

GUIDELINES FOR FACULTY ORGANIZATION

University of Illinois College of Medicine

at Chicago

PREAMBLE

The University of Illinois College of Medicine is a single college governed by the **Bylaws** of the Faculty. However, there are some issues which relate solely to the Chicago faculty. This document identifies those issues and establishes guidelines for their management.

CHICAGO EXECUTIVE COMMITTEE

A. **Membership**

The Executive Committee shall consist of twenty-four members in addition to the Dean of the College of Medicine, who shall serve as chairperson, and the Vice Dean and Associate Dean for Undergraduate Medical Education, both of whom shall be ex-officio without vote. The twenty-four members shall be the elected regular and alternate members from Chicago to the College of Medicine Executive Committee. The Chicago Executive Committee shall meet at least six times per year at regular intervals and other times as determined by the Dean.

B. **Functions**

The Chicago Executive Committee shall:

1. Consider issues of importance to the College of Medicine at Chicago and provide advice to the Dean.
2. Receive reports and minutes from all Chicago standing committees.
3. Review and consider Collegewide issues identified to come before the College Executive Committee.

STANDING COMMITTEES

A. **The Standing Committees shall be:**

1. Committee on Committees
2. Curriculum Committee
3. Student Advancement Committee
4. Committee on Continuing Medical Education

B. **Nominations**

Except as otherwise indicated, the Committee on Committees shall annually nominate faculty members to serve on College of Medicine at Chicago committees following the charges specified. Ordinarily the term of membership on a specific committee shall not exceed two three-year terms. If, however, the Committee on Committees believes that the best interests of the College and the committee will be served by having a member serve an additional period, it may so recommend. Additional nominations may be made at the faculty meeting where election takes place. Nominations for memberships of students shall be made by a mechanism determined by the Chicago Medical Student Council.

C. **Elections**

1. Faculty members of all standing committees, except as otherwise specified, shall be elected by the faculty.
2. 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.
3. 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 by paper ballot.

D. **Vacancies**

Vacancies occurring on standing committees shall be filled by the Dean based on nominations from the Committee on Committees.

E. **Membership and Functions of Committees**

1. **Committee on Committees**

The Committee on Committees shall consist of six members elected by the faculty from a slate of twelve nominees recommended by the Dean. Of the six elected members, four shall be from clinical departments and two from basic science departments. In development of the slate, the Dean shall consult with the Chicago Executive Committee. The elected members shall also constitute the Chicago representatives to the College Committee on Committees. The Committee on Committees shall elect its chair from among its members. It shall:

- a. Continually observe and study the roles and activities of each of the standing committees of the College of Medicine at Chicago.
- b. Make recommendations for the creation of additional standing committees or the discontinuation of existing committees for Chicago in light of changes in roles, structures and functions within the College.
- c. Make recommendations concerning the jurisdictional problems between committees after consultation with the chairpersons of the committees involved.
- d. Recommend a slate of candidates for the various standing committees in Chicago whose members are elected by the faculty. In doing its slating, the Committee on Committees shall be cognizant of the various constituencies (i.e., clinicians, researchers, departments, and sites) involved with local programs and make recommendations in accordance. Staff members without vote may be added to the committees.
- e. Broadly canvass Chicago faculty members as to their interest in serving on standing committees. This canvassing could be done at the time the preliminary ballot to determine the College Executive Committee nominees is sent to all faculty members.
- f. At the request of the College Committee on Committees, recommend Chicago faculty members to serve on College or Campus committees.
- g. Nominate the chairperson for each committee based on recommendations submitted by the Dean.

2. **Curriculum Committee**

The number of members on the Curriculum Committee shall be determined

by the Committee on Committees, which shall submit its list of nominees to the faculty for election. Each department at Chicago shall have at least one representative. There shall also be four student members, one from each class. The Curriculum Committee is ultimately responsible to the faculty in Chicago. It shall also communicate and maintain a relationship with the College Committee on Instruction and Appraisal. The Curriculum Committee shall:

- a. Exercise leadership in initiating at regular intervals a comprehensive review of the entire curriculum for the Chicago educational track and in initiating the development of new programs, such as interdepartmental programs.
- b. Review and recommend for approval for a finite period of time the initial as well as all other subsequent courses, clerkships, and interdepartmental educational offerings.
- c. Provide a forum for discussion of all issues regarding curricula as they may arise within the Chicago educational track.
- d. Maintain a liaison with the College Committee on Instruction and Appraisal and other groups of faculty and students expressing their interest and concern with the educational climate for learning.
- e. Continually monitor and evaluate the appraisal and certifying procedures and instruments employed for the Chicago educational program.
- f. Design, administer, and evaluate the results from all diagnostic and progress examinations for Chicago students.

3. **Student Advancement Committee**

The number of members on the Student Advancement Committee shall be determined by the Committee on Committees, which shall submit its list of nominees to the faculty for election. Each department at Chicago which teaches mandatory courses shall have at least one representative. There shall also be four student members, one from each class. Voting privileges shall be determined by the Committee. The Student Advancement Committee is ultimately responsible to the faculty in Chicago. It shall also communicate and maintain a relationship with the College Committees on Instruction and Appraisal and Student Promotions. The Student Advancement Committee shall:

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- a. Develop, distribute, and use guidelines which provide a framework of criteria by which recommendations of promotion or of corrective action for failure can be made for each student.
 - b. Evaluate the fitness of freshman, sophomore, and junior students for promotion and of senior students for recommendation of graduation from the College.
 - c. Receive reports on students' performances on progress and certifying examinations as well as recommendations and comments from departments and individual members of the faculty which will help the Committee to judge a student's performance.
 - d. Identify superior performances of students and may recommend counseling about the career development for these individuals. The Committee also recommends special recognition of these students at the time of graduation.
 - e. Identify students in need of counseling because of poor performance and make specific recommendations designed to help the students correcting their shortcomings. The corrective measures include repeating the whole year, repeating the quarter, or any other specific recommendations designed to help students in correcting their shortcomings. The Committee may also recommend dropping students from the College.
 - f. Place in appropriate sequence of the curriculum those students who are readmitted to the College of Medicine and assigned to Chicago.

4. **Committee on Continuing Medical Education**

The number of members on the Committee on Continuing Medical Education shall be determined by the Committee on Committees, which shall submit its list of nominees to the faculty for election. The Committee on Continuing Medical Education is ultimately responsible to the faculty in Chicago. It shall also communicate and maintain a relationship with the College Committee on Continuing Education. The Committee on Continuing Medical Education shall:

- a. Be responsible for implementation of continuing medical education activities in Chicago.
- b. Review and act upon program proposals and program-end documentation for all programs for which Category I approval is

sought.

SELECTION OF FACULTY TO COLLEGEWIDE COMMITTEES

A. College Executive Committee

Of the 24 members on the College Executive Committee, twelve are from Chicago. Chicago representatives to the Executive Committee shall be elected from among those persons holding academic ranks of assistant professor, associate professor, or professor--either unmodified or modified with the terms "clinical" or "research".

A preliminary ballot shall be sent to all voting faculty along with a list of all faculty members eligible to serve on the Executive Committee. Respondents shall be asked to indicate a preference for up to 24 candidates. Each voter shall also indicate whether he or she is willing to serve on the College Executive Committee.

The Committee on Committees shall prepare a slate of 48 candidates in the following way: the 24 individuals who received the most votes on the preliminary ballot will automatically be included on the slate; the remaining 24 will be selected by the Committee on Committees based upon the preferences of the voters

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the need to achieve diversity and balance in the representation of clinicians, researchers, departments, and sites. All candidates shall have acknowledged their willingness to serve on the Executive Committee.

The faculty shall vote for 24 of the 48 candidates listed. Voting shall occur by paper ballot in conjunction with the Chicago Annual Faculty Meeting. Voting faculty will be able to cast their ballots at a polling place at the location of the Faculty Meeting. The top twelve vote getters shall be elected members to the Executive Committee. The second twelve shall serve as alternates. These 24 individuals will also serve as the members of the Chicago Executive Committee.

B. Committee on Committees

Of the twelve members on the College Committee on Committees, six are from Chicago. These members shall be elected by the faculty in Chicago from a slate of twelve candidates nominated by the Dean after consultation with the Chicago Executive Committee. Voting shall occur by paper ballot in conjunction with the Chicago Annual Faculty Meeting. Voting faculty will be able to cast their ballots at a polling place at the location of the Faculty Meeting.

C. **Other Committees**

Membership on all other committees of the College shall be selected as described in the College **Bylaws**. In those instances when the College Committee on Committees requests suggestions of faculty members to serve on College or Campus committees, the Chicago Committee on Committees shall provide such names following the charges specified.

FACULTY MEETINGS

At least once each year the faculty of the College of Medicine at Chicago shall meet together with the Dean to:

- A. Hear reports from standing committees for the College of Medicine at Chicago.
- B. Have the opportunity to voice views on Chicago activities.
- C. Elect members to the various standing committees for the College of Medicine at Chicago.
- D. Hear the report from the Dean on Chicago activities.
- E. Discuss other issues of interest and concern to the faculty.

Special meetings may be called by the Dean, the Chicago Executive Committee, or upon receipt of a petition signed by twenty-five or more faculty members. The Dean shall provide all voting faculty members with written notice and agenda for the special meeting at least five days prior to the meeting. The agenda items for a special meeting shall be confined to the items issued on the call for the meeting, and the discussions and actions at such a meeting shall be so limited.

Approved 8/3/83
COM-C Faculty Meeting

Amended 6/11/86
COM-C Faculty Meeting

Amended 6/08/94
COM-C Faculty Meeting

Amended 6/03/98
COM-C Faculty Meeting