

**BYLAWS OF THE MEDICAL FACULTY  
THE UNIVERSITY OF KANSAS  
SCHOOL OF MEDICINE**

**Article I. Preamble**

The educational, service and scholarly missions of the University of Kansas School of Medicine are accomplished through the cooperative and interdependent activities of the faculty and the administration. The success of this partnership hinges directly upon open communications between all participants since the free exchange of knowledge, experience, hopes, history and plans form the matrix upon which effective governance is based.

The purpose of these bylaws is to provide the framework by which the Medical Faculty governs itself and participates in the development and implementation of policies and procedures related to the missions of the University of Kansas School of Medicine. These bylaws describe the organizational structure of the Medical Faculty and the relationships between the Medical Faculty and the University Administration.

Faculty governance is accomplished through an organizational structure that has an elected Faculty Council empowered to conduct the business of the Medical Faculty in all matters not expressly reserved for the Medical Faculty and an Executive Committee that addresses matters when the Faculty Council is not in session. The Faculty Council is representative of all constituencies within the School and its membership is elected by those constituencies along with *ex officio* membership from the Deans' Offices. The Executive Dean receives recommendations through this structure and represents the faculty in administrative matters. This governance structure provides for the orderly flow of information and concerns within the School and enables the conduct of business in a timely manner. General operating procedures for faculty governance committees and councils are appended (Appendix A).

Those activities of the Executive Vice Chancellor, the Executive Dean, the Executive Committee and of the Faculty Council which are appropriately within the sphere of interest and concern of the Medical Faculty are to be transmitted to the Medical Faculty in a timely fashion.

**Article II. Medical Faculty**

**1 Membership**

1.1 **Voting.** All individuals who have a faculty appointment of 50 percent time or more and who participate in academic programs of the School of Medicine are eligible to vote.

1.2 **Non-voting.** Other individuals who have faculty appointments in the School of Medicine of less than 50 percent time are encouraged to participate in meetings of the Medical Faculty but may not vote or serve as appointed or elected committee members.

1.3 **Faculty Listing.** A listing of all voting and non-voting members of the Medical Faculty will be kept by the Office of the Executive Dean. This listing shall be provided to the Executive Committee each year by September 1.

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- 1.4 **Officers.** The Chairperson of the Medical Faculty Executive Committee shall be the Executive Dean of the School of Medicine, who will preside at meetings of the Medical Faculty. The Vice Chairperson of the Executive Committee, who shall also be the Chairperson of the Faculty Council, shall preside at meetings of the Executive Committee in the absence of the Executive Dean
- 2 **Duties.** The responsibilities of the Medical Faculty carried out through appropriate governance structures include but are not limited to the following:
- 2.1 to be the approving body for all changes in the Medical Faculty Bylaws;
  - 2.2 to elect four delegates-at-large to the Faculty Council who shall also be members of the Executive Committee;
  - 2.3 to elect all members to the Standing Committees of the Faculty Council except those specified to be appointed by the Executive Dean or Dean of the Wichita campus,
  - 2.4 to establish criteria for promotion and/or tenure in accordance with the Handbook for Faculty and Other Unclassified Staff;
  - 2.5 to establish the general goals of the educational policies of the School of Medicine relative to admission, curricular requirements, promotions, graduation and other educational activities;
  - 2.6 to make recommendations to the Executive Dean regarding policies for allocation of School of Medicine resources; and
  - 2.7 to make recommendations to the Executive Dean about the impact on educational programs of changes in the conduct of clinical practice and scientific research in facilities used by the School.
- 3 **Meetings.** The Medical Faculty is in session during the Annual Meeting, Special Meetings, and Emergency Meetings.
- 3.1 **Annual Meeting.** The Medical Faculty will meet annually in September to hear the reports of standing committees and of the Executive Dean. Notice of the time and place of the annual meeting will be sent to all faculty members at least one month prior to the date of the meeting, with such notice including the agenda for the meeting.
  - 3.2 **Special Meetings.** Special meetings of the Medical Faculty may be called by the Executive Committee, or Faculty Council, or the Executive Dean, or the Executive Vice Chancellor, or by a signed petition of 20 voting members of the Medical Faculty. Notice of the time and place of special meetings will be sent to all faculty members at least one week prior to the date of the meeting, with such notice including an explanatory agenda for the meeting.
  - 3.3 **Emergency Meetings.** When the Executive Committee deems that an emergency meeting of the Medical Faculty is indicated, it may be called with prior notice of two working days. Notice of such a meeting will be distributed to faculty members through each Department Chairperson. Business transacted must be limited to the reason the meeting was called.

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3.4 It shall be the duty of the Executive Dean of the School of Medicine to prepare the agenda for faculty meetings in consultation with the Executive Committee and other concerned faculty members.

3.5 Twenty percent of the voting Medical Faculty (members with appointments of 50percent time or more) shall constitute a quorum to conduct business.

### **4 Faculty Concerns/Grievances**

4.1 Any faculty member can request that his/her complaint or grievance be heard and, if possible, resolved by the Executive Dean of the School of Medicine. In so doing, the faculty member shall not have relinquished the right to utilize an appropriate Grievance Procedure described in the Handbook for Faculty and Other Unclassified Staff.

## **Article III. Departments**

The academic departments are the basic organizational units of the School of Medicine. Establishment and naming of academic departments is subject to the Board of Regents policy. A list of departments is included as Appendix B.

### **1 Membership**

1.1 All faculty appointments are in a department. A faculty member may be appointed in more than one department, but only one department can be designated as the primary department.

1.2 Each department has a Chairperson who is appointed by the Executive Dean following the advice of representatives of the faculty and approval of the Executive Vice Chancellor and Chancellor. With respect to departmental duties and responsibilities, the Chairperson shall represent his/her faculty to the Executive Dean.

### **2 Duties**

2.1 The Chairperson, with the advice of the department faculty, shall be responsible for recommending appointments within the department, in accordance with the operating procedures of the Promotion and Tenure Committee and the Handbook for Faculty and Other Unclassified Staff.

Each year, adhering to a schedule established by the Executive Dean, the Chairperson shall be responsible for reviewing the qualifications and performance of all members of the department's faculty in accordance with the policies of the School of Medicine.

2.2 Departments shall be responsible for developing policies related to their educational functions and for executing educational programs in accordance with the overall curriculum of the School. The departments shall be engaged in research and service to the academic community and the public. In each of these endeavors, the Chairperson shall be responsible for stimulating and supporting faculty efforts with whatever resources are available.

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2.3 The Chairperson will provide each faculty member having a faculty appointment of 50 percent time or more a written evaluation each year. This review is to be done in accordance with applicable provisions in the Handbook for Faculty and Other Unclassified Staff and policies of the School of Medicine.

2.4 The Department Chairperson shall prepare an annual report summarizing departmental activities and forward it to the Executive Dean.

2.5 Each department shall participate in a formal review under the auspices of the Executive Dean and as specified by the Handbook for Faculty and Other Unclassified Staff at least every five years. This review shall include the performance of the department and of the Chairperson.

### **3. Meetings**

3.1 Each department shall have regularly scheduled meetings with a prepared agenda. The purpose of these meetings shall be to formulate policies and procedures of the department, assure departmental participation in the operations of the School of Medicine and assure communications between faculty and the departmental Chairperson.

## **Article IV. Faculty Council**

### **1 Membership**

1.1 One delegate elected by and from each department on the Kansas City and Wichita Campuses that has full-time faculty, plus one additional delegate from each department having full time faculty of more than 20, plus one additional delegate for each department having full time faculty of 40 to 60, plus one additional delegate from each department having more than 60 full time faculty. The term of office shall be three years. A delegate may serve no more than two consecutive terms. A delegate must be a member of the voting faculty.

1.2 The elected Chairperson of each of the following standing committees:

- Academic Committee
- Education Council
- Elections Committee
- Promotion and Tenure Committees (both Kansas City and Wichita)
- Research Committee

1.3 Student membership shall be one student in the first and one student in the second year, one student in the third or fourth years in Kansas City, and one student in Wichita. One of the latter two students shall be from the third year and the other from the fourth year. These delegates shall be

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elected by the medical student body for a term of one year with a maximum of two consecutive years.

1.4 Four delegates from the Medical Faculty to be elected at-large, with two from basic science departments and two from clinical departments. One of the delegates shall be from the Wichita Campus. These four delegates shall also be members of the Executive Committee. If one of these at-large delegates is elected as Chair of the Faculty Council, and hence in that capacity automatically serves on the Executive Committee, then the Faculty Council will meet and select a replacement to fill the fourth at-large vacancy on the Executive Committee.

1.5 Three departmental chairpersons (one basic science and two clinical) from the Kansas City Campus and one chairperson from the Wichita Campus shall be elected for three-year terms by their respective organization of chairpersons. The Kansas City Chairpersons will serve staggered terms. These Chairpersons shall also be members of the Executive Committee.

1.6 Election of delegates from the faculty, department chairs and students will be conducted by those respective groups. Elections shall be held by May 15 with results reported to the Executive Dean and Chair of the Faculty Council by June 15. All terms of delegates shall begin on September 1.

1.7 The Executive Dean and the Dean, Wichita campus will serve as *ex officio* voting members of the Faculty Council.

**Duties.** The responsibilities of the Faculty Council include but are not limited to the following:

2.1 to call special meetings of the Medical Faculty;

2.2 to receive and consider any matters presented to it by any member of the Faculty Council, the Executive Committee, or the Executive Dean of the School of Medicine;

2.3 to forward recommendations to the Faculty and/or the Executive Committee;

2.4 to conduct the business of the Medical Faculty when the Medical Faculty is not in session;

2.5 to receive reports of the Standing Committees via the Executive Committee and to review the actions taken;

2.6 to propose, review, recommend and/or approve actions relative to major academic programs of the School of Medicine; including

2.6.1 the review of recommendations from the Education Council relative to the details of revision in the curriculum and its organization that is consistent with, and necessary to attain, the overall educational goals established and approved by the Medical Faculty;

2.6.2 the review and approval of recommendations from the Academic Committee that require changes to prerequisite requirements or significant changes to admissions policy;

2.6.3 deciding which recommendations from the Academic Committee shall go to the

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Medical Faculty for approval;

2.7 to recommend formation or discontinuation of School of Medicine programs to the Executive Committee in accordance with the Handbook for Faculty and Other Unclassified Staff;

2.8 to formulate changes of the Bylaws of the School of Medicine and to bring these to the Medical Faculty for consideration and action.

### **3 Meetings**

3.1 The Faculty Council will meet at least quarterly, with the dates established at the September meeting.

3.2 Special meetings of the Faculty Council may be called upon the written request of 10 Council members or upon the request of either the Chairperson of the Faculty Council, the Executive Dean, the Executive Committee, or a petition signed by 20 members of the Medical Faculty.

3.3 The Chairperson of the Faculty Council shall prepare the agenda for meetings of the Faculty Council.

3.4 A majority of the Faculty Council voting membership (i.e., fifty percent plus one member) shall constitute a quorum to conduct business. There will be no alternate representation. A member with unexcused absences from 50% or more of the meetings in a one-year period shall be replaced. To qualify as an excused absence members must notify the Chair of the Faculty Council in advance of scheduled meetings.

3.5 Minutes of the Faculty Council meetings will be distributed to all Medical Faculty members.

3.6 The Chairperson shall represent the Faculty Council on the Steering Committee of the Faculty Assembly.

## **4 Standing Committees**

### **4.1 Academic Committee**

4.1.1 **Faculty Membership.** The faculty membership of the Academic Committee shall be constituted from members of the subcommittees, consisting of 14 elected members and three appointed members. Of the elected members, six will be elected from the basic science departments, six from the Kansas City clinical departments, and two from the Wichita Campus. The appointed members will be full voting members and include one each from the basic science and clinical departments in Kansas City, who will be appointed by the Executive Dean, and one from the Wichita campus, who will be appointed by the Dean of the Wichita campus. The Assistant Dean for Admissions and Student Recruitment, Associate Dean for Student Affairs, and Associate Dean for Cultural Enhancement and Diversity, shall serve as *ex officio*

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non-voting members. No more than three voting faculty members from any single department may serve on the Academic Committee simultaneously.

4.1.1.1 **Appointed faculty membership.** The three appointed members shall begin their appointment in 2000 with the first appointments serving for one, two and three years. Thereafter, they will serve staggered three-year terms, commencing on September 1. For 2000 the Dean of the Wichita campus will make the three-year appointment.

4.1.1.2 **Term.** Both the elected and the appointed faculty members shall serve a three-year term on the Academic Committee.

4.1.2 **Student Membership.** Four medical students shall be elected, one from each year. One shall be from the Wichita Campus, and three from the Kansas City Campus. Two students shall be assigned by the Chairperson of the Academic Committee to serve as members of each of the two subcommittees. Students serving on these subcommittees may vote on matters concerning policy but not matters concerning specific individuals.

### 4.1.3 **Duties.**

4.1.3.1 In matters related to individual students, the Committee shall make recommendations directly to the Executive Dean.

4.1.3.2 Recommendations that require changes to prerequisite requirements or significant changes to admissions policy shall be made to the Faculty Council for their review and approval or recommendation to the Medical Faculty, and those related to procedures shall be made to the Executive Committee, who in turn will relay recommendations appropriately.

4.1.4 **Meetings.** The Committee shall meet on a regular basis with a schedule established at a meeting in September. Additional meetings will be held as needed.

### 4.1.5 **Subcommittees**

#### 4.1.5.1 **Admissions Subcommittee**

4.1.5.1.1 **Membership.** The Subcommittee shall consist of six elected faculty members, three appointed faculty members and two student members. Of the elected members, two faculty members and one student member are to be elected from the Wichita Campus. The Assistant Dean for Admissions and Student Recruitment, and the Associate Dean for Cultural Enhancement and Diversity are *ex officio* non-voting members.

4.1.5.1.2 **Duties.** The Admissions Subcommittee:

4.1.5.1.2.1 shall appoint Medical Faculty members to the Selection Panel to assist in selection of medical students for admissions. Faculty members from any one department cannot comprise more than twenty-five percent of the panel;

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4.1.5.1.2.1 shall recommend students to the Academic Committee for admission to School of Medicine; and

4.1.5.1.2.2 shall propose to the Academic Committee changes in criteria and processes for admission to the School of Medicine.

4.1.5.1.3 **Meetings.** The Committee shall meet on an as needed basis.

**4.1.5.2 Student Promotions and Special Programs Subcommittee**

4.1.5.2.1 **Membership.** The Subcommittee shall consist of eight elected faculty members, two medical students, the Associate Dean for Student Affairs and the Associate Dean for Cultural Enhancement. The latter two persons shall serve as *ex officio* non-voting members.

4.1.5.2.2 **Duties.** The Subcommittee:

4.1.5.2.2.1 shall review the grades of all medical students at the completion of each teaching unit, with special attention to students receiving any grade less than satisfactory;

4.1.5.2.2.2 shall review the academic record of any student having academic difficulties as evidenced by failure of a course, any grade less than satisfactory, or for any other academic considerations. Shall consult with departments regarding grading and evaluation methods applied to individual students being reviewed, and possible remediation. This review may result in a written recommendation for probation, suspension or dismissal that shall be reviewed by the Academic Committee. Appropriate recommendations shall be forwarded to the Executive Dean;

4.1.5.2.2.3 shall recommend to the Academic Committee those students who have satisfactorily completed the first two years of the Curriculum for promotion to the second two years;

4.1.5.2.2.4 shall recommend to the Executive Dean, through the Academic Committee, the list of students proposed for graduation.

4.1.5.2.2.5 shall review and make recommendations concerning student special program requests and define the standards for satisfactory completion of Special Programs. These recommendations will go to the Academic Committee for approval.

4.1.5.2.3 **Meetings.** The Subcommittee shall meet on an as needed basis.

**4.2 Education Council**

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4.2.1 **Membership:** The Education Council shall consist of 13 voting members: nine faculty members, three student members, and the Vice Dean, School of Medicine. In addition, the Associate Dean for Student Affairs (Kansas City Campus), the Associate Dean for Student and Academic Affairs (Wichita Campus) and the Associate Dean for Medical Education will serve on the Education Council in an ex officio, nonvoting capacity. Five faculty members will be appointed by the Dean from a slate of candidates recommended by the Faculty Council. Of the five faculty members, three will be selected from the Kansas City campus, two from the Wichita campus. Two faculty members will be elected from and by the Phase I Curriculum Oversight Committee. Two faculty members will be elected from and by the Phase II Curriculum Oversight Committee. One student member will be selected from and by the year Phase I (year 1-2) students on the Kansas City campus; one student member will be selected from and by the Phase II (year 3-4) clinical students on the Kansas City campus; and one student member will be selected from and by the Phase II (year 3-4) clinical students on the Wichita campus. One of the nine faculty members shall serve as the Chair of the Education Council, as elected by the voting members of the Education Council.

4.2.1.1 **Terms of membership.** Faculty members appointed by the Dean shall serve three-year terms. Faculty members elected from the Curriculum Oversight Committees shall serve one-year terms. Student members shall serve one-year terms. The Chair of the Education Council shall serve a one-year term. There is no limit on the number of consecutive terms that may be served.

4.2.2 **Duties:** The Education Council

4.2.2.1 shall be responsible for the regular and timely review of the curriculum of the School of Medicine, including its implementation and evaluation;

4.2.2.2 shall make recommendations to the Dean on modifications to the overall goals of the content and organization of the required curriculum and of other requirements for graduation;;

4.2.2.2.1 shall make recommendations to the Dean for the implementation of any detailed changes in curriculum and/or its organization consistent with, and necessary to attain, the overall educational policy goals and competencies established and approved by the Medical Faculty.

4.2.2.2.2 shall encourage and foster innovation in the curriculum, taking advantage of the unique characteristics of the two Campuses;

4.2.2.2.3 shall review the results of outcome measures on a continuing basis and make recommendations for improvements based on those measures.

4.2.3 **Meetings.** The Education Council shall meet at least twice a year in the Spring and Fall and on a regular basis to deal with ongoing matters.

4.2.4 **Phase I Curriculum Oversight Committee** shall be one of two standing committees of the Education Council

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4.2.4.1 **Membership.** The Phase I Curriculum Oversight Committee shall consist of the following voting members: the course director for each course in Phase I; the student on the Education Council selected to represent the year 1-2 students on the Kansas City campus; and one additional student selected from and by year 1-2 students on the Kansas City campus. The Chairperson of the Phase I Curriculum Oversight Committee shall be a faculty member elected by voting committee members. The Deans from each campus (or their designees) shall serve as ex-officio, non-voting members.

4.2.4.2 **Duties:** The Phase I Oversight Committee shall be responsible for:

4.2.4.2.1 the regular and timely review of first and second year required and elective courses, using processes developed by the Education Council;

4.2.4.2.2 organization of the first and second year academic calendars;

4.2.4.2.3 consideration of issues related to the delivery of education, including issues involving more than one course; and

4.2.4.2.4 addressing other first or second year curriculum issues raised by the Education Council

4.2.4.3 **Meetings:** The Phase I Curriculum Oversight Committee shall meet on a regular basis with a schedule established at the start of the academic year.

4.2.4.4 **Reporting:** The Phase I Curriculum Oversight Committee shall report its results and recommendations to the Education Council.

**4.2.5 Phase II Curriculum Oversight Committee** shall be one of two standing committees of the Education Council

4.2.5.1 **Membership.** The Phase II Curriculum Oversight Committee shall consist of the following voting members: the clerkship directors from each campus for each required clerkship in Phase II; the two students on the Education Council selected to represent the year 3-4 students on the Kansas City and Wichita campuses; one additional student selected from and by year 3-4 students on the Kansas City campus; and one additional student selected from and by year 3-4 students on the Wichita campus. The Chairperson of the Phase II Curriculum Oversight Committee shall be a faculty member elected by voting committee members. The Deans from each campus (or their designees) shall serve as ex officio, non-voting members.

4.2.5.2 **Duties:** The Phase II Curriculum Oversight Committee shall be responsible for:

4.2.5.2.1 the regular and timely review of required and elective clerkships and courses, using processes developed by the Education Council;

4.2.5.2.2 organization of the clerkship schedule;

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4.2.5.2.3 consideration of issues related to the delivery of education, including issues involving more than one course;

4.2.5.2.4 addressing issues related to the comparability of clerkships across the two campuses;

4.2.5.2.5 addressing other third or fourth year curriculum issues raised by the Education Council

4.2.5.3 **Meetings:** The Phase II Curriculum Oversight Committee shall meet on a regular basis with a schedule established at the start of the academic year.

4.2.5.4 **Reporting:** The Phase II Curriculum Oversight Committee shall report its results and recommendations to the Education Council.

### 4.3 Elections Committee

4.3.1 **Membership.** The Elections Committee shall be composed of three faculty members from the clinical departments and three from the basic science departments on the Kansas City campus, and three faculty members from the Wichita campus. All members shall be elected by the Medical Faculty.

4.3.1.1 Term of membership shall be three years. Three of the nine Committee members shall be elected annually, of whom one must be from Wichita and one from the clinical sciences and one from the basic sciences in Kansas City. Members shall not serve consecutive terms.

4.3.2 **Duties.** The Elections Committee

4.3.2.1 shall send a Call For Nominations to the voting members of the Medical Faculty in order to fill the membership vacancies on the Standing Committees and the at-large positions on the Faculty Council. Self-nomination is encouraged and a provision shall be made for this on the Nomination Form;

4.3.2.2 shall prepare a roster of candidates for the Mail Election Ballot from the nominees submitted by the faculty. The criteria for selection of nominees shall be drafted by the Elections Committee with final approval by the Executive Committee. A nominee shall not become a candidate on the Ballot without his/her consent. There shall be at least two candidates for any one position on the Ballot and space shall be provided for a write-in candidate for each position;

4.3.2.3 shall process the ballots, and mail a report of the results of the election to the Medical Faculty. A plurality vote shall elect a candidate(s) to a position. If a tie vote occurs, the Elections Committee shall cast the deciding vote.

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4.3.2.4 shall maintain a Faculty Council roster; listing delegates from departments and faculty-at-large, students, departmental chairs, chairs of standing committees.

4.3.2.5 shall obtain, in March, from Faculty Affairs and Institutional Research a current faculty roster, enumerate the full-time faculty in each department, hence compute the number of delegates each department may have (see IV.1.1) and notify departments accordingly.

4.3.3 **Meetings.** The Committee shall meet in September, with additional meetings as needed during the year.

4.3.4 **Election schedule.** Elections shall be held by May 15 with results reported to the Executive Committee and Medical Faculty by June 15. Terms of office shall begin on September 1.

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4.4 **School of Medicine Promotion and Tenure Committee**

4.4.1 **Membership.** The School of Medicine Promotion and Tenure Committee shall consist of 15 professors of the Medical Faculty. Membership on the Committee will be composed of six professors from the Wichita Campus, four basic science tenured Professors, four clinical science tenured professors and one at-large tenured professor from the Kansas City Campus. All members of the Promotion and Tenure Committee are also members of their respective campus Promotion and Tenure Committee. A Chairperson shall be elected by the members of this Committee who will also be the Chairperson of his/her campus committee.

4.4.2 **Duties.** The Promotion and Tenure Committee

4.4.2.1 shall review and make recommendations regarding those individuals nominated for promotion and/or tenure on each Campus;

4.4.2.2 shall make recommendations regarding uniform policies and procedures to be used to evaluate individuals nominated for promotion and/or tenure on each Campus and shall forward these recommendations via the Deans of each Campus for comment, and then to the Executive Committee for action;

4.4.2.3 shall provide an annual summary report of its activities to the Executive Committee.

4.4.2.4 Each Campus Committee shall determine operational procedures to be followed on their respective campuses regarding the review of:

4.4.2.4.1 faculty members proposed for promotion and/or tenure;

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4.4.2.4.2 tenure for newly appointed faculty at any rank;

4.4.2.4.3 new faculty proposed for appointment at the rank of Associate Professor or above; and

4.4.2.4.4 other faculty appointments as requested by the Executive Dean or Dean, Wichita campus.

4.4.3 **Meetings.** The Committee shall hold at least two combined meetings each year, one prior to the Promotion and Tenure review period and one after preliminary campus action. The committee will be in executive session (Article VIII) at the second meeting because its purpose is to review the recommendations of the campus committees concerning individual candidates and to make final recommendations to the respective Deans. Each Dean will act on the recommendations from his/her campus. The Committee will meet at other times as needed.

**4.4.4 Kansas City Campus Promotion and Tenure Committee**

4.4.4.1 **Membership.** The Committee shall consist of nine tenured professors of the Medical Faculty, six of whom shall be elected by the Medical Faculty and three appointed by the Executive Dean of the School of Medicine. Departmental chairpersons are not eligible for membership of this Committee. The membership of the Committee shall consist of four faculty members from the basic science departments, four faculty members from the clinical departments and one member-at-large. Faculty members from clinical departments will be members of the faculty practice groups.

4.4.4.1.1 **Term of Membership.** Faculty members shall serve for three years and shall not serve consecutive terms. Two elected and one appointed faculty member will be elected and appointed respectively each year. Slates of candidates shall be chosen and elected, and the appointments made by the Executive Dean after each election, so that no more than one member from a department serves on this committee at any given time. The committee members shall annually elect a Chairperson who is a voting member of the Committee.

**4.4.5 Wichita Campus Promotion and Tenure Committee**

4.4.5.1 **Membership.** The Committee shall consist of six professors of the Medical Faculty on the Wichita Campus. All professors shall be eligible for membership. The Wichita faculty will elect three committee members and the Dean of the Wichita campus will appoint three.

4.4.5.1.1 **Term of Membership.** The term shall be three years with members eligible to serve consecutive terms. Terms shall be staggered to ensure orderly rotation of members. The Committee shall annually elect one member to serve as Chairperson. The Chairperson shall be a voting member of the committee.

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### 4.5 Research Committee

4.5.1 **Membership.** The Committee shall consist of nine members of the Medical Faculty, with five faculty members from the basic science departments and four faculty members from the clinical science departments, at least one of whom shall be from Wichita. No more than two members may be from any single department. Each member shall have held an extramural research grant within three years preceding the time of election. The Chairperson of the Research Committee shall represent the School of Medicine on the Research Committee of the Faculty Assembly. The Senior Associate Dean for Research and Graduate Studies in the School of Medicine shall serve as a non-voting, ex officio member of the committee. There will be one medical student observer elected by the student body.

4.5.1.1 **Term of Membership.** Elected members will serve for a term of three years.

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4.5.2 **Duties.** For the School of Medicine, the Research Committee will:

4.5.2.1 facilitate communications concerning research-related issues between the faculty and the administration

4.5.2.2 provide advice on policies regarding research programs

4.5.2.3 collect data on space utilization and when requested provide advice on allocation of research space

4.5.2.4 perform peer review and provide advice on use of intramural research funds

4.5.2.5 assist in the planning and provide advice on implementation of programs to enhance the research environment

4.5.2.6 report its recommendations to the Executive Dean and/or the Executive Committee.

**Article V. Executive Committee**

**1 Membership**

1.1 The Executive Committee shall consist of the following individuals: the three department Chairpersons from the Kansas City Campus selected by the Chairpersons to serve on the Faculty Council, the department Chairperson from the Wichita Campus selected by the Chairpersons to serve on the Faculty Council; the Chairperson, and Vice-Chairperson, Chairperson-Elect, and Vice Chairperson-Elect of the Faculty Council; the Chairperson of the following Standing Committees: Education Council, Academic Committee, Promotion and Tenure Committees (Chairperson of each campus committee), Elections Committee, and Research Committee; the four delegates-at-large elected from and by the Medical Faculty to the Faculty Council. The Executive Dean and the Dean, Wichita campus shall be *ex officio* voting members.

1.1.1 **Term of Membership.** Department Chairpersons and delegates-at-large shall serve three-year terms with a maximum of two consecutive terms. Where there are two or more representatives for a group, terms will be staggered to provide for continuity.

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2 **Duties.** The major responsibility of the Executive Committee shall be to conduct the day-to-day business of the Medical Faculty. This function shall include but not be limited to the following:

2.1 to serve through the Executive Dean as liaison between the faculty and the administration of the Medical Center;

2.2 to be responsible for overseeing the implementation of recommendations of the Faculty Council;

2.3 to present recommendations of the Executive Committee to the Faculty Council for action;

2.4 to distribute minutes of the Executive Committee to the Faculty Council in a timely fashion;

2.5 to advise the Executive Dean on matters concerning the welfare and function of the School of Medicine;

2.6 to receive and consider reports of the Standing Committees;

2.7 to recommend to the Executive Dean names of faculty members and qualified individuals from outside the University who might serve on search committees or on ad hoc committees;

2.8 to participate in the selection of the Executive Dean in accordance with the Handbook for Faculty and Other Unclassified Staff;

2.9 to receive from the Executive Dean the report of the review of each academic department (including a summary of the recommendations and actions taken) which shall be done at least every five years; and

2.10 to call meetings of the Faculty Council.

3 **Meetings.**

3.1 Meetings of the Executive Committee shall be held at least monthly with the agenda for such meetings being prepared by the Executive Dean in consultation with the Faculty Council Chairperson. Additionally, items may be placed upon a meeting agenda upon the request of any three members of the Executive Committee.

3.2 Ten voting members of the Executive Committee shall constitute a quorum to conduct business.

**Article VI. Deans**

## **Contains proposed bylaws revisions: 10/27/00**

### **1 Executive Dean**

**1.1 Duties.** The Executive Dean shall be the academic leader and a member of the Medical Faculty and, by definition, the Chairperson of the Executive Committee. The Executive Dean's duties shall include but not be limited to the following:

1.1.1 receiving and allocating resources of the School of Medicine;

1.1.2 administering the business of the faculty;

1.1.3 facilitating the development, implementation, and evaluation of the curriculum and academic programs of the School of Medicine;

1.1.4 facilitating the development of strong research programs within the School of Medicine, utilizing the resources of the School and the advice of the Research Committee;

1.1.5 representing the positions of the Executive Committee of the faculty, the Faculty Council and the Medical Faculty to the appropriate level of administration, when the indications for such communications exist;

1.1.6 being accountable to the Executive Committee regarding those decisions made in the Office of the Executive Dean pertinent to the functions of the School of Medicine; communicating to the relevant faculty body all appropriate information which is pertinent to the missions and concerns of the faculty and the School of Medicine;

1.1.7 consulting with the Executive Committee relative to appointment of faculty members to membership on ad hoc committees.

### **2 Dean, Wichita Campus**

**2.1 Duties.** The Dean, Wichita Campus is the senior administrator for the Wichita Campus of the School of Medicine and is responsible to the Executive Dean. Duties shall include but not be limited to the following:

2.2 receiving and allocating resources of the School of Medicine Wichita Campus;

2.3 administering the business of the faculty on the Wichita Campus;

2.3.1 facilitating the development, implementation, and evaluation of the curriculum and academic programs of the Wichita Campus;

2.3.2 facilitating the development of strong research programs on the Wichita Campus, utilizing the resources of the School and the advice of the Research Committee; and

2.3.3 communicating to the faculty on the Wichita Campus all appropriate information that is pertinent to the missions and concerns of the faculty of the School of Medicine.

**Contains proposed bylaws revisions: 10/27/00**

**Article VII. Amending the Bylaws**

Proposed amendments to the Bylaws will be presented to the Medical Faculty at a general meeting. Notification of the time and place of this meeting, for the purpose of discussing the bylaw amendments, will be distributed to all voting faculty at least three weeks prior to the meeting date. The letter of notification will include a summary of the proposed changes. Voting on the proposed amendments will be accomplished by mail ballot with passage requiring a vote of 50% plus 1 of those eligible faculty members who participated in the vote.

Appendices and Operating Procedures may be amended with approval of the Executive Committee.

**Contains proposed bylaws revisions: 10/27/00**

**Article VIII. Parliamentary Authority**

The Parliamentary authority for the Medical Faculty, the Faculty Council, the Executive Committee and all other committees shall be Sturgis' Standard Code of Parliamentary Procedure, most recent edition, except where this authority is not consistent with the Rules and Regulations of the University of Kansas, the Board of Regents of the State of Kansas, or the State of Kansas.

All meetings of the faculty and its committees shall be open to the Medical Faculty and medical students except where otherwise specified in the Bylaws or when the Chairperson of the committee declares the meeting to be in Executive Session.

**Contains proposed bylaws revisions: 10/27/00**

**Appendix A: GENERAL OPERATING PROCEDURES**

1 Unless otherwise specified, terms of office shall be three years with terms staggered to provide for continuity of membership.

2 All Chairpersons, Chairpersons-Elect, Vice Chairpersons, and Vice-Chairpersons-Elect will serve one year terms or until successors are duly chosen. In respect to the Faculty Council and without further balloting Chairperson-Elect and Vice-Chairperson-Elect will succeed the Chairperson and Vice-Chairperson at the conclusion of their terms of office. At every annual election candidates for these officers will be current Faculty Council members or will have served on the Faculty Council within the previous five years.

3 Each standing committee or council shall choose from its membership a Chairperson and a Vice Chairperson who shall serve as voting members.

3.1 During a given year of faculty governance (September through the next August), a faculty member shall not be the Chairperson of more than one of the five primary standing committees that are represented on the Executive Committee.

3.2 If the Chairperson of any of the five primary standing committees/council (for example, committee/council X”) is elected to be the Chairperson or Vice-Chairperson of the Faculty Council and/or is an at-large member of the Faculty Council all in the same year, then the Vice-Chairperson of the committee/council X” shall serve as the Delegate from that standing committee/council to the Faculty Council and the Executive Committee during that year. In the event this Vice-Chairperson of committee/council X” happens to be the Chairperson of one of the other four standing committees, then committee/council X” will select a different one of their members to be their Delegate to the Faculty Council and Executive Committee during that year.

4 The Chairperson or Vice-Chairperson from the previous year shall call a meeting before the first day of September for election of a Chairperson and Vice-Chairperson of committees and councils.

4.1 Regarding the Faculty Council’s election process: A Nominating Committee composed of the out-going Chairperson and his/her selections of three council Delegates from clinical science departments, at least one of whom shall be from the Wichita Campus, plus two Delegates from basic science departments shall prepare a roster of candidates for this council’s next Chairperson-Elect and Vice-Chairperson-Elect and conduct a written ballot election by the voting members of that Council. Development of that roster shall include solicitation of nominees from members of the Council. For each of the two positions on the ballot, there should be at least two candidates, and spaces shall be provided for a write-in candidate, as well as for possible candidates nominated from the floor” at the time of the election meeting of the Council. The ballot shall not include any candidate without his/her consent. Notice of the time and location of the meeting to elect the Chairperson-Elect and Vice-Chairperson-Elect shall be sent to all Council members at least one week prior to the meeting date. A majority of the votes cast shall elect a candidate to a position.

**Contains proposed bylaws revisions: 10/27/00**

5 The Chairperson or Vice-Chairperson shall submit the minutes from each meeting to the Office of the Executive Dean for distribution to members of the Executive Committee. Recommendations involving individuals shall be submitted to the Executive Dean.

6 By October 1 each Committee or Council shall approve and submit to the Executive Committee the written procedures for its operating guidelines.

7 Unless otherwise specified, a simple majority of the members of each committee or council will be sufficient to conduct business.

8 The Chairperson of the Committee or Council shall keep a written record of the attendance of its members. Upon recommendation by the Committee Chairperson a member having more than two unexcused absences per year may be subject to replacement.

9 Vacancies that occur on the Committee or Council shall be filled by the Elections Committee or by departments as appropriate, except for the special condition noted in Article IV, Section 1.4.

10 All standing committees and councils shall submit an annual report to the Chairperson of the Faculty Council who will distribute it to the members of the Medical Faculty.

11 Except as expressly stated all council and committee members will have the right of voting on all matters of council and committee business.

**Contains proposed bylaws revisions: 10/27/00**

**Appendix B: List of Departments in the School of Medicine**

**KANSAS CITY CAMPUS:**

**Basic Science Departments**

Anatomy and Cell Biology  
Biochemistry and Molecular Biology  
Health Policy and Management\*\*  
Microbiology, Molecular Genetics and Immunology  
Molecular and Integrative Physiology  
Pathology and Laboratory Medicine  
Pharmacology, Toxicology and Therapeutics  
Preventive Medicine\*

**Clinical Science Departments: Required Clerkships**

Family Medicine  
Internal Medicine  
Obstetrics/Gynecology  
Neurology  
Pediatrics  
Psychiatry and Behavioral Sciences  
Surgery

**Elective Clerkships**

Anesthesiology  
History and Philosophy of Medicine  
Ophthalmology  
Otolaryngology  
Radiation Oncology  
Radiology  
Rehabilitation Medicine

**WICHITA CAMPUS:**

**Required Clerkships**

Family & Community Medicine  
Internal Medicine  
Obstetrics/Gynecology  
Pediatrics  
Preventive Medicine\*  
Psychiatry & Behavioral Sciences  
Surgery

**Elective Clerkships**

Anesthesiology  
Diagnostic Radiology  
Pathology

- The two departments of Preventive Medicine provide the required fourth-year Health of the Public Course
- Health Policy and Management does not provide a required course

**Contains proposed bylaws revisions: 10/27/00**

**Contains proposed bylaws revisions: 10/27/00**

**Appendix C: History of Amendments to the Bylaws**

**May 3, 1993**

1. *Article IV. 1.4. Membership, Faculty Council*  
! The 4 at-large members will also serve on the Executive Committee.
2. *Article IV. 4.1.1. Student Membership, Academic Committee*  
! Increase from three to four, such that both first-year and second-year medical student classes are represented.
3. *Article IV. 4.1.4.2.1. Membership, Special Programs Subcomm., Academic Committee*  
! Associate Dean for Minority Affairs, or the Dean's designee, assigned to this subcommittee.
4. *Article IV. 4.2.1. Membership, Education Council*  
! Increased medical student representation from three to four, such that both first-year and second-year student classes are represented.
5. *Article IV. 4.3.2.1. Duty of Election Committee*  
! Eliminate referent to at-large members on the Executive Committee.
6. *Article V. 1.1. Membership, Executive Committee*  
! Increase from three to four in the at-large membership from Faculty Council; if one of these at-large members becomes the Chair of the Faculty Council, then the Faculty Council will elect another at-large member.
7. *Appendix A. #9 Vacancies Filled*  
! Indicate the exception (as listed in amendment to Article V.1.1.) to the general procedure for filling vacancies through the Elections Committee.

**July 12, 1994**

1. *Article IV. 4.2.1.1. Education Council, Membership*  
! The term of membership on the Education Council will increase to three years and the terms for renewal will be staggered.
2. *Article V. 1.1. Executive Committee, Membership*  
! The Vice-Chairperson of the Faculty Council will be added to the membership of the Executive Committee.
3. *Appendix A. Executive Committee*  
! The rules for election of Chairs and Vice-Chairs of councils and standing committees will be changed to ensure that there will be a broad-based faculty representation on the Executive Committee.
4. *Appendix A. Faculty Council*

**Contains proposed bylaws revisions: 10/27/00**

! A nominating committee from within the Faculty Council will be established by the out-going Chairperson and will conduct the election of the next Chairperson and Vice-Chairperson of the Faculty Council. Nominations will be solicited from the Council and will also be accepted from the floor”.

5. *Article IV. 3.4. Faculty Council, Meetings*

! A majority rule’ of 50% plus one of the voting membership of the Faculty Council will constitute a quorum.

6. *Article II. 2.5.*

*Article IV. 2.6.*

*Article IV. 4.2.2.2. Faculty Council*

! General goals of the curriculum will be decided by vote of the Medical Faculty, while action for implementation of the detailed strategies to carry out those goals will be decided by vote of the Delegates of the Faculty Council.

7. *Article IV. 4.1.4.1.1.*

*Article IV. 4.1.1. Academic Committee, Admissions Subcommittee*

! The membership size of the Admissions Subcommittee of the Academic Committee will increase to six, thereby increasing the total size of the Academic Committee to fourteen.

**April, 1997**

(Bold face print indicates partial modifications of article).

1. *Article 4.1.4.1.1.*

*4.1.4 Subcommittees*

! shall propose to the Academic Committee changes in admission **criteria and processes** to the School of Medicine.

2. *Article 4.3.*

*4.3.1.1. Terms of membership*

! Terms of membership shall be three years.

3. *Article 4.4.*

*4.4 School of Medicine Promotion and Tenure Committee*

4.4.1 Membership. A Chairperson shall be elected by the members of this committee who will also be the Chairperson of his/her campus committee.

4. *Article 4.4.4.1. Membership.*

Faculty members from Clinical Departments will be members of the faculty practice group.

**Contains proposed bylaws revisions: 10/27/00**

5. *Article 4.4.4.1. Term of Membership.*

Slates of candidates shall be chosen and elected, and the appointments made by the Executive Dean after each election, so that no more than one member from a department is serving on this committee at any given time.

6. *Article 4.4.5.1. Membership.*

Three committee members will be elected by the Wichita faculty and three will be selected by the Dean.

7. *Article V. Executive Committee*

Membership: The Executive Committee shall consist of the following individuals: three department Chairpersons from the Kansas City Campus selected by the Chairpersons, one department Chairperson from the Wichita Campus selected by the Chairpersons; the Chairperson, Vice-Chairperson, **Chairperson-Elect, and Vice Chairperson-Elect** of the Faculty Council; the Chairperson of the following Standing Committees: Education Council, Academic Committee, Promotion and Tenure Committee (**Chairperson of each campus committee**), Elections Committee, and Research Committee; the four Members-at-Large elected from and by the Medical Faculty to the Faculty Council. The Executive Dean and the Dean, Wichita campus shall be *ex officio* **voting** members.

8. *Appendix A: General Operating Procedures (2)*

All Chairpersons, **Chairpersons-Elect**, Vice Chairpersons, and **Vice-Chairpersons-Elect** will serve one year terms or until successors are duly chosen. **In respect to the Faculty Council and without further balloting Chairperson-Elect and Vice-Chairperson-Elect will succeed the Chairperson and Vice-Chairperson at the conclusion of their terms of office. At every annual election candidates for these officers will be current Faculty Council members or will have served on the Faculty Council within the previous five years.**

9. *Article IV. Faculty Council*

Membership

The Executive Dean and the Wichita Dean will serve as *ex officio* **voting** members of the Faculty Council..

10. *Appendix B: Department*

**\*Preventive Medicine**

\*To be represented on Education Council as a Basic Science required course and not as an at-large member: **it is a single department but located on the two campuses.**