

**THE CONSTITUTION  
OF THE SCHOOL OF MEDICINE OF  
SAINT LOUIS UNIVERSITY**

Preamble

The goal of the School of Medicine of Saint Louis University is improvement of the general health of mankind through education, research, and development and acquisition of new knowledge and techniques in the basic and clinical medical sciences. The Faculty of the School has created this constitution for the purpose of organizing and perfecting itself as a self-governing body which is committed to the pursuit of these goals.

ARTICLE I

Organization of the School of Medicine

The Dean, Faculty, Executive and other Standing Committees, departments and their chairs, and all others directly concerned with achieving the goals of the School comprise its organizational framework. Members of the faculty shall hold an appointment in one or more departments and participate in the activities of their respective departments, the School and the University.

- 1) The Dean
  - A) The Dean shall be a member of the ranked faculty of the School. The Dean shall have administrative authority over the School, its faculty, and the student body. As the chief executive officer and representative of the faculty of the School of Medicine the Dean shall implement its academic policies, provide leadership and initiative for the faculty, and report annually to the faculty on the accomplishments, progress, and direction of the School. The Dean shall preside over meetings of the faculty and Executive Committee and either the Dean, or a designate of the Dean, shall be an ex officio member of each faculty committee except the Committee on Faculty Affairs.
  - B) The Dean shall be appointed in accordance with the Charter, Constitution, and By-laws of the University upon the recommendations of the Executive Committee and the endorsement of the Provost.
  - C) The Dean shall be administratively responsible for the School of Medicine, and through the Provost to the President of the University and the Board of Trustees.

2) The Faculty

- A) The faculty shall consist of all persons who hold an academic appointment in the School of Medicine. Any person holding the rank of instructor or above shall be regarded as a member of the ranked faculty. Members of the ranked faculty are eligible to vote. Unranked members of the faculty shall be eligible to participate in all activities of the faculty and share all faculty rights except voting.
- B) The faculty shall be concerned with the design, development, execution, and evaluation of the teaching, training, and research programs of the School of Medicine.
- C) The Dean, or a designate of the Dean, shall prepare the agenda of, and preside over, meetings of the faculty.
- D) The ranked faculty shall elect one of its members for a three-year term to serve as its Secretary. The Secretary shall assist and advise the Dean, or designate of the Dean, in the preparation of the agenda for all faculty meetings. The Secretary shall prepare, maintain, and convey to the Committee on Faculty Affairs a list of committee memberships, terms, and vacancies involving the School of Medicine within the Medical Center and the University in general. The Secretary shall receive from the Committee on Faculty Affairs the names of nominees for committee memberships, and forward them to the Dean. The Secretary shall serve as a voting member of the Executive Committee. *(Amended by Action of Faculty: 4/5/82)*
- E) The faculty shall meet in open plenary session no more than four times during the academic year, the dates to be determined jointly by the Dean, the Faculty Secretary and the Faculty Senate. Special meetings may be requested of the Dean by any twenty members of the faculty or by any of the standing committees of the School of Medicine. The faculty shall meet and act upon the agenda and may initiate recommendations to the Dean. *(Amended by Action of Faculty: 6/06/77 and 6/21/99)*
- F) Representatives to the Faculty Senate or other such assembly shall be elected by the faculty upon the recommendation of the Committee on Faculty Affairs supplemented by nominations from the floor. The representatives to the Faculty Senate or other such assembly shall report at each faculty meeting.
- G) The faculty shall prepare and promulgate its own by-laws.

3) The Student Body

The Student Body of the School of Medicine shall consist of qualified students who have been selected from those applying to the School for admission. They shall, by mastery of the curriculum, professional conduct, and compliance with the rules and regulations of the School of Medicine and the University, maintain membership in good standing. Satisfactory completion of the prescribed course of study and evidence of good standing in the Student Body shall be required before a degree may be awarded. Representatives of the Student Body shall participate in discussion, deliberations, and the formulation of academic policy.

ARTICLE IIThe Executive Committee

- A) Voting members of 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 basic sciences; two full-time clinical; and two, part-time and voluntary faculty. Elected members shall be chosen by the method specified in the By-laws of the faculty. Associate and Assistant Deans shall be *ex officio* members of the Executive Committee without vote. The Dean shall be the Chair and presiding officer of the Executive Committee voting only in case of tie.
- B) The Executive Committee shall serve as an advisory and consultative body to the Dean.
- C) The Dean shall appoint all subcommittees of the Executive Committee and be an *ex officio* member of each.
- D) The Executive Committee shall be concerned with recommendations regarding the matriculation, promotion, and graduation of students, faculty appointments and promotions, the granting of tenure, the creation of new departments, and the appointments of Deans and Department Chairs. The Executive Committee may recommend interdepartmental actions and curriculum modifications to the faculty for its approval, and shall be informed of the actions of the standing committees.
- E) The Executive Committee shall elect three of its members, at least one of whom shall be an elected member, to serve as a Conference Committee on Medical School Budget and Planning which will meet with the administrations no less than once a year.
- F) The Dean shall call a meeting of the Executive Committee at least once each month, except for July and August.

- G) The Executive Committee shall prepare its own By-laws.

### ARTICLE III

#### Standing Committees of the School of Medicine

1) Appointment Procedures and Policies

- A) The Dean, with the advice of the Committee on Faculty Affairs, shall appoint the members of all standing committees of the School of Medicine except the Committee on Faculty Affairs. The Dean shall report the membership of each committee to the faculty.
- B) The Chair of each committee shall be designated by the Dean and execute functions defined by the By-laws of the faculty.
- C) All standing committees of the faculty shall, unless otherwise specified, report to the faculty and the Dean.
- D) Committee members may be appointed, or elected, for terms not to exceed six successive years, provided such appointments be staggered in a fashion which will provide gradual and orderly change in membership.
- E) The Dean, or representative of the Dean, shall be an ex officio member of all committees of the School of Medicine except the Committee on Faculty Affairs and shall receive notices and minutes of all meetings.
- F) The Chair of each standing committee at the time of appointment shall receive from the Dean a statement of charge to the committee.

2) The standing committees of the School of Medicine shall be:

- A) Committee on Faculty Affairs – This committee shall consist of seven members representing both the full-time and voluntary faculty, elected at large in the manner specified by the By-laws of the faculty. It shall serve as the committee on committees, recommending individuals to serve on School of Medicine or other University committees. This committee shall serve as a resource for information concerning fellowships and awards, be active in the identification of candidates for honors and awards, be concerned with fostering the environment of scholarship, and receive the grievances of individual faculty members.
- B) Curriculum Oversight Committee – The committee shall consist of five members appointed by the Dean, who chairs the committee. It shall concern itself with oversight of the curriculum from an institutional perspective. To

exercise this institutional responsibility it will approve general policy guiding the activities of the Curriculum Management Committee.

Curriculum Management Committee – This committee shall include at least one representative from each educational phase of the curriculum, student representatives, and others as determined by the Curriculum Oversight Committee. An educational specialist shall provide administrative support. The Committee is responsible for the design and implementation of an integrated and coordinated curriculum. The Chair will be appointed by the Dean upon recommendation of the Curriculum Oversight Committee. The Curriculum Management Committee will report to the Curriculum Oversight Committee. *(Adopted 10/14/96; these replaced the Educational Policy Committee; Amended by Action of the Faculty: 06/23/03 and Board of Trustees: 9/12/03)*

- C) Committee on Student Progress Program Planning – This committee shall include a representative of the Dean (ex officio) and shall be composed of members other than Department Chairs. The Committee shall concern itself with the criteria for the advancement of students toward graduation and their retention in the student body. The Committee shall report to the Dean.
- D) The Committee on Admissions is an administrative committee on which the faculty has representation. The Chair of this committee shall be designated by the Dean. Faculty members shall be chosen from a list provided by the Committee on Faculty Affairs in numbers to be determined by the Dean.

#### ARTICLE IV

##### Amendments

The constitution may be amended subject to the approval of the Provost, the President and the Board of Trustees of Saint Louis University. Amendments must be proposed in writing and presented at the faculty meeting no less than six months prior to consideration. Amendments shall be voted by mail, affirmation by two-thirds of those voting constituting approval. Each amendment must be reviewed by an ad hoc committee, appointed by the Dean from a list provided by the Committee on Faculty Affairs, which will report to the faculty no less than three months prior to the mailing of ballots.

#### ARTICLE V

The Executive Committee and the faculty shall prepare their own by-laws which may be adopted, amended, or suspended by a 60% vote of each body present and voting at a regular meeting, and become operational upon approval. Each group shall determine the form and structure of its own By-laws Committee.

The appointment procedures and policies of these committees shall be as indicated in Article III, Sec. 1) A)-F); Sec. 2) A), Committee on Faculty Affairs; Sec. 2 B), Curriculum Oversight Committee and Curriculum Management Committee; Sec. 2) C), Committee on Student Progress and Program Planning; Sec. 2) G), Committee on Admission. (*Amended by Action of Faculty, 6/2/92*)

Gender of the Constitution:

The Constitution has been re-worded to read gender-neutral. (*Adopted by Action of the Faculty, 6/2/92*).

*Revised Constitution adopted by faculty: June 2, 1992*