

FACULTY BYLAWS

OF THE

CHICAGO MEDICAL SCHOOL

Amended October 24, 2003



Preamble

We, the faculty, believe that the mission of the Chicago Medical School (CMS) at Rosalind Franklin University of Medicine and Science (RFUMS) is to graduate highly educated, caring and competent physicians by providing a premier inter professional learning experience for medical education and development.

Toward that end, CMS strives to instill in every graduating student the incumbent medical and scientific knowledge, skills, attitudes and values that the field of medicine and society expect of a physician.

Table of Contents

Article I:	The Professoriate	
Section A	The Faculty	4
Section B	Academic Titles with Faculty Status	4
Section C	Academic Titles without Faculty Status	4
Section D	Appointment, Promotion, and Tenure of the Faculty	4
Section E	Terms of Appointment, Tenure and Non-Reappointment	5
Section F	Administrative Positions	5
Article II:	The Academic Assembly	
Section A	Purpose	6
Section B	Membership	6
Section C	Officers	7
Section D	Meetings	7
Section E	The Advisory Committee	8
Section F	Ad Hoc Committees	8
Article III:	Committees	
Section A	Standing Committees	8
Section B	Special Committees	9
Section C	Appointment of Standing Committees	9
Section D	Reports	10
Article IV:	The Faculty Executive Council	
Section A	Purpose	10
Section B	Composition	10
Section C	Meetings	10
Section D	Special Relationship to Academic Assembly	11
Article V:	Instructional Units	
Section A	Departments	11
Section B	Divisions	11
Section C	Interdisciplinary Units	12
Article VI:	Amendments	
Section A	Who May Submit Proposed Amendments	12
Section B	Proposals	12
Section C	Processing	12
Section D	Revision of Bylaws	13
Article VII:	Primacy of University Bylaws	13
Article VIII:	Supersedeas	13

ARTICLE I THE PROFESSORiate

Section A. The Faculty

- 1 The General Faculty shall consist of all persons holding full academic, affiliate, or prefixed rank within the School, as well as those with the title of Emeritus.
- 2 The Academic Faculty shall consist of all persons holding full academic rank within the School.

Section B. Academic Titles with Faculty Status

- 1 Academic titles and faculty status are described in Chapter 4; Article 4:1 of the University Bylaws.

Section C. Academic Titles without Faculty Status

- 1 Academic titles without faculty status are described in Chapter 4; Article 4: 1 of the University Bylaws.

Section D. Appointment, Promotion, and Tenure of the Faculty

- 1 General requirements for Full Academic Ranks are described in Part I, Procedures Regarding Faculty Positions, of the University Faculty Handbook of Procedures and Policies
- 2 Provisions

All appointments shall specify clearly the conditions and responsibilities of the appointment and shall be given in writing to the appointee. All promotions shall become effective on the first day of July of that same year. New appointments shall become effective at the specified appointment time following approval of the President of the University and the Board of Trustees.

Members of the University Faculty shall have their primary appointment in only one academic department of instruction within the university. This does not preclude, however, a member of the Faculty having a secondary appointment in a department of the same or another school when such a dual appointment will serve to enhance the educational or research programs in the second department. When such an appointment is made, the academic rank conferred by each of the departments involved need not be similar. However, the academic rank of the faculty member in the department of secondary affiliation shall not be greater than that held in the department of primary affiliation. Furthermore, the salary of faculty members having such dual appointments shall reside solely in the budget of the department of primary appointment.

If a tenured member of the University Faculty is appointed to an administrative position, tenure shall not be revoked but shall apply only to the position as a member of the Faculty. If the faculty

member resigns or is released from an administrative position and the total salary has been listed in the administrative budget, the faculty member shall be guaranteed a salary at least equal to the median salary for the rank held in the department of their primary appointment, but in no case less than what the previous salary would be had the individual continued in that departmental position and received the annual salary increases.

If a tenured member of the University Faculty holds an administrative position for which an administrative stipend is a supplement to the faculty salary, tenure shall extend only to the salary as a member of the Faculty.

3 Procedures

Appointment or promotion to the rank of Professor, Associate Professor, or Assistant Professor shall be initiated by the appropriate Department Chair by submission of a recommendation, with documentation, to the Dean. The Dean shall, with or without comment, transmit all such materials to the Faculty Appointments, Promotions, and Tenure Committee for its consideration and written report. An appointment or promotion supported by the Faculty Appointment, Promotions, and Tenure Committee and concurred with by the Faculty Executive Council shall be submitted to the Vice President of Academic Affairs by the Dean.

Appointment to the rank of Instructor or Lecturer shall be made upon the recommendation of the appropriate Department Chair and approval of the Dean.

4 Criteria for Appointments, Promotions and Tenure

Criteria for Appointments, Promotions and Tenure are described in Chapter 5; Article 5: 1 of the University Bylaws.

Section E. Terms of Appointment, Tenure, and Non-Reappointment

- 1 Terms of appointment and matters of tenure and non-reappointment shall be governed by the University Bylaws, Regulations, and Faculty Benefits described in Chapter 5; Article 1; Section 5: 1-02.

Section F. Administrative Positions

- 1 A faculty member who is a Department Chair, the Dean, an Associate or Assistant Dean, an officer of the University or has any equivalent function, shall be deemed to have an Administrative Position. Except for the right to vote on matters before, or to hold office in, the Academic Assembly, an Administrative Position shall in no way alter or impinge upon the rights and privileges of a faculty member's academic rank. Faculty members would regain their right to vote on matters before, and hold office within, the Academic Assembly if they resigned or were released from their administrative position.

ARTICLE II THE ACADEMIC ASSEMBLY

Section A. Purpose

- 1 The Academic Assembly shall serve the General Faculty, Student Body, Administration, and Board of Trustees as a forum for discussion, a source of opinion, and a treasury of information in relation to academic and related affairs. The Academic Assembly, through its committees, shall:
 - (1) establish admission criteria for students.
 - (2) establish evaluation and promotion policy for students.
 - (3) approve appointment and promotion policy for faculty.
 - (4) establish and evaluate curricula.
 - (5) encourage, stimulate, and assist faculty research efforts.
 - (6) approve candidates for degrees.
 - (7) recommend composition of School committees.
 - (8) be available to the Board and Administration for advice and counsel.
 - (9) consider and advise the Dean of the School of Medicine on other matters for the good and welfare of the School.
 - (10) set an atmosphere of concern and excellence worthy to be emulated by the student body.

Section B. Membership

- 1 All members of the Academic faculty shall be members of the Academic Assembly.
- 2 Members of the General Faculty not having full academic rank may, at each affiliate hospital, elect from their numbers one representative for every five faculty members of that department or at least one representative if the number of faculty members of that department at that affiliate hospital is less than five. The number of such representatives per department at each affiliate should not exceed a total of six. Each representative shall serve for a term of two years. The Chair of the department shall submit the names of representatives to the Secretary of the Academic Assembly.
- 3 Each medical school class shall elect two representatives from their class to the Academic Assembly for a one year term.

- 4 The President of the University, Dean, Associate Dean(s), and Assistant Dean(s), shall be members ex-officio of the Academic Assembly if they do not have full academic rank.

Section C. Officers

- 1 A Speaker, Deputy Speaker, and Secretary shall be elected by ballot for a term of two years or until a successor is elected and qualifies. Only the Secretary shall be eligible to serve consecutive terms.
- 2 Only members of the Academic Assembly who have attained the rank of Assistant Professor or higher, and have been a faculty member more than one year shall be eligible to be elected to or to hold office. Individuals holding an Administrative position shall be ineligible to be elected to or to hold office.
- 3 Election of officers shall be held during the Spring quarter meeting; the term of office shall commence the following July first.
- 4 A vacancy in the office of Deputy Speaker or Secretary shall be filled by election to complete the unexpired term as soon as practicable. The Deputy Speaker shall succeed to the vacant office of the Speaker.
- 5 The Speaker shall be responsible for the implementation of these by-laws, shall preside at Academic Assembly meetings, shall be Chair of the Advisory Committee, shall be a member of the Faculty Executive Council, shall maintain an effective liaison with the University Senate, and shall perform all other acts customary to the office.
- 6 The Deputy Speaker shall act in the absence of the Speaker, shall be a member of the Advisory Committee, and shall perform such other duties as may from time to time be assigned by the Speaker.
- 7 The Secretary shall perform the traditional duties of the office and be a member of the Advisory Committee.

Section D. Meetings

- 1 The Academic Assembly shall have regular meetings at the end of the Fall, Winter, and Spring academic quarters. At least two weeks prior, notice shall be given the membership. The agenda shall always include "old business" as well as "new business."
- 2 Special meetings may, with two weeks prior written notice, be called by the Speaker upon recommendation of the Advisory Committee, on petition of at least ten members of the Academic Faculty, or at the request of the President or Dean. Only those items for which the meeting is called shall be discussed and acted upon.
- 3 A quorum for any meeting of the Academic Assembly shall consist of one-third of its membership, or thirty members, whichever is less.

Section E. The Advisory Committee

- 1 The Advisory Committee shall act as the executive arm of the Academic Assembly and shall make known the will and opinion of the Academic Assembly to the Faculty Executive Council, the Dean, and the President of the University, by frequent informal and/or formal communication.
- 2 The Advisory Committee shall be composed of the Speaker, Deputy Speaker, Secretary, and four members of the Academic Assembly who shall have the same qualifications as the officers. These four members shall be elected by the Academic Assembly for staggered two year terms or until a qualified successor is elected.
- 3 The Speaker, and in his absence the Deputy Speaker, shall act as Chair of the Advisory Committee.
- 4 A quorum shall consist of four members.

Section F. Ad hoc Committees

- 1 The Speaker may, with the consent of the Academic Assembly or Advisory Committee, appoint ad hoc committees to assist in his/her duties.

ARTICLE III COMMITTEES

Section A. Standing Committees

- 1 Faculty Awards Committee. This committee shall recommend to the Dean recipients for honors and awards, and may establish other means of recognizing meritorious faculty. The committee will be composed of five members of the academic faculty who do not have an Administrative position.
- 2 Faculty Appointments, Promotions, and Tenure Committee. This committee shall consider all appointments and promotions to professorial rank as well as recommendations for tenure. It shall be composed of seven members of the Academic Faculty who, when appointed and while serving on this committee, do not have an Administrative position and who have attained the rank of Professor or Associate Professor. Members shall serve on this committee for no more than five consecutive years. The chair of this committee shall be appointed for a term not to exceed three consecutive years. Committee members completing a consecutive five year term may not be reappointed for a period of at least one year.

The chair shall submit all recommendations directly and exclusively to the Dean, who, after receiving Faculty Executive Council concurrence, shall forward them to the Vice President for

Academic Affairs. Upon approval by the President and the Board of Trustees, appointments shall be made by letter, signed by the President, setting forth the terms and conditions of the appointment. In cases involving tenure, the Dean shall also send the recommendations of the Faculty Executive Council to the University Tenure Committee for concurrence of that committee on the matter of tenure. The Dean will subsequently communicate the final action of the Board of Trustees of the University on the recommendations to the Speaker of the Academic Assembly.

- 3 Educational Affairs Committee. This committee shall have full responsibility in the design, management, and oversight of the curriculum. It shall define and formulate educational objectives and policies, advise the Administration on matters of accreditation and shall work with the Graduate Medical Education Committee to coordinate the continuum of competencies in medical education.
- 4 Student Admissions Committee. This committee shall examine the credentials of all applicants for student status. Those accepted by the committee may be invited by the Dean to matriculate; those not accepted by the committee shall be notified by the Dean. The registrar shall keep the committee informed as to the invitees' acceptance or non-acceptance of the Dean's invitation.
- 5 Student Evaluation, Promotion, and Awards Committee. This committee shall evaluate information from all appropriate sources concerning each student's progress at least quarterly, and shall recommend appropriate action and disposition. The committee shall also submit recommendations for student honors and awards.
- 6 Graduate Medical Education Committee. This committee shall oversee all medical training programs, (residency and fellowship), and shall maintain liaison with the Educational Affairs Committee.
- 7 Continuing Medical Education Committee. This committee shall promote the development of, evaluate and approve, and certify Continuing Medical Education programs, and shall assess the effect of Continuing Medical Education programs.

Section B. Special Committees

- 1 The Dean and Faculty Executive Council, acting in concert, may establish any Special Committee deemed necessary or prudent. The members of such committee shall be appointed by the Dean.
- 2 Final action stemming from recommendation of Special Committees shall be communicated by the Dean to the Secretary of the Academic Assembly.

Section C. Appointment of Standing Committees

- 1 The Advisory Committee shall, annually, review the membership of Standing Committees and make recommendations to the Academic Assembly concerning upcoming appointments and reappointments. Insofar as is possible, at least one-half the membership of each committee shall be retained.

- 2 The Academic Assembly shall submit a list of nominees, including suggested chairmen, to the Dean for each of the committees. The Dean shall then appoint the members of the committees, consulting with the Academic Assembly, as necessary.
- 3 A member of a Standing Committee shall be appointed to serve for a term of one year.
- 4 A person may serve as chair of only one Standing Committee at a given time.
- 5 All appointees shall receive written notice of their appointment and of the committee's charge.

Section D. Reports

- 1 Except as otherwise stated in this Article, committees will report all activity to the Secretary of the Academic Assembly, promptly and in writing.

ARTICLE IV THE FACULTY EXECUTIVE COUNCIL

Section A. Purpose

- 1 The Faculty Executive Council shall be the executive advisory body to the Dean in all matters pertaining to School affairs. It shall act on recommendations brought before it and present its recommendations to the Dean for the good and welfare of the School.

Section B. Composition

- 1 The Faculty Executive Council shall be composed of the Dean, the Associate and Assistant Dean(s), the Chair or Acting Chair of each Department, others in designated administrative positions, the Speaker of the Academic Assembly, and the President of the Student Council.

Section C. Meetings

- 1 The Council shall meet as scheduled by the Dean. However, on written request stating the purpose, any five members can cause the Dean to call a special meeting. All meetings shall be preceded by at least a one week notice.
- 2 The Dean, or his designee, shall preside at meetings of the Faculty Executive Council.

Section D. Special Relationship to Academic Assembly

- 1 A vote of a majority of all the members of the Faculty Executive Council shall be necessary to reject a recommendation of the Academic Assembly or its Advisory Committee.
- 2 If a recommendation of the Academic Assembly, or its Advisory Committee, is rejected, the Faculty Executive Council shall detail the reason in writing to the Chair of the Advisory Committee.

ARTICLE V INSTRUCTIONAL UNITS

Section A. Departments

- 1 Departments shall be the major academic units within the School. Each department shall have a Chair responsible to the Dean for its proper administration.
- 2 A Department Chair, after approval by the President and Board of Trustees, shall be appointed by the Dean. The Administrative position of Chair shall not be tenured.
- 3 A Vice Chair, appointed by the Department Chair and approved by the Dean, shall assume the duties of Chair in the temporary absence of the Chair.
- 4 In the absence of a Chair, and if no Vice Chair has been previously appointed, the Dean may choose a fully ranked member of the Department, who has at least the rank of Assistant Professor, as interim chair pending the selection of an acting chair by the mechanism described below.
- 5 When a vacancy occurs in the position of Chair, those members of the Department holding full academic rank shall:
 - a. Elect an Acting Chair subject to approval of the Dean and Faculty Executive Council, and
 - b. Give their advice and counsel to the Search Committee formed to find a new Chair.
- 6 Departments may be established or abolished by action of the Faculty Executive Council, concurrence of the Dean and Academic Assembly, and consent of the President.

Section B. Divisions

- 1 Division shall function within a Department to more effectively carry out educational programs in specialized areas of the departmental discipline.
- 2 Divisions may be formed or abolished upon recommendation of the Department Chair-with the concurrence of the Dean.
- 3 A Division shall be headed by a Chief recommended by the Chair and appointed by the Dean.

Section C. Interdisciplinary Units

- 1 Interdisciplinary units shall consist of selected members of two or more departments united to provide integrated courses of instruction or research capabilities.
- 2 Activities of the Interdisciplinary Unit shall be under the joint sponsorship and administrative control of the departments involved.
- 3 Members of the Interdisciplinary Unity shall be identified by their primary rank and department.
- 4 Interdisciplinary units shall be formed or dissolved by the Dean or by the advice of an appropriate committee, concurrence of the department chairs involved, and with the concurrence of the Dean.

ARTICLE VI

AMENDMENTS

Section A. Who May Submit Proposed Amendments

- 1 Proposed amendments to these Bylaws may be submitted to the advisory committee by any of the following:
 - a. The Academic Assembly Bylaws Revision Committee
 - b. The Dean of the School
 - c. The Faculty Executive Council
 - d. Twenty (20) members of the Academic Assembly

Section B. Proposals

- 1 All proposals shall be typewritten, shall contain the specific change(s) with reason(s) for the change(s), and shall be submitted to the Advisory Committee of the Academic Assembly.

Section C. Processing

- 1 Within sixty (60) days of receipt of any proposed change(s) in these Bylaws, the Advisory Committee of the Academic Assembly shall submit the original proposal(s) and/or the Advisory Committee's recommendation to the Academic Assembly for action. A majority of those present and voting at the meeting of the Academic Assembly considering such change(s) may ratify any Bylaw change.
- 2 Ratified Bylaw changes shall be forwarded to the Dean who shall, within ten (10) days, forward ratified Bylaw(s) with his comments to the President of the University and the Board of Trustees.

- 3 Upon approval of the Board of Trustees of the University, the ratified Bylaws shall become a part of this instrument, and the faculty shall be so notified by the Secretary of the Academic Assembly.

Section D. Revision of Bylaws

- 1 Every third year the Speaker of the Academic Assembly shall appoint a Review Committee to determine the need for a revision of the Bylaws.
- 2 Upon at least 30 days notice, the Academic Assembly shall act upon the Review Committee's recommendation. If a revision is ordered by the Academic Assembly, the Speaker shall appoint, with the Academic Assembly's advice and consent, a Bylaws Revision Committee.
- 3 The Academic Assembly, upon at least two weeks notice, and by majority action of those present and voting, may ratify the revised Bylaws.
- 4 Ratified revised Bylaws shall be forwarded to the Dean who shall, within ten (10) days, forward the ratified revised Bylaws with his comments to the President of the University and the Board of Trustees.
- 5 Upon approval by the Board, the ratified revised Bylaws shall become effective and be distributed to the faculty by the Secretary of the Academic Assembly.

ARTICLE VII PRIMACY OF UNIVERSITY BYLAWS

In the event of any conflict at any time between these Bylaws and the University Bylaws, Regulations, and Faculty Benefits, the latter document shall be controlling; and in the event of any conflict at the time between these Bylaws and the Constitution and Bylaws of the University, the latter document shall be controlling.

ARTICLE VIII SUPERSEDEAS

These Bylaws shall become effective on October 24, 2003 and from and after such date shall supersede all prior Faculty Bylaws of the School; provided that these changes do not nullify any prior action taken pursuant to such superseded Bylaws.