

DEPARTMENT OF MEDICINE

BY-LAWS

University of Illinois at Chicago College of Medicine

ARTICLE I. PREAMBLE

The mission of the UIC Department of Medicine is to carry out programs in instruction, research and public service at a high level of excellence in Internal Medicine and related fields. The purpose of these bylaws is to provide an operational framework for expediting the efforts of faculty and other members of the Department in these pursuits, within the purview of the University of Illinois Statutes.

ARTICLE II. ORGANIZATION

A. Department Head

1. The Board of Trustees shall appoint the Head without specific term on recommendation by the Chancellor and the President after consultation with the Dean of the college and members of the Department faculty. The performance of the Head shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the Department faculty.
2. The Head of the Department is ex officio, a voting member and Chairperson of the Department of Medicine Advisory Committee.
3. The Head of the Department shall have responsibility to determine matters of academic, research and service of the Department. The Head shall respect issues that affect other departments or come under the supervision of larger administrative units.
4. The Head shall set the direction of the educational, research, clinical and administrative functions of the Department.

5. The Head shall:
 - a. consult with the Departmental Advisory Committee in regard to Departmental policy;
 - b. consult annually with members of the Department individually or through their Section Chief, when appropriate, regarding the nature and scope of work assigned to that member;
 - c. call meetings of the Departmental faculty for explanation and discussion of Departmental policies, educational procedure, and research, of which there shall be at least one in each academic year for consideration of departmental governance and educational policy;
 - d. be responsible for the organization of the work of the Department, for the quality and efficient progress of that work, for the formulation and execution of Departmental policies, and for the execution of university and college policies insofar as they affect the Department;
 - e. report on the teaching, research, clinical activities, and finances of the Department;
 - f. have general supervision of the program of learning of students in the Department;
 - g. prepare the Departmental budget and;
 - h. be responsible for the distribution and expenditure of Departmental funds and for the care of Departmental property.
6. The Head shall support the Program Director for the Department's Residency Program and delegate other faculty in the Department to assist in that task.
7. The Department Head must submit an annual report of the progress of the Department to the Dean.

B. Sections – The major subdivisions of the Department will be designated as Sections and the Section Chiefs, who serve at the pleasure of the UIC Department Head, will report to the Head on University related educational, research, clinical programs, and financial matters.

1. The appointment and replacement of Section Chief will be responsibility of the UIC Departmental Head.
2. The functions of the Section Chief will roughly parallel those of the UIC Department Head for their divisions.

ARTICLE III. THE FACULTY

Section 1. Membership and Voting Privileges.

- A. All members of the department will be faculty of the University of Illinois at Chicago College of Medicine.
- B. Physician membership in the Department will be those internists who are board certified or have met internal medicine training requirements for admission to the certification exam, or who are otherwise qualified by reason of their credentials as being equivalent to board certified.
- C. Physicians from other areas and the other specialties of medicine may be considered for membership on an individual basis.
- D. Physicians of other departments may apply for adjunct and dual membership in the Department.
- E. Exceptions to the above may be made on an individual application and approval by the Head. The Head, in consultation with the Advisory Committee, shall determine the Department faculty membership and voting rights.

Section 2 Faculty Appointments and Promotions.

All faculty appointments and promotions will be in accord with the University of Illinois Statutes and the College of Medicine Criteria for Academic Rank. All tenured and tenured track recommendation for appointments and promotions will be considered by a departmental Appointment, Promotions and Tenure Committee. The Head shall forward these recommendations to the Dean with the approval or disapproval of the Committee and the independent recommendation of the Head in accord with the candidate rank. Faculty members may suspend the promotion schedule at any time, for any reason, without prejudice for a future right of submission for promotion, except for tenure appointments at the end of a probation period. Non tenured appointments and promotions will be considered by the Head, the Advisory Committee and the Clinical Committee for Promotions, Departmental and College.

Section 3. Faculty Responsibility.

- A. Undergraduate education:
 - 1. The faculty shall organize and implement the teaching activities assumed by the Department in undergraduate medical education of UIC or in baccalaureate programs of the campus.
- B. Postgraduate education
 - 1. The faculty should plan and provide for general structure and for organization of residency programs offered by the Department. The faculty shall provide day-to-day supervision of resident education and provide for their service responsibilities.
- C. To encourage and support individual and collaborative research activities among members of the faculty or colleagues of external academic units.
- D. Recruiting the Faculty – The Department Head will be responsible for identifying department needs for faculty and communicate these needs to the appropriate University and outside affiliated organizations for recruitment considerations. Non-salaried faculty, as well as University and/or hospital salaried faculty, may participate in the recruitment of personnel for service and other professional activities.
- E. The Department Head has responsibility and autonomy in Department affairs consistent with maintenance of College and University educational policy and administration.

Section 4. Faculty Meetings.

- A. The Department shall meet no less than semi-annually. The Head shall call and preside at meetings of the Advisory Committee and the Department. Questions at regularly scheduled Department meetings shall be open to discussion by the faculty and the Department Head.
- B. A business quorum will be the number of faculty attendees at the preannounced meeting.

ARTICLE IV. THE ADVISORY COMMITTEE

Section 1. Composition

- A. The Advisory Committee shall consist of seven voting members. These are the Department Head (who also serves as the Advisory Committee Chair) and six-elected faculty. The elected members' term of office shall be three years duration and initially with staggered intervals.
- B. The two Advisory Committee members and any vacancies shall be elected annually by and from the faculty of the department by secret written ballot.
- C. The members shall be nominated by an ad hoc nominating committee elected by the faculty every two years. Nominations will be solicited from the Department by mail. The ballot shall identify faculty members of at least twice the number of vacancies and who have indicated their willingness to serve. Each department member may vote for up to the total number of candidates to be elected.
- D. The Criteria for eligibility are:
 - 1. Equal or greater than 51 % salaried for University related activity. (includes VA faculty with combined appointment)
 - 2. Associate Professor and Full Professor.
 - 3. Irrespective of track (RT and CT) and clinical.
 - 4. Those with the highest number of votes will be elected, except that not more than half of the committee can be Section Chiefs.

Section 2. Meetings.

- A. The Advisory Committee shall meet no less than annually.
- B. A quorum shall consist of four members of the Committee.
- C. The Advisory Committee will make the minutes of the Advisory Committee, with the exception of personnel matters, available to the faculty, and the Dean.

Section 3. Functions and Responsibilities.

- A. Any faculty member shall be entitled to a conference with the Committee, or with any member of it, on any matter properly within the purview of the Committee for faculty consultation and grievance.
- B. The Advisory Committee may act as interim in the name of the faculty in an emergency situation; each such situation shall be reported to the faculty at the next regular meeting.
- C. Department Head shall seek the advice of the Advisory Committee for issues of dismissal of non-tenure faculty or those who are in the probation period.
- D. The committee may serve to consider sanctions, short of non-retention, of faculty of the Department.
- E. The committee may serve as a monitoring group for faculty awards and honors.

ARTICLE V. OTHER COMMITTEES

- A. Graduate Education Committee
 - 1. The Graduate Education Committee shall be appointed by and serve at the pleasure of the Head
 - 2. The Graduate Education Committee will plan, implement, evaluate, and monitor graduate medical education sponsored and delivered by the Department of Internal Medicine.
 - 3. At the direction of the Head, this committee may plan and submit budgetary recommendations to the Head regarding graduate medical education matters of the Department.
 - 4. The Program Director may ex-officio act as Chair of this Committee, with vote, or may appoint a Chair from the faculty.
 - 5. The Graduate Education Committee shall meet on an as needed basis and their quorum shall be four.

B. Undergraduate Education Committee

1. The Undergraduate Education Committee shall be appointed by and serve at the pleasure of the Head.
2. The Undergraduate Education Committee will be responsible for coordinating planning, implementation, and evaluation of undergraduate programs and educational research sponsored by the Department.
3. The Head shall appoint the Chair of the Committee annually with the right of reappointment.

C. The Head may add additional Departmental Committees as necessary.

ARTICLE VI. BYLAWS

The Bylaws shall become effective on the day they are approved by a majority of the voting faculty.

These Bylaws may be amended by a 65% majority of the voting faculty. Two readings of the proposed amendments shall be required at successive meetings of the department faculty and implemented before the next scheduled meeting of the faculty.

Effective Date _____.

Amended Date _____.

Rev. 11/16/99