

BYLAWS
OF THE FACULTY
OF THE
UNIVERSITY OF ILLINOIS
AT CHICAGO
COLLEGE OF MEDICINE

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PREAMBLE

The University of Illinois at Chicago College of Medicine shall be governed in its internal administration by its Faculty.

I. NAME

The name of this assembly shall be the Faculty of the University of Illinois at Chicago College of Medicine.

II. POWERS AND DUTIES

The Faculty shall have such powers and duties as may be lawfully delegated to it and which the Faculty has been accustomed to exercise. Among the powers and duties of the Faculty are the following:

1. To establish rules for the conduct of its business.
2. To establish policies for the governance of the College in its internal administration.
3. To elect the Secretary of the Faculty.
4. To determine the composition of committees, except as hereinafter specified, for the conduct of Faculty business and assign functions and responsibilities to them.
5. To assign functions and responsibilities to the Executive Committee of the College.
6. To grant the Faculty of the Programs of Medical Education the fullest measure of autonomy consistent with the maintenance of general College policy and correct academic and administrative relations with other units within the University.
7. To establish the academic policy of the College, exercising jurisdiction in all educational matters falling within the scope of its Programs, including the determination of its curricula, and making recommendations on matters of educational policy relevant to the College but which fall under the jurisdiction of other bodies.

These *Bylaws* are intended to supplement the *University Statutes*. Where there are alleged conflicts the *Statutes* as interpreted by the Chancellor on advice of the Campus Legal Counsel must prevail.

III. MEMBERSHIP AND VOTING RIGHTS

- A. The Faculty consists of the President of the University, the Chancellor and the Vice Chancellor for Academic Affairs of the University of Illinois at Chicago, the Dean of the College of Medicine, the Regional Deans of the Programs, and all those in the College with academic rank or title who are tenured or are receiving probationary credit, and such other officers of the University as the Chancellor may assign thereto. The Faculty also includes members of the academic staff of the College with the rank or title of professor, associate professor, assistant professor or instructor, including clinical, research or adjunct titles, who are neither tenured nor receiving probationary credit toward tenure. The Dean of the College, on the advice of the College Executive Committee and in consultation with the Chancellor, may add to the Faculty a representative of any other department or group as may be entitled to representation by virtue of participation in the program of instruction in the College.

- B. All members of the Faculty as defined in paragraph A shall be entitled to participate in meetings of the Faculty by voice and by vote.
- C. Visiting Faculty and Emeritus Faculty of the College shall be accorded voice but not vote.
- D. Undergraduate medical student representatives on standing committees shall have voice but not vote at all general Faculty meetings.
- E. Departmental bylaws may establish their own definition of voting faculty for issues related to the department. Such definition may be narrower than in these *Bylaws* but should not be narrower than the definition of faculty as prescribed in the *University Statutes*.

IV. OFFICERS

A. **The Dean**

1. The Dean is Chief Executive Officer of the College responsible to the Chancellor for its administration and is the agent of the Faculty for the execution of College policy.
2. The Dean shall:
 - a. Formulate and present policies to the Faculty for its consideration.
 - b. Report to the Faculty on the work of the College.
 - c. Represent the College at conferences or designate representatives for specific conferences.
 - d. Serve as the medium of communication for all official business of the College with other campus authorities, the students, and public.
 - e. Recommend the appointment, reappointment, nonreappointment, or promotion of officers and members of the teaching staff. In these matters, the Dean shall consult with appropriate department heads or chairs or regional deans and shall review recommendations received from appropriate governance bodies within all Programs, departments, or other units involved.
 - f. Prepare the budget of the College in consultation with the Executive Committee.
 - g. Perform such other duties as described in the *Statutes*.
3. The performance of the Dean shall be evaluated at least every five years in a manner to be determined by the College Faculty.

B. **Secretary**

1. The Secretary of the Faculty shall be nominated annually by the Executive Committee from among the Faculty and may serve successive terms. In the call for the regular meeting in each academic year the name of the candidate shall be announced and additional nominations may be received from the floor. The Secretary shall serve until a successor is elected and qualified.
2. Duties of the Secretary shall be to:
 - a. Distribute to members of the Faculty and such other persons as the Dean or Executive Committee may direct all notices, calls, agenda, and minutes of Faculty meetings.

- b. Record and preserve minutes of all meetings of the Faculty, the votes taken therein, special reports, and all other official actions.
- c. Preserve on file all documents and papers that belong to the Faculty or which are made part of the proceedings.
- d. Insure that the Faculty is notified of all appropriate business that should be brought before it.
- e. In all elections requiring a mail ballot the Secretary shall be responsible for conducting the balloting and reporting the results to the Faculty.
- f. In the execution of assigned duties, the Secretary shall utilize requisite secretarial and staff support of the Office of the Dean.

C. **Parliamentarian**

- 1. The Dean shall appoint annually the Parliamentarian for the Faculty.
- 2. The Parliamentarian shall advise the Dean and the Faculty on questions of parliamentary procedure.

D. **Special Officers**

The Dean shall have authority to designate marshals, tellers, and other officers on an *ad hoc* basis when the Dean shall deem such assistance to be necessary.

V. MEETINGS

A. **Regular Meetings**

1. Presiding Officer

The Dean of the College of Medicine shall be the presiding officer. In the Dean's absence, the Vice-Chairperson of the Executive Committee shall preside at meetings of the Faculty.

2. Frequency

There shall be at least one regular meeting of the Faculty each year, with the date and place to be fixed by the Dean and announced at the beginning of each academic year.

3. Call and Notice

a. Regular meetings of the Faculty shall be called by the Dean. The Dean in Chicago and the Regional Deans in Peoria, Rockford, and Urbana shall provide written notice of the meeting at least 45 days prior to the meeting to the faculty of their respective sites.

b. The Secretary shall furnish members entitled to vote in Faculty meetings the agenda of each meeting at least fifteen calendar days prior to the meeting.

4. Agenda; Order of Business

a. Agenda. Items may be placed on the agenda in any of the following ways:

- (1) By the Dean
- (2) By the Executive Committee
- (3) A member of the Faculty who wishes to petition that an item be included on the agenda of a regular meeting of the College shall submit such item to the Dean at least thirty calendar days before the scheduled date of the meeting. The Dean, in consultation with the Secretary of the Faculty, shall consider and may schedule inclusion of such item on the agenda or may refer such item to an appropriate committee. This provision shall not abridge the right of any member of the Faculty to present any matter to the Faculty at any regular meeting under the appropriate heading of "old" or "new" business (see section 6 as follows).

- b. The order of business for a regular meeting shall be determined by the Dean in consultation with the Secretary of the Faculty.

5. Quorum

At regular meetings of the Faculty the quorum shall consist of those members present and entitled to vote.

6. New Business

- a. Items introduced as new business at any regular meeting shall be introduced in the form of a resolution. No such resolution shall be debated or adopted at the regular meeting of the Faculty at which it is introduced, but shall be referred by the Dean to the appropriate committee. The sponsor in introducing the proposal may speak for no more than ten minutes in explanation of the purpose of the resolution.
- b. Items submitted in committees by individuals, departments, or other academic units may be reported out at the discretion of the committee, except that any member of the Faculty may introduce a motion under the heading of new business to compel a report on a given matter at the next regularly scheduled meeting.

7. Voting at Regular Faculty Meetings

- a. The right to vote shall be limited to those present and entitled to vote as defined by Article III.
- b. Resolutions shall be passed and uncontested elections determined by a vote of those present and voting, except as may be hereinafter provided.
- c. Voting shall be by voice of *Ayes* and *Nays*, but a division is required when ordered by the presiding officer or when requested by a member present and entitled to vote.
- d. Elections in which a contest exists shall be voted by paper ballot.
- e. A motion to employ a paper ballot in voting on a resolution is nondebatable and shall require a majority vote for approval.
- f. On a specific question the house may elect by a majority vote to conduct a mail ballot.

8. Observers

- a. Except as limited below, persons not entitled to vote may attend meetings as observers to the extent that physical facilities permit.
- b. Persons attending a meeting as observers will be seated in a designated area separate from the voting members.
- c. Observers may, upon invitation by the Dean or with the consent of a majority vote of members of the assembly in attendance, be given the right to speak on any matter before the body for no more than five minutes.
- d. The Faculty, by a majority vote of those present at any meeting, may determine that an item on the agenda shall be considered in executive session. Only voting members shall be present in executive session.

9. Parliamentary Authority

The most recent edition of *Roberts' Rules of Order, Newly Revised* shall govern meetings of the Faculty in all cases in which they are applicable and not in conflict with these *Bylaws* or the *University Statutes*.

B. Special Meetings

1. Call

- a. Special meetings of the Faculty may be called by the Dean, by the Executive Committee, or by resolution made and approved in a regular meeting of the Faculty.
- b. Upon receipt of a written petition of 50 or more members of the Faculty entitled to vote, the Dean shall call a special meeting of the Faculty. Such meeting shall be held within twenty days.
- c. A petition for a special meeting shall include the proposed agenda and/or resolution(s) to be proposed, together with supporting documentation. One person among the signatories thereto shall be designated as the party for such consultations concerning scheduling and arrangements as may be required.

2. Notice

The notice provisions for a special meeting shall be the same as for a regular meeting, including the provisions for distribution of the agenda, with the following exceptions:

- a. All notices of special meetings shall be plainly marked "Special Meeting."
- b. Should a situation require immediate action, the Dean, with the consent of a majority of the Executive Committee, may designate a special meeting as an emergency meeting; notices of an emergency meeting must be delivered to departmental offices not less than 48 hours before the hour set for such meeting and must be plainly marked "Emergency Meeting."

3. Agenda

The agenda items for special meetings shall be confined to the items listed on the call for the meeting, and the discussions and actions at such a meeting shall be limited thereto.

4. Quorum

At special Faculty meetings at least 100 members entitled to vote must be present for final action to be taken on a main motion.

5. Other Procedural Matters

Other provisions for voting, balloting, and observers shall be the same for special meetings as for regular meetings.

VI. COMMITTEES

A. *Executive Committee*

1. The Executive Committee shall consist of twenty-four elected regular members (twelve from Chicago and four each from Peoria, Rockford and Urbana-Champaign); the Dean, who shall serve as chairperson; and the three Regional Deans, serving *ex-officio*, without vote. There shall also be twenty-four elected alternate members (twelve from Chicago and four each from Peoria, Rockford and Urbana-Champaign) who may serve in the absence of regular members. Guests may be invited by the Dean as deemed necessary for the proper conduct of business. A Vice-Chairperson, to preside in the Dean's absence, shall be elected annually by the Executive Committee from among its members. The University Medical Student Council may appoint one student observer to sit with the Executive Committee. The student observer shall have the privilege of the floor, but may not vote. During discussions of faculty appointments/promotions and during consideration of appointment or reappointment of the Dean, the student observer shall be excused from the meeting.
2. The Executive Committee shall be elected annually for one-year terms by and from the Faculty of the College at the regular Faculty meeting.
3. The Executive Committee shall assist and advise the Dean in the conduct of College business. It shall advise the Dean on the formulation and execution of College policies and on the preparation of the budget of the College, and shall transact such business as may be delegated to it by the Faculty. The Executive Committee shall have the responsibility to act on academic issues which transcend the responsibility of individual Programs with special reference to student admission, appraisal, and promotion; faculty appointment and promotion; educational policy; and research policy. The responsibility to act on local issues is reserved to the Programs. The Dean shall consult with the Executive Committee on the selection and appointment of Regional Deans.
4. While the Executive Committee is in session to prepare its advice on the appointment of the Dean or to review the Dean's performance, the Dean shall not be a member and the Committee shall be chaired by the Vice-Chairperson or, in that person's absence, by the elected member with the longest tenure in the College.

B. *Standing Committees*

1. The standing committees shall be:
 - a. Committee on Committees
 - b. Committee on Admissions
 - c. Committee on Instruction and Appraisal
 - d. Committee on Student Promotions
 - e. Committee on Faculty Appointments, Promotion and Tenure
 - f. Committee on Clinical and Adjunct Appointments and Promotions

- g. Committee on Research
- h. Committee on Student Awards and Scholarships
- I. Committee on Faculty Awards
- j. Committee on Continuing Medical Education
- k. Education Coordinating Committees

2. Nominations

Along with the agenda for the regular Faculty meeting, the Committee on Committees shall provide its list of nominations of Faculty members for each standing committee. These nominations should ordinarily include Faculty familiar with the activity of the Committee for which they are recommended. Additional nominations may be presented by petition signed by eight voting members submitted to the Secretary of the Faculty at least three days prior to the election. Nominations for memberships of students shall be made by a mechanism determined by the University Medical Student Council.

3. Elections

- a. Faculty members of all standing committees except as otherwise specified shall be elected by the Faculty.
- b. If the number of nominees for Faculty seats on a given committee is exactly equal to the number of persons to be elected, election to such uncontested positions shall be by simple resolution at the meeting where election is to take place.
- c. If the number of nominees for Faculty seats on a given committee exceeds the number to be elected, election to such contested positions shall be conducted at the meeting by paper ballot.
- d. The chairs of all standing committees shall be appointed by the Dean unless otherwise specified.

4. Vacancies

Vacancies occurring in the standing committees shall be filled by the Dean on the advice of the Committee on Committees.

5. Membership and Functions of Committees

a. **Committee on Committees**

The Committee on Committees shall consist of twelve members in proportion to the Program representation on the Executive Committee. Committee members shall be nominated by and elected from among their number by the Faculty in their respective Programs. The Committee on Committees shall:

- (1) Prepare slates of candidates for all elections of members of the Faculty or other eligible persons to standing committees of the College. For those appointments not subject to faculty elections, the Committee shall submit slates of candidates.
- (2) Determine the number of students to serve on appropriate College committees.
- (3) Advise the Dean on appointments of persons to fill temporary vacancies of standing committees. The Committee may be consulted by the Dean on other committee appointments.

- (4) Periodically review the size and composition of all standing committees and recommend needed changes to the Faculty.

b. **Committee on Admissions**

Nominations of the faculty members of the Committee on Admissions shall be recommended by the Committee on Committees, the number of faculty to be determined by the Committee on Committees in consultation with the Dean and to be equitably representative of the College's individual Programs of Medical Education. The Committee, including appropriate *ex-officio* members, shall be appointed annually by the Chancellor. The Dean shall serve as chairperson. The Committee on Admissions shall:

- (1) Formulate and recommend to the Executive Committee the policies for student admission to the College of Medicine.
- (2) Admit all students to the College of Medicine through processes based upon approved policies, such policies to relate to the establishment of:
 - (a) Criteria and standards for the evaluation of candidates
 - (b) Procedures for application
 - (c) Procedures for the review of applications
 - (d) Procedures for the acceptance of candidates
- (3) Formulate and recommend policy regarding the recruitment of students.
- (4) Maintain records that permit continuing evaluation of policy and process regarding admissions.
- (5) Develop the means of facilitating understanding of College policies and procedures among premedical advisors.

c. **Committee on Instruction and Appraisal (CCIA)**

Total membership shall be recommended by the Committee on Committees; shall be proportional to representation of the various Programs on the Executive Committee; and shall include the Chairs or their designees of the four program site Curriculum/Instruction Committees. For all collegewide issues, the recommendation of these committees will be reported to the College Committee on Instruction and Appraisal. The chair for each Education Coordinating Committee or his/her designee shall be *ex-officio* on the Committee. The Committee on Instruction and Appraisal shall:

- (1) Regularly review and recommend to the Executive Committee the instructional, evaluation, and appraisal policies of the College for undergraduate medical education.
- (2) In consultation with the ECCs and Program sites, establish minimum competencies expected for all graduates of the College of Medicine and monitor the effectiveness of the curricular and appraisal experiences and instruments adopted by the Programs to provide and to certify those competencies.
- (3) Evaluate the effectiveness of the College of Medicine curriculum and the appraisal instruments used to monitor student progress through that curriculum.

- (4) Ensure that the curriculum offered and appraisal instruments used meet requirements for Liaison Committee on Medical Education accreditation.
- (5) Encourage, when appropriate, the Programs to work in a cooperative/collaborative manner in instructional efforts best served by collaborative efforts.
- (6) Encourage, when appropriate, development of unique curricular endeavors appropriate to the environment in which each Program resides.

d. **Committee on Student Promotions**

Total membership shall be recommended by the Committee on Committees; shall be proportional to representation of the various Programs on the Executive Committee; and shall include the chairs or their designees of the Promotion/Student Advancement committees at each program site. The Committee on Student Promotions shall:

- (1) Review and make recommendations to the Executive Committee on policies regarding student progress, dismissal, or graduation.
- (2) Review and take action on proposals from the College's Programs regarding student progress, promotion, dismissal or graduation.
- (3) Establish guidelines and procedures for any student wishing to present evidence in support of an appeal of an adverse academic action.
- (4) Make specific recommendations to the Executive Committee concerning the graduation of students.
- (5) Report dismissals and reinstatements of students to the Executive Committee.
- (6) Identify and make known to the Dean, the Regional Dean, the Faculty, and the student body of the College those students who have achieved outstanding records and make specific recommendations regarding academic honors.

e. **Committee on Faculty Appointments, Promotion and Tenure**

The number of members in proportion to the representation of the various Programs on the Executive Committee shall be recommended by the Committee on Committees. Members shall be appointed by the Dean from among the tenured Faculty after consultation with the Committee on Committees. The Committee on Faculty Appointments, Promotion, and Tenure shall:

- (1) Review and make recommendations concerning the College criteria for appointment to or promotion within the academic ranks.
- (2) Review and approve the form by which recommendations for appointment or promotion will be forwarded to the Dean.
- (3) Review and take action on the basis of adherence to the prescribed process, criteria, standards and format on recommendations for appointment and promotion of faculty to associate professor and professor ranks in the Academic (RT), Academic (CT), Research and Clinical Discipline Tracks and for the awarding of tenure. Such actions will be reported to the Dean and the Executive Committee.

f. **Committee on Clinical and Adjunct Appointments and Promotions**

The number of members, which will be proportional to the representation of the various Programs on the Executive Committee, shall be recommended by the Committee on Committees. Members shall be appointed by the Dean from among the Faculty after consultation with the Committee on Committees. The Committee on Clinical and Adjunct Appointments and Promotions shall:

- (1) Review and make recommendations concerning the College criteria for appointment or promotion within the academic ranks.
- (2) Review and approve the form by which recommendations for appointment or promotion will be forwarded to the Dean.
- (3) Review and take action on the basis of adherence to the prescribed process, criteria, standards, and format on recommendations for appointment and promotion of faculty to associate professor and professor ranks in the Clinical and Adjunct Tracks. Such actions will be reported to the Dean and to the Executive Committee.

g. **Committee on Research**

Total membership shall be recommended by the Committee on Committees. The chairperson of the Campus Research Board shall serve as a member *ex-officio* without vote. The Committee on Research shall:

- (1) Advise the Dean concerning the administration of general purpose research grants in the College.
- (2) Develop means by which the research interests of the Faculty and student body may be fostered.
- (3) Encourage procurement of institutional general research funds.

h. **Committee on Student Awards and Scholarships**

Total membership shall be recommended by the Committee on Committees and shall be proportional to the representation of the various Programs on the Executive Committee. The Committee on Student Awards and Scholarships shall:

- (1) Accumulate and disseminate information about student fellowships and awards (excluding academic honors).
- (2) Actively solicit nominations for such awards.
- (3) Identify the students most worthy of receiving those several honors and awards.
- (4) Establish means through which recipients may be recognized by the Faculty, student body, and the community.

i. **Committee on Faculty Awards**

Nominations for committee membership shall be recommended by the Committee on Committees proportional to Program representation on the Executive Committee. The purpose of this committee is to ensure that the excellence of our faculty is reflected in successful competition for academic awards. To this end the Committee on Faculty Awards shall:

- (1) Accumulate and disseminate information about internal and external faculty fellowships and awards (excluding those research awards considered by the Committee on Research).
- (2) Actively solicit nominations for such awards, and, where appropriate, make nominations.
- (3) Forward faculty awards recommendations to the Dean.

j. ***Committee on Continuing Medical Education***

Total membership shall be recommended by the Committee on Committees, shall be proportional to the representation of the various Programs on the Executive Committee and shall include the Chairs or their designees of the Continuing Education Committees of the four Program sites. For collegewide issues, the recommendations of these committees will be reported to the college CME committee. The Committee on Continuing Medical Education shall:

- (1) Concern itself with educational programs for physicians beyond the level of undergraduate and graduate medical education.
- (2) Regularly review and ratify accreditation of all Category 1 and 2 CME programs submitted to the College committee by the Program site committees.
- (3) Ensure college compliance with the Essentials and Standards set by the Accreditation Council on Continuing Medical Education.
- (4) Review the Continuing Medical Education Mission statement. Ensure compliance and joint collegewide planning efforts. Amend Mission statement as appropriate.
- (5) Encourage faculty participation in the development of continuing medical education programs.
- (6) Develop and approve collegewide continuing medical education policies.
- (7) Inform the Executive Committee of its recommendations, programs and activities.

k. ***Education Coordinating Committees***

The Education Coordinating Committee (ECC) structure provides the framework in which key educators within disciplines at all sites meet to recommend policy on educational issues. There shall be individual Education Coordinating Committees for the core clerkships, pathology, pharmacology, basic sciences, and selected multi-disciplinary content areas, also known as bridging courses. Each ECC shall ordinarily consist of two members per site, in addition to the Senior Associate Dean for Education and the Assistant Dean for Educational Planning. Membership shall include the Department Head/Chair or a designee for the relevant discipline from each program site and one or more additional members identified by the Head/Chair. For multi-disciplinary ECCs, Regional Deans and the Vice Dean will identify members from their specific locations. The Education Coordinating Committees shall coordinate the discipline's educational activities, including:

- (1) Determine appropriate competencies.
- (2) Insure comparability of experiences.
- (3) Insure comparability of evaluation for all students at all program sites.
- (4) Develop innovations in clinical education.
- (5) Capitalize on the unique capabilities of the various program sites.
- (6) The ECCs shall report to the departments of their disciplines at all College sites, the Committee on Instruction and Appraisal and the Office of Educational Affairs.

C. **Meeting Sites**

The Executive Committee and Standing Committees are to convene their regular meetings among the geographic sites of the College on a rotational basis that may be determined by each committee.

VII. AMENDMENT AND REVISION OF BYLAWS

A. **Amendment**

1. Amendment of or addition to these *Bylaws* may be made at any regular meeting of the Faculty by two-thirds vote of the members present and voting, provided that the notice and agenda requirements detailed by Article V, Sections A.4 and A.6 have been met.
2. Proposal for amendments of or addition to these *Bylaws* may be made by any voting member.

B. **Revision**

At least every five years the Dean shall appoint a committee to examine the *Bylaws* and propose such revisions as seem desirable. The Faculty Parliamentarian shall chair the committee.