

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

**Article I. Preamble**

The educational, service and scholarly mission of the University of Kansas School of Medicine is 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.

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 in the School of Medicine are eligible to vote in faculty elections and serve as elected committee members.

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. However, they may not vote in faculty elections nor be elected to standing committees or the Faculty Council, but they may be appointed to certain standing committees. If, as a consequence of being elected Chairperson of a standing committee, they serve on the Faculty Council, they shall have voting privileges on the Faculty Council.

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

### 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 establish the general goals of the educational policies of the School of Medicine relative to student admission, curricular requirements, promotions, graduation and other educational activities;

2.2 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;

2.3 to make recommendations to the Executive Dean regarding policies for allocation of School of Medicine resources;

2.4 to establish criteria for promotion and/or tenure in accordance with the Handbook for Faculty and Other Unclassified Staff;

2.5 to elect four delegates-at-large to the Faculty Council who shall also be members of the Executive Committee;

2.6 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; and

2.7 to be the approving body for all changes in the Medical Faculty Bylaws.

- 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 receive 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, Faculty Council, the Executive Dean, 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.
  - 3.4 The Executive Dean of the School of Medicine shall prepare the agenda for faculty meetings in consultation with the Executive Committee and other concerned faculty members.
  - 3.5 The Executive Dean of the School of Medicine, or his/her designee, will preside at meetings of the Medical Faculty.
  - 3.6 Twenty percent of the voting Medical Faculty shall constitute a quorum.
- 4 **Faculty Concerns/Grievances.** 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. For purposes of faculty governance where departmental affiliation is specified, the faculty member's department will be that in which he/she has the primary appointment.
- 1.2 Each department has a Chairperson who is appointed, considering the advice of representatives of the faculty and in accordance with institutional policy. 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.
- 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.
- 2.3 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. The Chairperson will provide each faculty member having a faculty appointment of 50 percent time or more a written evaluation each year. Reviews shall be conducted 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.** 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 voting faculty, plus one additional delegate from each department having voting faculty of more than 20, plus one additional delegate for each department having voting faculty of 40 to 60, plus one additional delegate from each department having more than 60 voting 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 and Professionalism Committee, Education Council, Elections Committee, Promotion and Tenure Committees (both Kansas City and Wichita), Research Committee.
- 1.3 Student representatives to the Faculty Council will be non-voting members. There shall be two medical students in Phase I of the Medical Curriculum and two medical students in Phase II of the Medical Curriculum. One of the Phase II students shall be in Kansas City and the other shall be in Wichita. There shall be one graduate student from the Kansas City campus and one graduate student from the Wichita campus. Additional student representatives may be invited to participate by the Faculty Council. It shall be the responsibility of the appropriate student governing body to elect, select, or appoint at their discretion the required number of representatives. In doing so, the governing body will adhere to specific requirements as to type of student (medical, graduate, campus, year, etc.).
- 1.4 Four delegates from the voting Medical Faculty to be elected at-large, with two from basic science departments and two from clinical departments (see Appendix B). One of the delegates shall be from the Wichita Campus. The term of membership shall be three years, and delegates may serve a maximum of two consecutive terms. Where there are two or more representatives for a group, terms will be staggered to provide for continuity. These four delegates shall also be members of the Executive Committee. If one of these at-large delegates is elected as Chairperson of the Faculty Council or Chairperson of a faculty standing committee, and hence in that capacity automatically serves on the Executive Committee, then the Faculty Council will select a replacement to fill the at-large vacancy on the Executive Committee (see V.1.1).
- 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 a maximum of two consecutive 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 Selection of delegates from the faculty, department chairs and students will be conducted by those respective groups. Names of delegates shall be reported to the Executive Dean

and Chairperson of the Elections Committee by August 15 (see IV.4.3.3.6.). All terms of delegates shall begin on September 1 and end on August 31.

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

2. **Duties.** The Faculty Council shall conduct the business of the Medical Faculty, with responsibilities including but not limited to the following:

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

2.1.1 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, overall educational goals;

2.1.2 the review of recommendations from the Academic and Professionalism Committee that require changes to prerequisite requirements or significant changes to admissions policy; and determining which recommendations from the Academic and Professionalism Committee shall go to the Medical Faculty for approval;

2.1.3 to review and recommend discontinuation of School of Medicine programs to the Executive Committee in accordance with the Handbook for Faculty and Other Unclassified Staff.

2.2 To receive reports of the Standing Committees via the Executive Committee and to review the actions taken.

2.3 To forward recommendations to the Faculty and/or the Executive Committee.

2.4 To appoint eligible members of the faculty to fill what otherwise would have been elected seats on the standing committees and at-large positions on faculty council that are vacated during the year, and which cannot be filled by the Spring elections in a timely manner. These appointments will be for the remainder of the term of the replaced faculty member.

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

2.6 To call special meetings of the Medical Faculty (see II.3.2).

2.7 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.

### 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 voting members of the Medical Faculty.
- 3.3 The Chairperson of the Faculty Council in consultation with the Executive Dean shall prepare the agenda for meetings of the Faculty Council.
- 3.4 A majority (*i.e.*, greater than fifty percent) of the Faculty Council voting membership shall constitute a quorum, which is required to conduct a vote. 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 Chairperson 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 of the Faculty Council shall represent the Faculty Council on the Steering Committee of the Faculty Assembly.

### 4 Standing Committees

#### 4.0 General Operating Procedures for Committees

General operating procedures for faculty governance committees are provided in Appendix A and should be followed unless they are in conflict with specific instructions and requirements detailed in this Article.

All terms shall begin on September 1 and end on August 31.

If non-voting faculty members are appointed to a standing committee for a specific purpose, the appointment is considered a temporary appointment and the term is limited to the duration of the specific purpose or to one year, whichever is shorter.

For any standing committee that incorporates non-voting student representation, it shall be the responsibility of the appropriate student governing body to elect, select, or appoint at their discretion the required number of representatives. In doing so, the governing body will adhere to specific requirements as to type of student (medical, graduate, campus, year, etc.).

## 4.1 Academic and Professionalism Committee

4.1.1 **Faculty Membership.** The faculty membership of the Academic and Professionalism Committee shall be constituted from members of the Academic and Professionalism 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 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 Associate Dean for Admissions and Student Recruitment, Associate Dean for Student Affairs, Assistant Dean for Student Affairs, and Associate Dean for Cultural Enhancement and Diversity, shall serve as *ex officio* non-voting members. No more than three voting members from any single department may serve on the Academic and Professionalism Committee simultaneously. One of the 17 faculty members shall serve as the Chairperson of the Committee and another from this group of 17 shall serve as Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected by the voting members of the Committee (see Appendix A2 and A3).

Both the elected and the appointed faculty members shall serve a three-year term on the Academic and Professionalism Committee and may serve no more than two consecutive terms.

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. Students shall be assigned by the Chairperson of the Academic and Professionalism Committee to serve on the subcommittees, two students per subcommittee. Students serving on these subcommittees may vote on matters concerning policy but not on matters concerning specific individuals.

### 4.1.3 Duties

4.1.3.1 In matters, both academic and professional, related to individual students, the Academic and Professionalism 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 Academic and Professionalism 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. One of the nine faculty members shall serve as Chairperson of the Subcommittee, as elected by the voting members of the Subcommittee.

4.1.5.1.2 **Duties.** The Admissions Subcommittee shall:

4.1.5.1.2.1 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;

4.1.5.1.2.2 recommend students to the Academic and Professionalism Committee for admission to School of Medicine; and

4.1.5.1.2.3 propose to the Academic and Professionalism 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. One of the eight elected faculty members shall serve as the Chairperson of the Subcommittee, as elected by the voting members of the Subcommittee.

4.1.5.2.2 **Duties.** The Subcommittee shall:

- 4.1.5.2.2.1 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 review the academic record of any student having academic difficulties as evidenced by failure of a module, any grade less than satisfactory, or for any other academic considerations. Shall consider 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 and Professionalism Committee. Appropriate recommendations shall be forwarded to the Executive Dean;
- 4.1.5.2.2.3 recommend to the Academic and Professionalism Committee those students who have satisfactorily completed Phase I of the Curriculum for promotion to Phase II;
- 4.1.5.2.2.4 recommend to the Executive Dean, through the Academic and Professionalism Committee, the list of students proposed for graduation;
- 4.1.5.2.2.5 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 and Professionalism Committee for approval; and
- 4.1.4.2.2.6 review and make recommendations concerning any matters of professionalism, including but not limited to aspects of personal behavior, ethics, and intrapersonal interactions with faculty, other students, and patients. This review may result in a written recommendation for probation, suspension or dismissal that shall be reviewed by the Academic and Professionalism Committee. Appropriate recommendations shall be forwarded to the Executive Dean.

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

## 4.2 Education Council

4.2.1 **Membership.** The Education Council shall consist of 13 voting members: nine faculty members, three student members, and the Senior Associate Dean for Medical Education, 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 Executive Dean. Of the five faculty members, three will be selected from the Kansas City campus, and two will be selected from the Wichita campus. For each appointed position, a slate of candidates will be prepared by the Elections Committee based on the recommendations of the Faculty Council and as approved by the Faculty Council. The number of candidates on the slate will be larger than the number of potential appointees and the slate will contain members of both the basic and clinical science faculty. Two of the four elected faculty members will be elected from and by the Phase I Curriculum Oversight Subcommittee. Two of the four elected faculty members will be elected from and by the Phase II Curriculum Oversight Subcommittee. 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 Chairperson of the Education Council and one shall serve as Vice-Chairperson of the Education Council, as elected by the voting members of the Education Council (see Appendix A2 and A3).

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

4.2.3 **Duties.** The Education Council shall:

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

4.2.3.2 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;

4.2.3.3 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;

- 4.2.3.4 encourage and foster innovation in the curriculum, taking advantage of the unique characteristics of the two Campuses; and
- 4.2.3.5 review the results of outcome measures on a continuing basis and make recommendations for improvements based on those measures.
- 4.2.4 **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.
- 4.2.5 **Phase I Curriculum Oversight Subcommittee** shall be one of two standing subcommittees of the Education Council.
  - 4.2.5.1 **Membership.** The Phase I Curriculum Oversight Subcommittee shall consist of the following voting members: the module director for each module 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 Subcommittee 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 I Oversight Subcommittee shall be responsible for:
    - 4.2.5.2.1 the regular and timely review of first and second year required and elective modules, using processes developed by the Education Council;
    - 4.2.5.2.2 organization of the first and second year academic calendars;
    - 4.2.5.2.3 consideration of issues related to the delivery of education, including issues involving more than one module; and
    - 4.2.5.2.4 addressing other first or second year curriculum issues raised by the Education Council.
  - 4.2.5.3 **Meetings.** The Phase I Curriculum Oversight Subcommittee shall meet on a regular basis with a schedule established at the start of the academic year.
  - 4.2.5.4 **Reporting.** The Phase I Curriculum Oversight Subcommittee shall report its results and recommendations to the Education Council.
- 4.2.6 **Phase II Curriculum Oversight Subcommittee** shall be one of two standing subcommittees of the Education Council.

4.2.6.1 **Membership.** The Phase II Curriculum Oversight Subcommittee 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 Subcommittee 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.

4.2.6.2 **Duties.** The Phase II Curriculum Oversight Subcommittee shall be responsible for:

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

4.2.6.2.2 organization of the clerkship schedule;

4.2.6.2.3 consideration of issues related to the delivery of education, including issues involving more than one module;

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

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

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

4.2.6.4 **Reporting.** The Phase II Curriculum Oversight Subcommittee 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. The committee members will elect a Vice-Chairperson at their first meeting in September. The Vice-Chairperson will serve as Chairperson in the absence of the Chairperson, and assume the position of Chairperson in the following year. The Chairperson and Vice-Chairperson will serve one-year terms (See Appendix A2 and A3).

4.3.2 **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.

4.3.3 **Duties.** The Elections Committee shall:

4.3.3.1 conduct the elections for the Chairperson-Elect and Vice-Chairperson-Elect of the Faculty Council in October. There shall be at least two candidates for each position and space shall be provided for a write-in candidate for each position. The ballot shall not include any candidate without his/her consent. Electronic balloting will be utilized, targeting the voting members of Faculty Council. Balloting must remain open a minimum of two weeks and will remain open until a majority of votes (greater than 50%) have been cast by members of faculty council who are eligible to vote;

4.3.3.2 send an electronic Call For Nominations to the voting members of the Medical Faculty in order to fill the annual membership vacancies on the Standing Committees and the at-large positions on the Faculty Council for the annual School of Medicine elections. Self-nomination is encouraged and a provision shall be made for this on the Nomination Form. The most current roster of voting faculty members will be obtained from the Office of Academic Affairs. Only voting faculty with valid kumc.edu e-mail accounts will be targeted for this Call for Nominations;

4.3.3.3 prepare a roster of candidates for the Mail Election Ballot from the nominees submitted by the faculty. The Elections Committee will contact each nominee to determine his/her eligibility and willingness to be on the ballot. A nominee shall not become a candidate on the Ballot without his/her consent. The Elections Committee will ensure that in cases where there are limits on the total representation on a standing committee from any one department, those specific criteria are followed. 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;

4.3.3.4 conduct an election electronically, targeting the voting members of the Medical Faculty. Only voting faculty with valid kumc.edu e-mail accounts will be targeted. Balloting shall be open for a minimum of two weeks;

4.3.3.5 receive the vote tallies from Information Technology and provide a written report of the results of the election to the Medical Faculty. The Chairperson and Vice-Chairperson of the Elections committee as well as the Chairperson of Faculty Council (on request) should have access to all of the elections data. A plurality vote shall elect a candidate(s) to a position. If a tie vote occurs, the Elections Committee shall break the tie. The election results will

not be finalized by the Elections Committee until they verify that all relevant criteria have been met;

4.3.3.6 maintain a Faculty Council roster listing delegates from departments and the faculty-at-large, student representatives, departmental chairpersons, and chairpersons of standing committees. This will be available on a School of Medicine Faculty Governance website;

4.3.3.7 obtain, each June, from the Office of Academic Affairs, a current faculty roster; enumerate the voting faculty in each department, hence compute the number of delegates each department may have (see IV.1.1); and notify departments accordingly by July 1 (see IV.1.6);

4.3.3.8 assist, upon the request of Faculty Council, in the filling of elected seats on standing committees and at large positions on Faculty Council that are vacated during the year;

4.3.3.9 assist the Faculty Council in the preparation of a slate of candidates for the Education Council; and

4.3.3.10 conduct special elections pertaining to revisions of the Faculty Bylaws.

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

4.3.5 **Election Schedule.** Annual elections to fill vacancies on the Standing Committees and the at-large positions on the Faculty Council shall be held by June 1 with results reported to the Executive Committee and Medical Faculty by June 30. If an election can not be completed by June 1, the Chairperson of the Election Committee shall report the causes for the delay to the Executive Committee. Terms of office shall begin on September 1 and end on August 31.

#### 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; plus four basic science tenured Professors, four clinical science tenured professors and one at-large 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. Each campus committee will elect a Chairperson of that committee who will also serve in alternate years as the Chairperson of the joint Promotion and Tenure Committee.

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

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

4.4.2.2 make recommendations regarding uniform policies and procedures to be used to evaluate individuals considered 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 provide an annual summary report of its activities to the Executive Committee; and

4.4.2.4 determine, by each campus committee, the operational procedures to be followed on their respective campuses regarding the review of:

4.4.2.4.1 applications of faculty members considered for promotion and/or tenure;

4.4.2.4.2 recommendations for tenure for newly appointed faculty at any rank;

4.4.2.4.3 qualifications of 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 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, Associate Deans, and administrative officers above the rank of Associate Dean are not eligible for membership of this Committee. The membership of the Committee shall consist of four tenured faculty members from the basic science departments, four tenured faculty members from the clinical departments and one member-at-large. The at-

large position shall be filled by a tenured professor from any department or a Clinical Scholar Professor on a three-year rolling contract.

4.4.4.2 **Term of Membership.** Faculty members shall serve for three years and shall not serve consecutive terms. Two elected and one appointed faculty members 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.

4.4.4.3 The committee members will elect a Vice-Chairperson at their first meeting in September. The Vice-Chairperson will serve as Chairperson in the absence of the Chairperson, and assume the position of Chairperson in the following year. The Chairperson and Vice-Chairperson will serve one year terms. (See Appendix A2 and A3)

#### 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.

4.4.5.2 **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.

#### 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 prior to the time of election. One of the nine faculty members shall serve as the Chairperson of the Committee and one shall serve as Vice-Chairperson of the Committee, as elected by the voting members of the Committee. (See Appendix A2 and A3) 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 nonvoting, ex officio member of the committee. There will be one medical student observer elected by the student body.

4.5.2 **Term of Membership.** Elected members will serve for a term of three years and may not serve more than two consecutive terms.

4.5.3 **Duties.** The Research Committee shall:

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

4.5.3.2 provide advice on policies regarding research programs;

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

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

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

4.5.3.6 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 and Professionalism 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.

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

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

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

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

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

2.6 receive and consider reports of the Standing Committees;

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

2.9 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 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

### 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 oversight of the business of the faculty;

1.1.3 responsibility for 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; and

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:

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

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

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

- 2.1.4 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
- 2.1.5 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.

## **Article VII. Amending the Bylaws**

Proposed amendments to the Bylaws will be presented to the Medical Faculty along with notification of the time and place of a meeting for the purpose of discussing the bylaw amendments. These 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 electronic ballot with passage requiring a vote of greater than 50% of those eligible faculty members who participated in the vote.

### **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.

#### **Previous Amendments:**

3/17/1992 (initial approval)

7/12/1994

6/18/1997

9/21/2001

7/25/2005

## **Appendix A: GENERAL OPERATING PROCEDURES**

- 1 Unless otherwise specified, terms of office on Faculty Council and standing committees shall be three years with terms staggered to provide for continuity of membership.
- 2 All Chairpersons, Chairpersons-Elect, Vice-Chairpersons, and Vice-Chairpersons-Elect of standing committees will serve one year terms or until successors are duly chosen. In respect to the Faculty Council and without further balloting, the Chairperson-Elect and Vice-Chairperson-Elect will succeed the Chairperson and Vice-Chairperson at the conclusion of their terms of office.
- 3 Each standing committee shall choose from its membership a Chairperson and a Vice-Chairperson. The Chairperson or Vice-Chairperson from the previous year shall call a meeting before the first day of September for this purpose. The succession of the Vice-Chairperson to the position of Chairperson will either be confirmed; or in the alternative a new Chairperson will be elected. A Vice-Chairperson will be elected with the intent that this individual will succeed to the position of Chairperson in the following year.

Regarding the Faculty Council's election process, a nominating committee composed of the out-going Chairperson of the Faculty Council 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 slate of candidates for the Faculty Council's next Chairperson-Elect and Vice-Chairperson-Elect prior to October 1. Candidates for these offices will be current Faculty Council members or have served on the Faculty Council within the previous five years. Development of that slate shall include solicitation of nominees from members of the Faculty Council at the September meeting. The slate will be forwarded to the Elections Committee who will conduct the election (see IV.4.3.3.1).

- 4 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 standing committees that are represented on the Executive Committee.

If the Chairperson of any of the standing committees 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 shall serve as the Delegate from that standing committee to the Faculty Council and the Executive Committee during that year. In the event this Vice-Chairperson happens to be the Chairperson of one of the other four standing committees, then the committee will select a different one of their members to be their Delegate to the Faculty Council and Executive Committee during that year.

- 5 The Chairperson or Vice-Chairperson of each standing committee shall, upon request, 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 standing committee 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 will be sufficient to conduct business.
- 8 The Chairperson of each standing committee shall report any concerns about the attendance or performance of faculty members on the committee to the Chairperson of the Executive Committee.
- 9 The Chairperson of each standing committee shall submit a written annual report of the committee's activities by September 1 to the Chairperson of the Faculty Council who will distribute it to the members of the Medical Faculty.
- 10 Except as expressly stated, all committee members will have the right of voting on all matters of committee business.

**Appendix B:  
Designation of Departments in the School of Medicine  
as Either “Basic Science” or “Clinical Science”  
for Purposes of Faculty Representation**

**KANSAS CITY CAMPUS:**

**Basic Science Departments**

Anatomy and Cell Biology  
Biochemistry and Molecular Biology  
Biostatistics  
Health Policy and Management  
History and Philosophy of Medicine  
Microbiology, Molecular Genetics and Immunology  
Molecular and Integrative Physiology  
Pharmacology, Toxicology and Therapeutics  
Pathology and Laboratory Medicine  
Preventive Medicine and Public Health

**Clinical Science Departments:**

Anesthesiology  
Emergency Medicine  
Family Medicine  
General Surgery  
Internal Medicine  
Neurology  
Neurosurgery  
Obstetrics and Gynecology  
Ophthalmology  
Orthopedic Surgery  
Otolaryngology and Head and Neck Surgery  
Pediatrics  
Psychiatry and Behavioral Sciences  
Radiation Oncology  
Radiology  
Rehabilitation Medicine  
Urological Surgery

**WICHITA CAMPUS:**

**Basic Science Departments**

Preventive Medicine and Public Health

**Clinical Science Departments:**

Anesthesiology  
Family & Community Medicine  
Internal Medicine  
Obstetrics and Gynecology  
Pathology  
Pediatrics  
Psychiatry & Behavioral Sciences  
Radiology  
Surgery