

**BY-LAWS  
SCHOOL OF MEDICINE  
FACULTY COUNCIL MEHARRY MEDICAL COLLEGE**

**ARTICLE I. PURPOSE AND OBJECTIVE**

**Section 1. NAME**

The name of this organization shall be the School of Medicine's Faculty Council of Meharry Medical College. Reference to the Faculty Council throughout this document shall be to the Faculty Council of the School of Medicine.

**Section 2. PURPOSE**

The Faculty Council is established to provide an avenue for faculty input and communication to the Dean on academic matters and decisions; and to insure a positive academic climate in the School of Medicine. The Faculty Council will be advisory to the Dean on academic and non-academic matters, participates in administrative decisions affecting the general welfare of the School and the School of Medicine Faculty, and contributes to the development of non-academic and academic policies (e.g., by its representation on School of Medicine committees).

**Section 3. OBJECTIVES**

The objectives of the Council are to maintain excellent academic and teaching programs in the School of Medicine and provide input and communication between the faculty and the administration of the School and Institution. The Council is concerned with all matters, which impinge on faculty members and students in their academic endeavors, including but not limited to:

- a. curriculum;
- b. teaching;
- c. research;
- d. health care delivery and services;
- e. library;
- f. evaluation of proposals for new services, new departments and new centers;
- g. standards for faculty appointments, promotions and tenure;
- h. procedures concerning faculty grievances;
- i. rules and regulations concerning extra-Meharry employment by Meharry faculty;
- j. programs for continuing education;
- k. programs for fringe benefits;
- l. standards for admission and retention of students;
- m. standards for academic freedom;
- n. standards and procedures for publications, patents, contracts and grants;
- o. standards for practice for the health care professions; and
- p. standards for participation in the faculty medical practice plans.

## ARTICLE II. MEMBERSHIP AND ORGANIZATION

### Section 1. MEMBERSHIP

Membership shall consist of:

- Chairperson
- Vice-Chairperson
- Secretary/Treasurer
- At-Large Faculty Representative to the Faculty Senate
- Administrative Representative to the Faculty Council
- Non-administrative membership of the Faculty Council shall consist of 18 (eighteen) representatives elected by the faculty of each department of the School of Medicine
- Administrative faculty membership of the Faculty Council shall consist of two (2) departmental chairpersons elected by all School of Medicine department/division chairpersons

The Faculty Council Chairperson, Vice Chairperson, Secretary/Treasurer, and the At-Large Faculty Representative to the Faculty Senate are elected by the entire School of Medicine faculty and may not hold an administrative appointment. An Administrative Representative to the Faculty Senate shall be elected by faculty of the School of Medicine. If the Chairperson is a clinician, the Vice-Chairperson shall be from the pre-clerkship faculty, or vice versa. These elected officials will constitute the Faculty Council Executives.

Based on the reorganization of pre-clerkship departments, the Faculty Council non-administrative membership shall consist of 18 (eighteen) members. Each of the three (3) pre-clerkship departments shall have two (2) representatives.

1. Microbiology, Immunology, Physiology
2. Biochemistry, Cancer Biology, Neuroscience, Pharmacology
3. Professional and Medical Education

Each of the eight (8) Clinical Departments shall have one (1) representative.

1. Pediatrics
2. Radiology
3. Internal Medicine
4. Family Medicine
5. Surgery
6. OB/GYN
7. Pathology
8. Psychiatry

The administrative faculty membership of the Faculty Council shall consist of two (2), of whom one (1) shall be pre-clerkship department chairperson and one (1) shall be clinical sciences department chairperson. The faculty shall be responsible for electing an Administrative Representative to the Faculty Senate.

**Section 2. TERMS OF OFFICE**

Each elected official shall remain in office for two (2) years. Officials may not serve more than two (2) consecutive terms.

**Section 3. ELIGIBILITY**

All full-time and part-time School of Medicine regular faculty members are eligible for Council, ad hoc, and standing committee membership. Special faculty are not eligible. Special faculty consist of persons who are not members of the regular faculty and whose status does not entitle them to promotion, leave, etc. This category includes adjunct, field, visiting, research associate, research fellow, post-doctorate fellow, and other special faculty members.

**Section 4. ELECTIONS**

Election of the Faculty Council shall be held in September to avoid conflict with Faculty Senate elections held in May on every second year. Election of the Faculty Council shall coincide with the procedure used to elect Faculty Senate officials. Elections shall be by secret ballot. A Nominations and Election Committee (NEC) shall be appointed by the Faculty Council to carry out the election process in the second (2) year. The members of this committee will serve one (1) year and members may not serve consecutive terms. The NEC (Nominations & Election Committee) will propose nominations for Chairperson, Vice-Chairperson, Secretary/Treasurer and At-Large Representative to the Faculty Senate. The slate of nominees for these officers of the Faculty Council will be distributed to the School of Medicine faculty. Faculty may add to the slate of nominees. Faculty members making additional nominations shall assure that the proposed nominee consents to his/her name being placed on the official ballot. The NEC will distribute, collect, tally the nominations, and produce a ballot.

The voting method used will involve double envelopes; the ballot will be inserted into an unmarked, inner envelope, which will then be inserted into an outer envelope upon which the voting faculty member's signature is affixed. The signature must be used to verify eligibility to vote.

**Section 5. MEETINGS**

There will be monthly meetings of the Faculty Council. Special or call meetings of the Council may be held at the request of the Chairperson or a majority of the membership. Semi-annual General School of Medicine Faculty Council Meetings that are separate from Dean's Meetings will be regularly scheduled. Agendas will be set through the Faculty Council via Faculty Representatives. Proceedings of these meetings will be binding actions of the Faculty Council. All full and part-time regular faculty members who are in attendance at these meetings will enjoy voting privileges. Motions will be passed by a simple majority of faculty members in attendance (50% + one (1)). Agendas will be circulated with announcement of the meeting at least two (2) weeks before the meeting. Call meetings will be held upon petition of 20 (twenty) faculty members to the Faculty

Council Chairperson; the Chairperson will call this meeting within two (2) weeks of receiving this petition.

**Section 6. QUORUM**

One-third plus one ( $1/3 + 1$ ) of the membership shall constitute a quorum for the transaction of Faculty Council business. A written proxy does not contribute to a quorum.

**Section 7. PROXY**

Each member shall have the right to vote at any meeting of the Faculty Council membership at which a quorum is present. Such right may be exercised in person or by written proxy, provided that no one person holds more than one (1) proxy. In the event of enforced absence of an elected departmental representative, a fellow departmental faculty person may represent that department at the request of the elected representative. In the event of the enforced absence of any chairperson, another chairperson, basic or clinical sciences, may represent that chairperson, at the request of the absent delegated chairperson.

**Section 8. NOTIFICATION OF ATTENDANCE**

On a quarterly basis, the Council Chairperson will inform the School of Medicine constituent faculty of the attendance of its representatives.

**Section 9. CONTINGENCY**

In the event that a member persistently fails to attend Council meetings for more than three (3) consecutive times; is more absent than in attendance over a five (5) month period; is mentally or physically incapacitated; resigns; is terminated, or dies, the relevant department shall be notified to elect a replacement to complete the representative's term. If the Faculty Council Chairperson receives no response within three (3) weeks, the Chairperson shall appoint a replacement representative from that department.

**ARTICLE III. RESPONSIBILITIES OF FACULTY COUNCIL**

**Section 1. COUNCIL RESPONSIBILITIES**

The Faculty Council shall receive for deliberation academic and other issues referred by the School of Medicine department faculty.

The Chairperson shall preside at meetings of the Faculty Council. He or she shall be one of the representatives of the Faculty Council to the Faculty Senate. He or she shall make monthly reports to the Faculty Senate as a point of information relative to the Council's activities and deliberations. He or she shall represent the Faculty Senate on the Health Affairs Committee of Meharry's Board of Trustees. The Chairperson shall also represent the Faculty Council on the School of Medicine's Executive Committee.

The Vice Chairperson shall preside at meetings of the Faculty Council in the absence of the Chairperson. He or she shall assume the responsibilities of the Chairperson in the

absence of the Chairperson. The Vice Chairperson shall represent the Faculty Council on the Curriculum Committee of the School of Medicine.

The Secretary/Treasurer shall record proceedings and oversee or keep files of the Faculty Council. The Secretary/Treasurer shall represent the Faculty Council on the Faculty Development Committee of the School of Medicine.

The At-Large Faculty Representative to the Faculty Senate elected by the faculty will represent non-administrative faculty issues at Faculty Senate meetings and attend Council Meetings. The Administrative Faculty Representative elected by Council administrative membership shall represent administrative faculty at Faculty Senate meetings and attend Council meetings.

Additional responsibilities include, but are not limited to the following:

- a. presenting Faculty Council concerns to the Faculty Senate;
- b. introducing issues/problems that are common to the School of Medicine and any/all other Meharry Medical College Schools for discussion/resolution;
- c. reporting to the Faculty Council on any/all concerns/issues/problems for the Faculty Senate; and
- d. reporting on any agenda items that may properly come before these bodies.

**Section 2. FACULTY COUNCIL MEMBERS RESPONSIBILITIES**

Member responsibilities include, but are not limited to:

- a. attendance and participation at all Faculty Council meetings;
- b. soliciting, bringing, and presenting departmental constituency ideas, issues, opinions, and concerns to the Council;
- c. determining the faculty constituency position prior to voting on critical issues affecting the constituency; and
- d. reporting to departmental constituencies results of discussion, deliberations, and any/all other concerns/issues/problems coming before the Council.

**Section 3. RESOLUTION OF FACULTY COUNCIL ISSUES**

Ascending order of resolution of School matters proceeds from the Faculty Council to the Faculty Senate, to the President, to the Academic Affairs Committee of the Board of Trustees, and to the full Board of Trustees of Meharry Medical College.

**ARTICLE IV. SCHOOL OF MEDICINE FACULTY COUNCIL COMMITTEES**

**Section 1. ACADEMIC COMMITTEES**

The Faculty Council shall establish and charge standing committees to deal with matters of interest to the Council and faculty. Other non-Council School of Medicine committees shall not duplicate these committees and their functions. The Faculty Council committees shall report to the Faculty Council Chairperson and Dean. The Faculty Council will monitor each committee and sanction policies but will not exercise approval rights or approval

responsibility on the committees' decisions. In order that the Council may be informed and maintain accountability, each Committee Chair is required to submit verbal or written monthly reports on committee activities and accomplishments. Whenever possible, each gender and race shall be fairly represented on each committee, as shall junior and senior faculty members. Herein, senior faculty are defined as Professors and Associate Professors; junior faculty are defined as Assistant Professor and Instructors.

**Section 2. SERVICE ON SCHOOL OF MEDICINE AND COLLEGE COMMITTEES**

(Student Evaluation/Promotions, Academic Support Services, Admissions, Curriculum, Appointment, Promotions, and Tenure Academic Pathway/Faculty Development)

Each and every faculty member must serve on an average of at least one (1) permanent academic or non-academic committee each year of his or her tenure at Meharry. Since annual evaluations, promotions and tenure require committee/governance service; all faculty members are required to participate in departmental, school, institutional, civic, and community-related service activities. It shall be the responsibility of the Faculty Council and the Dean to monitor the number of committees on which a faculty member serves. To assist in annual evaluations, the Faculty Council will report committee participation to Deans and Department Chairs.

**Subsection A. Student Evaluation and Promotion**

The Student Evaluation and Promotions Committee (SEPC) is a School of Medicine's Committee that evaluates the academic performances of students and approves promotion of students at all levels of the M.D training. The committee also determines which students should repeat a semester or a year or repeat a specific course. The committee evaluates the academic records of students in all academic levels of the M.D training and approves promotion of students who have completed all their academic requirements to the next academic level. In addition, the committee reviews the academic records of all fourth-year students, approves all students who have met all academic requirements, and recommends them to the Dean of School of Medicine for presentation for graduation. The committee also makes recommendations to the Dean regarding students who have not met academic requirements, and who have failed to progress and are at risk for consideration for academic dismissal.

The committee consists of faculty voting members and non-voting members. The voting members include the committee's chair, the director of the Center for Educational Development and Support (CEDS), and at least seven other faculty from the school of medicine. The members include both basic and clinical faculty. Appointments to the committee's membership are made by the dean of school of medicine in accordance with the bylaws and policies of the Faculty Council of SOM. The dean also appoints the chair of the committee. The non-voting members include the Senior Associate Dean for Student Academic Affairs, the Registrar, and senior administrative staff who assists the committee. Quorum must consist of a majority of the voting members present being faculty. While the committee meets several times at the end of every semester to evaluate the performances of students, it also meets many times within each semester

as needed. **In summary, at the end of every academic year, the committee evaluates the academic performances of all M1, M2, and M3 students and makes decisions regarding who should be promoted to the next level. The committee approves M4 students for presentation for graduation.**

In addition to these regular meetings and functions, the committee also has meetings other times throughout the year for proactive reasons, which include meetings with

1. Students who have demonstrated academic problems
2. Students who failed any of the step exams
3. Students who have incomplete grades
4. Students who have failed to progress in clerkships

The purpose of these SEPC's proactive meetings is for the committee to invite any student who falls into these categories to appear in front of the committee. This gives each student an opportunity to tell the committee of specific problems and issues he/she may be facing and which may have contributed to the student's poor academic performance.

#### **Subsection B. Student Academic Support Services Committee**

The Student Academic Support Services Committee (SASSC) is responsible for identifying students in the pre-clerkship years as early as possible who are experiencing academic difficulty and assisting in their retention and timely progression towards graduation. The committee takes a proactive role in contacting students that have been identified so they can avail themselves of the services available. Specifically, the committee refers students to academic support, i.e., academic counseling, study techniques, time management, tutoring, test taking skills, board review and serves and/or secures members to serve as advisors/mentors to students.

SASSC is composed of:

1. Co-Chair, Member of the Dept. of Professional & Medical Education (DPME)
2. Co-Chair, Member, DPME
3. Ex-Officio Member, Senior Assoc. Dean for Student Academic Affairs
4. Member, Chair, DPME
5. Member, Associate Dean, Student Academic Affairs
6. Member, Chair, Pre-Clerkship Committee
7. Member, Asst. Dean, Student Academic Affairs
8. Member, Director, Center for Educational Development & Support (CEDS)
9. Member, MS1 or MS2 Unit Director (for the Unit/Course under review at the SASSC's meeting)
10. Member, MS1 or MS2 Course Director (for the Unit/course under review at the SASSC's meeting)
11. Member at large, College's Academic Master, assigned to a MS1 or MS2 student.

Quorum must consist of half the members plus one (1), a majority of the voting members present being faculty.

The Committee (SASSC) reports directly to the Senior Associate Dean for Student Academic Affairs (who usually sits in at SASSC's meetings as ex-officio member), and when necessary, reviews responsibilities of the committee with members.

The Committee meets within 2 to 7 business days after the completion of major exams in a Unit. The actual meeting date is to a large extent, determined by the time all issues surrounding an exam, including inquiries about questions are resolved by the Unit and/or course director.

The Committee mainly focusses on students who failed to earn the pass mark of 70% for a Unit. Recommendations are made for identified students to seek immediate academic support from the Course Director and from the Center for Educational Development and Support (CEDS). Copies of the letter are emailed to the Dean of School of Medicine (SOM), and all SASSC members. After receiving copies of SASSC letters addressed to students identified to be in danger of failing a Unit/Course, CEDS promptly makes contacts with the students.

#### **Subsection C. Admissions Committee**

The Admissions Committee screens, interviews, and selects all the medical students to the first-year class, and transfer students with advance standings. It protects the entrance standards of the School of Medicine and keeps admission policies current and relevant to the needs of the school. Specifically, the Admissions Committee: (1) establishes procedures for identifying and recruiting qualified applicants consistent with the mission of the school; (2) utilizes a review procedure and process that has been approved by the Executive Faculty, the General Medical Faculty, and the Dean; and (3) pursues appropriate activities related to the recruitment of information throughout undergraduate feeder schools.

There will be seventeen (17) total members representing faculty from basic and clinical sciences, administrative staff from School of Medicine and alumni community physicians. A quorum will be nine members (which is half of the number of members on the Admission Committee) and all members are voting members.

Fourteen (14) faculty members will represent basic and clinical sciences. The first year, the Dean will choose seven (7) and notify the Faculty Council. The Faculty Council will select seven (7) members to complement and balance the Dean's selection. The second year, four (4) members selected by the Dean and four (4) members selected by the Faculty Council will be replaced by selections from the Faculty Council. Thus, the three (3) year terms of appointments will be staggered to achieve continuity.

Admissions Committee voting members:

1. Fourteen (14) faculty;
2. Associate Dean of Student Affairs and Admissions;
3. Assistant Dean of Admissions (chair);
4. One (1) alumnus community physician

Quorum is currently set at nine (9) members, who must be present to vote, and of which the majority must be faculty.

There is one subcommittee, the waitlist review subcommittee. This committee is comprised of the Associate Dean of Student Affairs and Admissions, Assistant Dean of Admissions, and two (2) faculty.

#### **Subsection D. Curriculum Committee**

The Curriculum Committee is responsible for overseeing the curriculum for the program leading to the M.D. degree. There will be two subcommittees of the Curriculum Committee; (1) the Pre-clerkship subcommittee, and two (2) the Clerkship subcommittee.

The Curriculum Committee is responsible for receiving recommendations from the Pre-clerkship and Clerkship Subcommittees, as well as reviewing and approving both subcommittees' actions.

The Pre-clerkship subcommittee is responsible for monitoring current course activities and recommending changes in all aspects of the pre-clerkship curriculum including, but not limited to: course prerequisites; course content; maintaining course balance between basic terms and concepts, clinical relevance and clinical application of pre-clerkship knowledge; and course-to-course and pre-clerkship to clinical subject content and continuity.

The Clerkship subcommittee has primary responsibility for monitoring current course activities and recommending changes in all aspect of the clinical curriculum including, but not limited to: course prerequisites; course content (including application of the pre-clerkship knowledge base); maintenance of course balance, and course-to-course and pre-clerkship subject content and continuity. Courtesy reports of all actions are filed with the School of Medicine Faculty Council.

The Vice Chairperson of the Faculty Council shall have voting membership on this Curriculum Committee and report activities to the Faculty Council. Curriculum Committee meetings are open to all School of Medicine Faculty; non-committee faculty may express opinions during a meeting, but have no vote.

The Curriculum Committee must meet at least once every month. The time and place of each meeting shall be announced by memo at least one (1) week before each meeting.

Curriculum Committee Voting members:

1. Pre-clerkship faculty (3)
2. Clerkship faculty (3)
3. Both subcommittee chairs (2)
4. Two (2) students from each class (8); once appointed student representatives remain until graduation - **each class gets one (1) vote**
5. Community clinical faculty (1)
6. DPME chair (1)
7. CEDS director (1)
8. Library director
9. Associate Dean of Medical Education (chair) votes only to break tie vote.
10. Associate Dean of Clinical Affiliations
11. Associate Dean of Curriculum Evaluation and Effectiveness
12. Associate Dean of Student Affairs and Admissions

Non-voting Members:

1. Ex-Officio, Senior Associate Dean of Student Academic Affairs

Quorum is currently set at 10 (ten) voting members with a majority of the voting members present being faculty.

**Subsection E. Appointment, Promotion, and Tenure**

The School of Medicine's Appointments and Promotions Committee operates in accordance with the bylaws of the School of Medicine's Faculty Council and policies set forth in the current College's APT Document.

The School of Medicine (SOM)'s Appointments and Promotions Committee serves to review and evaluate applications for faculty appointments and faculty promotions within the School of Medicine. The committee reviews applications for regular appointments, adjunct appointments and promotions. The committee is advisory to the Dean of the School of Medicine.

Appointment of faculty to the membership of the committee is made by the Dean of School of Medicine in accordance with the bylaws of SOM's Faculty Council. The membership consists of at least a faculty from each of the Basic Science Departments, Department of Professional and Medical Education, and each of the Clinical Departments. All members of the committee are tenured full professors.

The committee meets three times a year with each meeting occurring prior to each of the Board of Trustee's quarterly meetings. The SOM has three deadlines in a year for submission of faculty dossiers from various departments to the Office of Faculty Affairs, which receives the dossiers for presentation to the committee. The Office of Faculty Affairs and Development initially reviews all submitted applications for completion and compliance. Following the initial review, the department is contacted with notice of an

applicant whose dossiers are deemed incomplete and asks to submit the missing document(s). Once dossiers are complete, she seeks advice and approval from the committee chair to schedule a committee meeting. A meeting cannot take place unless a quorum can be achieved, and at least one of the attendees is from a clinical department.

Faculty dossiers presented to the committee for review and evaluation would have already been reviewed by the respective departmental APT Committee, whereby the APT's recommendation and the department chair's recommendations are included in the dossier submitted to the Office of Faculty Affairs. At least, one (1) week ahead of each scheduled meeting, the Faculty Affairs Office assigns a reviewer to each application making sure to avoid potential conflict of interest. Each appointment application is assigned to one (1) committee member who is from a different department, but has expertise to review the application. However, each application for promotion is assigned to two (2) committee members (one primary reviewer and a secondary reviewer).

During the meeting, all members who are in conflict with any application are recused from the deliberations and voting on the application. Members who are considered to be in conflict with any application include members who are from the applicant's department and/or who provided letters of support for the applicant. In addition, any committee member who feels he/she has a conflict with any application can recuse himself or herself from the committee's deliberations and voting.

At the beginning of each meeting, all members sign the attendance sheet and receive lists of the applications and ballot sheets. The chair follows the list of the applications and calls upon the member assigned to an application to present/review the details of the application to the committee. The reviewer carefully goes over all the components of the dossier as well as make sure all vital documents are present in the dossier. These vital documents include the applicant's updated full CV, a letter requesting appointment and or promotion, department APT's letter of recommendation, department chair's letter of recommendation, all four other letters of recommendation (including at least two (2) from outside), evidence of requisite number of full publications and a copy of offer letter (for those seeking new appointment). In addition, for any applicant seeking promotion, there should be evidence of teaching evaluation, evidence of faculty evaluation by chair, evidence of teaching materials including lists of lecture topics/class schedules, lecture power points and other related evidence of teaching. In addition, there should be evidence of academic and community service, evidence of scholarship/scholarly activities including evidence of grant funding, reprints of publications and lists of scientific presentations. For clinical appointments, there should be evidence of active and valid Board Certification, State License, requisite number of CMEs and DEA certification.

Once the member who assigned to an application completes his/her presentation, the chair asks for his/her recommendation. After a recommendation is made by the reviewer and it has been seconded, the chair opens up the application for discussion by the entire committee. At the end of the discussion, the chair calls for a vote on the application and

each member registers his/her vote for the applicant on the ballot form. With regards to appointment applications, the committee votes for full approval or conditional approval pending submission of a missing document. However, for promotion applications, the committee votes to approval or denial. The committee also reviews and approves joint or secondary appointments. All committee decisions are based on the policies specified in the APT Guidelines.

At the end of each meeting, each member signs his/her name on the ballot form and submits it to the Administrative Staff. The committee members also turn in all documents related to the meeting to the Administrative Staff. The chair reminds the committee members of the confidentiality of the committee's discussions, actions and decisions. Usually, within a few days after each meeting, the Administrative Staff provides the minutes of Committee's actions to the committee chair for review for accuracy and his signature of approval. Lastly, the Office of Faculty Affairs forwards the minutes with the committee's recommendations to the Dean of SOM.

**Subsection F. Academic Pathways / Faculty Development Committee**

This Committee is charged with promoting faculty programs for scholarship, professional teaching, research, service growth, academic welfare, and personal development. The Kaiser Permanente Award to a pre-clerkship and clinical faculty member will be determined by this Committee from a list of individuals nominated by School of Medicine Faculty. The Kaiser Permanente Award recognizes individuals who exhibit commitment to teaching and Meharry's mission, use innovative teaching methods, encourage and motivate students, and maintain minimal committee service and/or research or clinical activities. Consecutive awards may not be received by the same individual.

The Committee is also charged with:

1. Developing and recommending procedures to enhance the quality and quantity of research in the School of Medicine
2. Recommending methods for encouraging investigators in their research endeavors
3. Promoting intra- and inter-departmental cooperative research
4. Promoting collaboration and coordination between pre-clerkship and clinical faculty engaged in research
5. Serving as a liaison for research development with the Alvin C. York Veterans Administration Medical Center, Murfreesboro
6. Developing protocols for obtaining funds to initiate new research ideas and conduct research related travel
7. Developing a protocol for the establishment of a Dean's Research Award of Excellence to be given annually
8. Developing a Strategic Research Plan for the School of Medicine
9. Working in concert with the Faculty Senate Faculty Development Committee and to accept ad hoc assignments

10. This Committee is also charged with accepting research proposals from SOM faculty applicants, evaluating the proposals using reasonable standards, and, when available, awarding Institutional Funds to meritorious applications.

This Committee shall be advisory to the Dean on all issues and policies related to faculty development and research in the School of Medicine. This Committee must meet a minimum of every two (2) months. There shall be a chair and ten (10) members. Where possible, members shall be recruited with due respect for gender and ethnicity from a group represented by School of Medicine non-administrative senior (two (2) clinical and two (2) pre-clerkship), junior (two (2) clinical and two (2) pre-clerkship) faculty, and one (1) administrative and one (1) non-administrative staff member from the Alvin C. York Veterans Administration Medical Center, Murfreesboro. One member must be drawn from the non-administrative staff of the Center for Educational Development and Support Services (CEDSS). A quorum shall be six (6) members, each having one (1) vote. The majority opinion will constitute the Committee's advice to the Dean. The Chair shall be named jointly by the Dean and the School of Medicine Faculty Council Chair.

**Section 3. COMMITTEE MEMBERSHIPS**

Committee members shall be nominated by the Council Chairperson and approved by the Faculty Council. Term of appointment for members shall be one (1) year. No committee member may serve more than three (3) consecutive appointments. To assist in identifying individuals for nomination, a list of faculty and their committee service preferences shall be developed annually by the Council Chairperson. Each committee shall make monthly verbal or written reports of its activities to the regular meeting of the Faculty Council. The committee chairperson, or a designee, shall serve as liaison to the Council for the purpose of reporting activities and carrying concerns and charges back to the committee.

**Section 4. COMMITTEE CHAIRPERSONS**

The chairperson for each committee will be selected jointly by the Faculty Council Chairperson and the Dean. Department Chairs and Associate Deans may serve as chairs of standing committees or subcommittees. The term of appointment will be for two (2) years. No committee chairperson may serve more than two (2) consecutive appointments. The ratification of this revision in the by-laws was voted after the May 29, 2013 meeting with Interim President Epps. [Yea-42 and Nay-0 with 12-abstentions].

**Section 5. CONTINGENCIES**

New standing or ad hoc committees created by the Faculty Council will be governed by the same membership principles and requirements and appointment-making power, monitoring and policy-making sanctions as apply to all current academic and advisory committees of the Faculty Council.

**ARTICLE V. REPRESENTATION OF NON-ACADEMIC COMMITTEES OF THE SCHOOL OF MEDICINE**

**Section 1. REPRESENTATION**

The Faculty Council shall elect one (1) representative to each pertinent non-academic committee of the School of Medicine. These committees presently include but shall not be limited to: the Executive Committee, the Decinal Committee, and the Budget Committee. Faculty Council representative to these school administrative committees may not hold another voting position on that same committee (i.e., a representative may not represent two (2) different groups). Exceptions to this shall be any committee whose appointments are mandated by statute. One (1) member of these mandated committees shall be designated by the Faculty Council Chairperson as a Faculty Council representative.

**Section 2. REPORTING RESPONSIBILITIES**

The Faculty Council representative shall monitor committee activities and make monthly verbal or written reports to the Faculty Council on the actions and policies of each non-academic committee. The selected representatives shall not exercise approval rights or approval responsibilities on the committees' decisions.

**ARTICLE VI. TRANSACTION OF BUSINESS AND PARLIAMENTARY AUTHORITY**

**Section 1. AGENDA**

The Faculty Council shall receive written and/or oral suggestions for agenda items from any School of Medicine faculty member.

**Section 2. PARLIAMENTARY AUTHORITY**

Parliamentary authority for this body shall be the latest edition of Robert's Rules of Order.

**Section 3. AD HOC COMMITTEE FORMATION**

The Faculty Council shall have the authority to form committees within the Council.

**Section 4. OPEN FACULTY PARTICIPATION**

The Faculty Council or any committee at its discretion shall be privileged to give the floor to anyone with information concerning a matter under consideration.

**Section 5. MAJORITY DECISION**

After full discussion and free debate, decisions shall be by majority vote of the members in attendance.

**Section 6. DECISIONS REQUIRING FULL FACULTY VOTE**

The following Faculty Council deliberations and recommendations must be forwarded to open SOM faculty meetings for approval:

- a. academic policies and procedures;
- b. curriculum changes;
- c. amendments to the Council By-Laws; and
- d. other issues affecting faculty life at large as deemed necessary.

**ARTICLE VII. FUNCTION**

**Section 1. ACADEMIC AND ADVISORY AUTHORITIES**

The Faculty Council shall act as the representative decision-making body for the School of Medicine faculty on issues relating to academic policy. It shall also provide input into the development of policies which impact faculty welfare and the academic climate of the School.

**Section 2. REQUIREMENT FOR SUBMITTING ACADEMIC ISSUES TO THE FACULTY COUNCIL**

Recommendations and requests for review of existing and proposed academic policies shall be submitted to the Faculty Council before final submission to the Dean.

**Section 3. PROTOCOL FOR CONSIDERING POLICY ISSUES**

Faculty issues demanding review or formulation of a policy statement may be referred to any Faculty Council member for placement on its agenda. When necessary, the issue(s) will be referred to the appropriate Faculty Council Committee for deliberation and a report of its recommendation shall be submitted to the Faculty Council. Reports of actions taken will be forwarded to the Dean.

**Section 4. DEVELOPMENT OF NEW BY-LAWS**

The Faculty Council of the School of Medicine is empowered to promulgate such By-Laws as may be deemed necessary and proper for implementing the above functions. Where the By-Laws of the Faculty Council conflict with the By-Laws of the Faculty Senate, the latter will take precedent.

**Section 5. REFERENDA**

Referenda may be initiated within ten (10) working days of the reported action of the Faculty Council. If the referendum involves the entire faculty, voting on the issue will be by secret ballot as described.

**Section 6. REPRESENTATIVE REPORTING REQUIREMENTS**

Representatives from the departments to the Faculty Council are charged to represent their Department's position on all matters and report pertinent information back to their Department. Faculty Council representatives to the Faculty Senate are charged to report the activities of this body to the Faculty Council and their departments, respectively.

**ARTICLE VIII. SCHOOL OF MEDICINE BUDGET LINE ITEM REQUIREMENTS**

**Section 1. CHAIRPERSON'S RELEASE TIME**

The Chairperson of the Faculty Council shall be given a minimum of one-quarter release time by his or her Dean and Department Chairperson in order to fulfill his or her Faculty Council responsibilities. The amount of release time granted shall be reviewed every two

(2) years. This review will take place no later than three (3) months prior to the start of the new term of the Faculty Council Chairperson.

**Section 2. SUPPLIES, SECRETARIAL SUPPORT, AND OFFICE SPACE**

The budget of the Dean shall provide funding for operating supplies and an Administrative Assistant to the Faculty Council. The Administrative Assistant shall report to the Faculty Council Chairperson. A job description shall be provided to the person holding this position. Office space shall be provided to the Faculty Council Chairperson.

**ARTICLE IX. RATIFICATION AND AMENDMENTS OF THE BY-LAWS**

The By-Laws must be ratified by a two-thirds majority of the faculty present at a meeting called expressly for the purpose of ratifying the document. The Faculty Council will consider, assemble and forward to the (body of the) faculty with its recommendations, proposed changes in the By-Laws. Faculty will be notified in writing a minimum of 14 (fourteen) days before the scheduled meeting. Alterations/amendments to the By-Laws require approval by:

a two-thirds majority vote of the faculty attending the general faculty meeting, OR the faculty with a quorum consisting of one-third plus one ( $1/3 + 1$ ) of the total SOM Faculty membership.

In addition, the By-Laws may be amended by vote of a two-thirds majority of the full and part-time regular faculty provided that such changes shall have been proposed by written notice sent to each faculty member at least ten (10) working days previous to a regular or call meeting of the faculty, at which full discussion of the item will have occurred. For a period of 10 (ten) working days following this meeting, written ballots will be collected in the Dean's office indicating the vote of faculty members. The faculty member will sign by his/her name when s/he turns in the ballot. Ballots will be counted at the next Faculty Council meeting. Changes in the By-Laws shall not be in effect until they have been announced by the Faculty Council.

Faculty can propose amendments to the By-Laws if ten (10) faculty members sign a petition accompanying the amendment. The amendment will be distributed to the faculty and must be voted on by secret ballot procedures within two (2) weeks of receipt of the proposed amendment by the Chairperson of the Faculty Council. The secret written ballots indicating the vote of faculty members will be collected in the Dean's office. The faculty member will sign by his/her name when s/he turns in the ballot. Ballots will be counted at the next Faculty Council meeting. The amendment will be passed if two-thirds majority of the faculty vote and a majority of that number favor the amendment. Changes in the By-Laws shall not be in effect until they have been announced by the Faculty Council.