Vice Dean for Faculty Affairs and Leadership Development, who serves as permanent Chair. Regular meetings shall be held annually or as deemed necessary by the Chair.
  - e. Quorum: The presence of 50% of the members of the Nominating Committee shall constitute a quorum at any meeting of the Committee.
3. Admissions Committee
  - a. Composition:
    - i. Voting Members: Voting members of the Admissions Committee consist of the following: (1) 12 School of Medicine faculty members appointed by the Dean (2) 4 School of Medicine faculty members elected by the Faculty of the School of Medicine (3) 2 student members from each class elected by their peers, (4) 1 member or designee from each regional campus (5) the Associate Dean for Admissions. The Associate Dean for Admissions, who is appointed by the Dean, serves as Chair of the Committee.
    - ii. Ex officio Non-Voting Members: Associate Dean of Student Affairs, Director of Special Programs, Vice Dean for Diversity and Inclusion, Chair of the Scholarship Committee, Associate Dean for Medical Alumni Affairs, or their designees.
  - b. Responsibilities: The responsibilities of the Admissions Committee of the School of Medicine include the following:
    - i. Evaluate candidates for admission to the MD program of the School of Medicine.
    - ii. Select from these applicants individuals to be offered admission to the School of Medicine. The final decision for admission of students into the MD program rests with the Admissions Committee.
    - iii. Evaluate transfer candidates for admission to the MD program of the School of Medicine.

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- iv. Select transfer applicants to be offered admission to the School of Medicine. The final decision for admission of transfer students into the MD program rests with the Admissions Committee.
  - c. Reporting: Admissions Committee actions shall be reported in summary fashion to the Faculty of the School of Medicine on an annual basis.
  - d. Regular Meetings: The Admissions Committee shall meet at the call of the Chair. Regular meetings shall be held at least quarterly or as deemed necessary by the Chair.
  - e. Quorum: The presence of 50% of the faculty members (non-ex-officio) of the Admissions Committee shall constitute a quorum at any meeting of the Committee.
- 4. Education Committee
  - a. Composition:
    - i. Voting Members: Education Committee voting members consist of: (1) two faculty members elected by the Academy of Educators, (2) two faculty members elected by the faculty of the School of Medicine, (3) up to four teaching faculty (basic and clinical science) appointed by the Dean, (4) regional campus directors from AHEC sites, (5) two elected representatives of the basic science and clinical chairs, (6) the co-presidents of the Whitehead Medical Society, and (8) the Education Committee sub-committee (Phase) co-chairs. The Education Committee is chaired by the Vice Dean for Education, who is appointed by the Dean of the School of Medicine.
    - ii. Ex officio Members: The Senior Director for Curriculum Quality Assurance, the Associate Dean for Student Affairs, and the Executive Associate Dean for Graduate Medical Education serve as ex officio voting members. The Dean may also designate additional ex officio members he/she wishes to participate in meetings of the Education Committee of the School of Medicine.
  - b. Responsibilities: The Education Committee has responsibility for the overall design, management, and evaluation of the medical student curriculum including the following:
    - i. Logical sequencing and horizontal and vertical integration of the curriculum.
    - ii. Curricular content, methods of pedagogy and medical student assessment that are appropriate for achievement of the school's educational objectives.
    - iii. Program evaluation using multiple measures including national norms of accomplishment.
    - iv. Creation of sub-committees to oversee phases of the medical student curriculum. The phase sub-committees report to the Education Committee.
  - c. Reporting: Education Committee actions shall be reported in summary fashion to the Faculty of the School of Medicine on an annual basis.
  - d. Regular Meetings: The Education Committee shall meet at the call of the Chair. Regular meetings shall be held at least bi-monthly or as deemed necessary by the Chair.
  - e. Quorum: The presence of 50% of the voting members of the Education Committee shall constitute a quorum at any meeting of the Committee.
- 5. Student Progress Committee
  - a. Composition:
    - i. Voting Members: Three faculty members from the basic science departments and three faculty members from the clinical science departments appointed by



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3. Reappointments of probationary Associate Professors to the rank of Associate Professor with tenure.
  4. Conferral of tenure at the Assistant Professor level.
  5. Review recommendations for joint tenured faculty appointments within a School of Medicine department for a faculty member whose current tenured appointments are with departments outside of the School of Medicine.
  6. Submit recommendations regarding the above noted actions to the Advisory Committee for action.
- c. Reporting: Committee actions shall be reported in summary fashion to the Faculty of the School of Medicine on an annual basis.
  - d. Regular Meetings: The Committee to Review Appointments and Promotions to Associate Professor (Tenure Track) Committee shall meet at the call of the Chair. Regular meetings shall be held monthly or as deemed necessary by the Chair.
  - e. Quorum: The presence of 50% of the members of the Committee to Review Appointments and Promotions to Associate Professor (Tenure Track) shall constitute a quorum at any meeting of the Committee.
7. Committee to Review Appointments and Promotions to Full Professor (Tenured)
- a. Composition:
    - i. Voting Members: Nine full-time (1.0 FTE) tenured faculty members at the rank of Full Professor elected by the faculty of the School of Medicine serve as voting members of the Committee. To the extent possible, Committee membership shall be balanced with respect to degree. The Dean of the School of Medicine appoints the Chair of the Committee from the membership on an annual basis.
    - ii. Ex officio Non-voting Members: The Vice Dean for Faculty Affairs and Leadership Development may participate in meetings of Committee to Review Appointments and Promotions to Full Professor (Tenure Track) but shall not have a vote.
  - b. Responsibilities: The responsibilities of the Committee to Review Appointments and Promotions to Full Professor (Tenured) of the School of Medicine include the following:
    - i. Review of initial appointments at the rank of Full Professor with tenure and all promotions from Associate Professor to Full Professor with tenure.
    - ii. Review recommendations for joint tenured faculty appointments within a School of Medicine department for a faculty member whose current tenured appointments are with departments outside of the School of Medicine.
    - iii. Submit recommendations regarding the above noted actions to the Advisory Committee for action.
  - c. Reporting: Actions of the Committee to Review Appointments and Promotions to Full Professor (Tenured) shall be reported in summary fashion to the Faculty of the School of Medicine on an annual basis.
  - d. Regular Meetings: The Committee shall meet at the call of the Chair. Regular meetings shall be held monthly or as deemed necessary by the Chair.

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- e. Quorum: The presence of 50% of the members of the Committee to Review Appointments and Promotions to Full Professor (Tenure Track) shall constitute a quorum at any meeting of the Committee.
8. Post-Tenure Review Committee
    - a. Composition:
      - i. Voting Members: One representative (Full Professor with tenure) from each basic and clinical science department with more than five tenured Full Professor faculty members appointed by the Dean on the recommendation of the department chair. Two elected faculty members (Full Professors with tenure) who have successfully undergone post-tenure review in the past two academic years. Full professors undergoing post tenure review are not eligible to serve on the Committee.
      - ii. Ex officio Non-voting Members: The Vice Dean for Faculty Affairs and Leadership Development serves as chair of the Post-Tenure Review Committee but does not have a vote.
    - b. Responsibilities: The responsibilities of the Post-Tenure Committee include the following:
      - i. Post-tenure review of Associate Professors deferring a promotion review and not undergoing a full department review.
      - ii. Post-tenure review of Full Professors.
      - iii. Post-tenure review of Biomedical Engineering Faculty in conjunction with North Carolina State University.
      - iv. Submission of recommendations regarding the above noted actions to the reviewed faculty, the Chair of the department in which the faculty member is primarily appointed and to the Office of the Dean.
    - c. Reporting: Actions of the Post-Tenure Review Committee shall be reported in summary fashion to the Faculty of the School of Medicine and to the Provost on an annual basis.
    - d. Regular Meetings: The Post-Tenure Review Committee shall meet at the call of the Chair. Regular meetings shall be held at least bi-annually or as deemed necessary by the Chair.
    - e. Quorum: The presence of 50% of the members of the Post-Tenure Review shall constitute a quorum at any meeting of the Committee.
  9. Committee to Review Promotions of Fixed Term Faculty
    - a. Composition:
      - i. Voting Members: Voting members consist of twelve full-time (1.0 FTE) faculty elected by the Faculty of the School of Medicine from among the basic science and clinical departments. All full-time (1.0 FTE) faculty members of the School of Medicine (both tenured/tenure track and fixed term) at the rank of Associate Professor or higher are eligible to serve. AHEC faculty holding full-time appointments in the School of Medicine are eligible for election to the committee. Associate Professors who serve on this committee may neither review nor vote on fixed term faculty promotion recommendations to the level of Full Professor. Therefore, at least half of the members of the Committee must hold the rank of Professors (either tenured or fixed term). At least half of

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the members will also be fixed term faculty in order to assure balanced representation. Each year the Dean appoints a new Chair from among the experienced members on the committee.

- ii. Ex officio Non-Voting Members: The Vice Dean for Faculty Affairs and Leadership Development may participate in meetings of the Committee to Review Promotions of Fixed Term Faculty but shall not have a vote.
- b. Responsibilities: The responsibilities of the Committee to Review Promotions of Fixed Term Faculty in the School of Medicine include the following:
  - i. Consider recommendations for promotion of fixed term faculty to both Associate Professor and Full Professor.
  - ii. Submit recommendations regarding the above noted actions to the Advisory Committee for action.
  - c. Reporting: Actions of the Committee to Review Promotions of Fixed Term Faculty shall be reported in summary fashion to the Faculty of the School of Medicine on an annual basis.
  - d. Regular Meetings: The Committee to Review Promotions of Fixed Term Faculty shall meet at the call of the Chair. Regular meetings shall be held monthly or as deemed necessary by the Chair.
  - e. Quorum: The presence of 50% of the members of the Committee to Review Promotions of Fixed Term Faculty shall constitute a quorum at any meeting of the committee.

#### Article IV

##### Appointment and Promotion of Faculty Members

Each appointment to and promotion within the Faculty of a Department shall be initiated by the Chair of the Department after consultation with the assembled full professors of the Department. Recommendations from the Chair shall be presented to the Dean. The Dean shall seek the advice of the Department Chairs of the School of Medicine on all proposed faculty appointments at the rank of tenured Associate Professor or above and all proposed promotions within the tenure track, prior to transmitting his/her recommendations to the Chancellor. The Dean also shall seek the advice of the Department Chairs of the School of Medicine on all proposed promotions within the fixed term track (for faculty at 0.5 FTE or higher) at the rank of Associate Professor or Full Professor, prior to transmitting his/her recommendations to the Chancellor.

#### Article V

##### Departmental Organization

1. The number of faculty of each Department shall be in keeping with the Department's responsibilities in teaching, research, service, and administration, and shall be determined by the Dean in consultation with the Chair of the Department. In such determinations, the Dean and the Chair shall take into account, among other things, the financial and non-financial resources available to the Department, and the prevailing compensation levels of the Department's faculty in the context of similarly situated faculty in other U.S. schools of medicine.

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2. Recommendations concerning appointment of Department Chairs shall be initiated by the Dean after consultation with the full professors of the Department and the Advisory Committee of the School of Medicine.
3. The Faculty of each Department shall meet at least annually. It shall, in addition, meet on the call of the Chair, or on the request of a majority of the members of the Department. The Faculty of the Department shall hear reports from and make recommendations to the Chair concerning the affairs of the Department. The Chair shall be the presiding officer at meetings of the Faculty of a Department.

#### Article VI

##### Amendments

These Bylaws may be amended in the following manner:

1. Any proposed amendment shall be presented at a regular meeting or a special meeting of the Faculty of the School of Medicine called for this purpose, or by e-mail communications.
2. Following its presentation, the proposed amendment shall be considered by the appropriate Standing or *Ad Hoc* Committee.
3. The proposed amendment shall be acted upon at a regular meeting or meeting called for this purpose occurring no sooner than 30 days after the meeting at which it was introduced. Notice of the proposed action shall appear in the agenda, which shall have been distributed to all voting members of the Faculty of the School of Medicine at least one week in advance of the meeting.
4. The Dean, with approval of the Advisory Committee, may elect to utilize mailed ballots or e-mail communications for certain proposed amendments. In such instances, ballots shall be distributed to all voting members of the Faculty.
5. A majority of the votes cast shall be necessary for adoption of the proposed amendment.

#### Article VII

##### Suspension of the Bylaws

The Bylaws may be suspended for any meeting, at which a quorum is present, by unanimous vote of all eligible voters present.

The following amendments have been incorporated into the Bylaws of the School of Medicine:

1. Article V was revised to reflect a change in the procedures for proposed promotions of faculty in the fixed term track such that the Dean shall seek the advice of the Department Chairs of the School of Medicine on all such promotions at the rank of Associate Professor or Full Professor, prior to transmitting recommendations to the Chancellor. Adopted September 29, 2005.
2. Articles II and III were revised to incorporate additional standing committees. Article IV was deleted and Articles V-VIII were renumbered to be Articles IV-VII. Adopted February 28, 2012.

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3. Article II Section 4 was revised to require that all of the Standing Committees of the School of Medicine noted in the Bylaws shall have members elected by the Faculty and members appointed by the Dean. The term of appointment to any Standing Committee was changed to be for an initial three-year term with the opportunity to serve an additional three-year term. Adopted July 24, 2018.
4. Article III was revised to change the membership of four standing committees of the School of Medicine and specify the chair of one standing committee of the School of Medicine. Adopted July 24, 2018.
5. Article V was revised to change the requirement for meetings of the Faculty of each Department to meeting at least annually. Adopted July 24, 2018.

*Effective May 1998. Amended March 2000, January 2001, July 2001, September 2005, February 2012 and July 2018.*