

**BY-LAWS OF THE FACULTY
OF THE SCHOOL OF MEDICINE
OF SAINT LOUIS UNIVERSITY**

ARTICLE I: FACULTY MEETINGS

- A. Plenary Sessions – The Faculty shall meet as delineated in the Constitution, Article I, Section 2E. A quorum shall consist of the nearest whole number equivalent to seven percent of the total number of faculty as determined at the beginning of each academic year.
- B. Agenda – The order of business for the meetings shall be determined by the Dean, or designate of the Dean, with the advice and assistance of the Faculty Secretary. Members of the faculty shall consult the Faculty Secretary regarding items of business which they wish placed on the agenda.
- C. Order of Business – Roberts’ Rules of order shall prevail for the conduct of meeting business.
- D. Special Meetings - Provisions for calling special meetings are delineated in the constitution, Article I, Section 2E.

ARTICLE II: ELECTIONS AND VOTING

- A. Ballots from the Committee on Faculty Affairs – Such ballots will be transmitted to the Faculty Secretary who will distribute copies to the general faculty for action. The ballots will be counted by the Faculty Secretary. If the Faculty Secretary is a candidate on the ballot, the secretary shall appoint a Chief Teller who shall tally the ballots. The results will be reported to the Dean who will announce the results at the next faculty meeting. If announcement of results of balloting is judged to be urgent, the Dean may use other expedient means to provide the results to the faculty.
- B. Voting at Faculty Meetings – When a quorum is present, matters of business requiring a vote shall be decided by a show of hands or paper ballot, at the discretion of the Dean. The Faculty Secretary shall appoint sufficient tellers to assist in tallying such voting. Any voting member of the faculty may request a secret ballot on any item on which a vote is to be taken.

ARTICLE III: THE FACULTY SECRETARY, MEMBERSHIP ON COMMITTEES AND ELECTED OR APPOINTED OFFICES

- A. Term of Election or Appointment – The Faculty Secretary shall be elected for a three year term. Members of the faculty elected or appointed to standing committees or other offices approved by the faculty shall serve no more than a maximum of six successive years. Succession to the position may be attained for a maximum of another six successive years **after vacating** of the office or committee for at least a year.
- B. Condition of Membership – Members elected or appointed to standing committees, or other offices, will have agreed to serve prior to election or appointment. Failure to attend fifty percent of the meetings of that committee shall constitute forfeiture of office, and the chair of the committee shall inform the Dean once annually of any members not attending fifty percent of the meetings. The Dean may recommend continued membership on the committee to the committee chair, or a new committee member shall be appointed by the Dean upon recommendation of the Committee on Faculty Affairs. If an elected position has been vacated, the Faculty Secretary shall inform the Dean of the name of the candidate who received the next highest number of votes in the most recent election for that position. At the end of the normal term of appointment, an election will be held or a new appointment will be made. The incumbent may be elected or appointed for the new term of office provided the total length of election or appointment conforms to the regulations in Article III, Section A. Members of the committees or other offices who resign or retire will be replaced in accord with the above procedures.

ARTICLE IV: STANDING COMMITTEES

- A. Committee on Faculty Affairs – Function: The committee shall serve as the Committee on Committees recommending to the Dean individuals to serve on all standing committees of the School of Medicine, or other University committees, and shall serve as a nominating committee for those committees requiring General Faculty elections, such as the Executive Committee of the Medical School Faculty, Faculty Affairs Committee, the Faculty Senate and Secretary of the Faculty. **The committee shall recommend to the Dean of the Medical School the formation of additional standing committees as deemed appropriate by changes in the conduct or climate of medical education, biomedical research and clinical practice. The Committee on Faculty Affairs will make specific recommendations to the dean regarding the name, function, composition and service tenure of members on such new committees. The Dean of the Medical School can request of the Committee on Faculty Affairs the names of candidates for appointments by the Dean to committees when necessary.**
(Amended, bold type; Adopted 6/2/92)

This committee shall serve as a resource for information concerning fellowships and awards, be active in the identification of candidates for awards and honors, be concerned with fostering the environment of scholarship, and receive the grievances of individual faculty members. Faculty grievances shall be handled by complying with University procedures.

This committee should formally review the Faculty By-Laws at least every three years and recommend such changes to the faculty as the committee deems appropriate.

Membership: There shall be seven members elected by the ranked faculty; two members from the full-time pre-clinical; two from the clinical, and two from the voluntary faculty. The seventh member may be elected from any one of the above groups. Elected members will serve terms of three years and can be reelected provided that their terms do not exceed six successive years. The chair, appointed by the Dean, shall serve three years. The year is defined from July 1 to June 30. The election shall be held prior to the general faculty meeting in June so that the results may be announced at that time. The term of an elected member shall begin on July 1 following the June election.

Elections: The Faculty Affairs Committee shall act as a nominating committee in selecting candidates to be voted by ballot for announcement at the June faculty meeting. **The Committee on Faculty Affairs shall strive to seek external guidance in its role as the chief nominating committee by soliciting the names of nominees from faculty members outside of the committee.** The ballots with the candidates' names for membership shall be circulated to the general faculty four weeks prior to that meeting date. Election of members to the committee shall be by majority vote of the ranked faculty. (Amended, bold type; Adopted 6/2/92).

If an elected member of the committee cannot fulfill the term of office, a temporary appointment will be made by the Dean upon recommendation by the Faculty Secretary in accord with the procedure stated in Article III, Section B. If an appointed committee member cannot fulfill the term of appointment a temporary appointment will be made by the Dean, upon the recommendation of the Faculty Affairs Committee. The individual appointed shall represent the appropriate faculty group, and complete the unexpired term. Elections must then be held at the end of the completion of the unexpired terms.

Meeting: The committee shall meet at least six times per year. Other meetings may be called at the request of the chair, any two members of the committee, or by the Dean. The chair of the committee shall preside over the meetings, maintain minutes, and shall report to the general faculty and the Dean on a regular basis.

B. Curriculum Oversight Committee (Amended, bold type; Adopted 10/14/1996)

Function: As defined in the Constitution, Article III, Section 2B. Curricular policy approved by the Curriculum Oversight Committee will be implemented by the Curriculum Management Committee.

Membership: The Dean will appoint faculty members for a three-year term. Members may be reappointed one or more times at the discretion of the Dean.

Curriculum Management Committee

Function: As defined in the Constitution, Article III, Section 2B (Amended, p. 9 of Constitution). **The committee is responsible for the design and implementation of an integrated and coordinated curriculum.**

Membership: One or more representatives appointed by the Dean from each educational phase of curriculum, as determined by the Curriculum Oversight Committee. At least two student representatives, and other faculty or staff members as needed to provide the necessary balance to exercise committee objectives. An educational specialist will serve as executive secretary to the committee. **The chair will be appointed by the Dean upon recommendation of the Curriculum Oversight Committee. The committee's chairperson will report to the Curriculum Oversight Committee on behalf of the Curriculum Management Committee.**

The Dean will appoint members for a three-year term. Members may be reappointed one or more times at the discretion of the Dean.

Meeting: The Curriculum Oversight Committee and the Curriculum Management Committee will meet at least five times each academic year. (*Amended October 14, 1996; Amended June 23, 2003, bold type*).

C. Committee on Student Progress and Program Planning –

Function: The committee shall assess the criteria for advancement of individual students toward graduation, consider mechanisms for retention within the student body, when necessary, and report **all** recommendations to the Dean. The committee shall hear the reports of the course directors, interview those students who wish to modify their course of study or whose progress indicates need for a change in course of study, review the details in executive session and prepare recommendations for the **Dean** to be reported by the committee Chair. Reports **of committee action** will be made **to the Executive Committee of the Faculty at regular intervals during the academic year**. (*Amended, bold type; Adopted 6/3/96*).

Membership: The committee shall consist of at least seven members of the faculty, none of whom is a Departmental Chair. Insofar as possible membership on the committee should reflect an equal distribution between Basic and Clinical Science Faculty who have knowledge of the student body through active participation in instruction. Members shall be appointed to the committee by the Dean and shall serve for a term of six years. The Chair of the committee shall be appointed by the Dean. Ex Officio members (non-voting) shall include the Dean for Students and the Registrar; the latter shall serve as Secretary to the committee and maintain records, reports, and Minutes of the committee meetings.

Meetings: The committee shall meet at those times during the academic year most appropriate to review the promotion of students and to consider special problems of individual students. Normally, at least two meetings will be held during the year. The Chair shall preside and shall report to the general faculty at least once a year. Meetings may be called at the request of the Chair, the Secretary of the committee, the Dean, or four members of the committee.

D. Committee on Admissions –

Function: The committee has the responsibility to establish minimal requirements for admission of candidates to the student body of the Medical School, to review the application and supportive evidence from each candidate, to recommend to the Dean acceptable candidates for admission **and to help initiate special recruitment programs for the School of Medicine.** (Amended, bold type; Adopted 6/2/92)

Membership: Although this is an administrative committee, faculty shall constitute the majority of the committee in numbers determined by the Dean. Members shall serve a term of six years appointed by the **Dean on recommendation of the Dean of Admissions and the respective Department Chair.** In the absence of a Dean of Admissions, a Chair shall be appointed by the Dean for a prescribed period. Interested students may be appointed to the committee by the Dean upon recommendation of the **Dean of Admissions** and each shall be a voting member of the committee. The term of appointment for student members shall be three years and is contingent upon continued excellent academic performance and recommendation of the **Dean of Admissions.** (Amended, bold type; Adopted 6/2/92).

Meetings: Committee meetings shall be held **weekly from September to May** and upon call by the **Dean of Admissions** or at least four faculty members of the committee. Secretarial support and sufficient funds to meet the needs of the Committee to acquire useful information on each applicant shall be provided by the office of the Dean. **The Dean of Admissions, or delegate,** shall report to the general faculty at least once each year. (Amended, bold type; Adopted 6/2/92).

ARTICLE V: EXECUTIVE COMMITTEE

Function: The function of this committee is outlined in Article II of the Constitution of the School of Medicine and in its own By-Laws.

Membership: The Executive Committee of the School of Medicine shall consist of all departmental chairs, the Secretary of the Faculty, and six members elected from the ranked faculty, two of whom shall represent the basic science faculty, two full-time clinical and two part-time and voluntary faculty.

Elections: The Faculty Affairs Committee shall act as a nominating committee in selecting candidates to be voted by ballot and announced at the June Faculty meeting. The ballot shall be circulated to the general faculty four weeks prior to the date of the June meeting. The number of candidates from each of the ranked faculty groups shall be at least twice the number of positions open. **The term of elected office is three years.** Elected members can be reelected provided that their terms do not exceed six successive years. In case a member cannot fulfill the elected term, a temporary appointment will be made by the Dean from a list provided by the Faculty Affairs Committee. The individual appointed to complete the unexpired term shall be a member of the same faculty group as the member being replaced. *(Amended, bold type; Adopted 6/2/92).*

ARTICLE VI: OFFICE OF THE DEAN

In addition to the duties and obligations of the Dean as delineated in the Constitution and the By-Laws of the Executive Committee, the Dean shall have the authority to appoint **ad hoc** committees in any areas which the Dean deems responsible and valuable to assist in operation, improvement, or function of this School of Medicine. Such committees will report to and consult with the Dean; the composition and tenure of such committees shall be determined by the Dean.

ARTICLE VII: AMENDMENTS

Amendments to these By-Laws may be proposed by any member of the Faculty at a faculty meeting. The Faculty Secretary shall record the substance of the proposed amendment and summarize any discussion of the proposed amendment for inclusion in the Minutes of the meeting. The proposed amendment shall become an item on the agenda for discussion at the next faculty meeting. Upon a majority vote of the faculty at this second meeting the proposed amendment shall be voted upon at the next regular meeting in accord with Article IV of the Constitution.