

Faculty Council Meeting
Meeting Minutes
Monday, October 15, 2018
4:00-5:30PM – BRB 105

4:00PM	Welcome and Chair's Comments	Sudha Chakrapani
4:10PM	Approval of Minutes from September 17, 2018 meeting (see attached)	Sudha Chakrapani
4:20PM	Steering Committee Activities Report	Sudha Chakrapani
4:25PM	Discussion on the HEC and CWRU's Financial Commitment to the Campus	Matthew Lester
4:30PM	Update from the Ad Hoc Committee on Faculty Representation	Cynthia Kubu
4:40PM	Bylaws Amendment to SOM Standing Committee on Minorities and Women	Darin Croft
4:50PM	Amendment Discussion from the Bylaws Committee (see attached)	Darin Croft
5:20PM	New Business	
5:30PM	Adjourn	

Members Present

Tracey Bonfield
David Buchner
Cathleen Carlin
Sudha Chakrapani
Shu Chen
Gary Clark
Brian D'Anza
Piet de Boer
Philipp Dines
Jennifer Dorth
William Dupps
Monica Gerrek

Sherine Ghafoori
Beata Jastrzebska
Hung-Ying Kao
Stathis Karathanasis
Laura Kreiner
Varun Kshetry
Cynthia Kubu
Suet Kam Lam
Maria Cecilia Lansang
Charles Malemud
Danny Manor
Jenifer McBride

Vincent Monnier
Vicki Noble
Hilary Petersen
P. Ramakrishnan
Ben Roitberg
Satya Sahoo
Scott Simpson
Jochen Son-Hing
Phoebe Stewart
Charles Sturgis
Daniel Sweeney
Carlos Trombetta

Members Absent

Corinne Bazella	Zachary Grimmett	Patricia Thomas
Robert Bonomo	Clifford Packer	Melissa Times
Travis Cleland	Nimitt Patel	Anna Valujskikh
Pamela Davis	Aparna Roy	Michael Wolfe
Judith French	Barbara Snyder	Richard Zigmond
Mahmoud Ghannoum	James Howard Swain	

Others Present

Nicole Deming	Joyce Helton
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Chair Announcements

Sudha Chakrapani, Chair of Faculty Council, called the meeting to order at 4:00PM briefly outlining the agenda items for the meeting.

She reminded Faculty Council that Dean Davis will deliver the 2018 State of the School presentation on Tuesday, October 23, at 10:00AM in the Wolstein Research Building Auditorium, Room 1413. Everyone is encouraged to attend.

Faculty Council members reached out to faculty at UH in spring of this year, and based upon the responses, drafted a letter to UH leadership detailing the pressing concerns of the faculty. This letter was edited multiple times and presented at the June 2018 meeting. The letter was tabled at the June meeting. During June meeting, Dean Davis indicated that new information would be forthcoming which could determine a different focus for the letter. The FCSC will be reviewing the letter again, and re-initiating discussion at the Faculty Council meeting in November. When asked whether UH had signed an agreement, Dean Davis informed Dr. Chakrapani that an announcement would be forthcoming.

Approval of Minutes from September 17, 2018 Meeting (*see attached*)

Dr. Chakrapani stated that her changes to the meeting minutes had already been included in the draft document that was sent to Faculty Council for review. The members were solicited for changes or comments. There being no further discussion, a motion was made and seconded to approve the meeting minutes as submitted. A vote was taken. 27 were in favor, 0 opposed, and 0 abstained. The motion passes.

Steering Committee Activities Report (Sudha Chakrapani)

During their October meeting, the Faculty Council Steering Committee reviewed Darin Croft's Bylaws amendment presentation, and Matthew Lester's draft presentation on the HEC, which were then approved to be presented at the October 15 Faculty Council meeting. They also advised Dean Davis on several emeritus appointments and a department chair appointment.

Discussion on the Health Education Campus and CWRU's Financial Commitment to the Campus (Matthew Lester)

Matthew Lester, Senior Associate Dean of Finance provided an update on the Health Education Campus (HEC) and an overview of CWRU's financial commitment to the campus. The SOM's

long-term financial plan included HEC costs, and the current estimate is in line with the budget. Increased student enrollment in the MD program, which is already fully implemented, was built into the budget to cover additional anticipated cost.

The Health Education Campus consists of two buildings, the Samson Pavilion (the main education building) and the Dental Building. Today's presentation is a preliminary budget for the full first year of the HEC operating costs.

Dean Lester provided the total project cost to Faculty Council with the cost breakdown for SOM, Dental, Nursing and CCLCM. Indirect allocations for Utech and a library, although not listed, are still a cost. The amount of AV equipment at the HEC will increase the overall capability for high tech by 50%. The first year, ongoing service costs for technicians who manage the equipment/wireless, will be free. The next year, however, we will have to pay.

While estimates for the cost of required services appear to be conservative, we are currently working to determine the most correct number. All of the existing IT staff for the Dental Clinic will continue to support them at the new facility. Due to the uniqueness of the patient electronic medical records, etc., technicians already familiar with the system are necessary to maintain it.

Transportation costs and schedules are under consideration. Multiple shuttles will travel between the main campus and the HEC. Car services such as Uber and Lyft are being considered as an option using a corporate account for payment. Transportation is expected to be high in the first year.

Proportional usage is based upon the floor plans generated to date. While there will be some shared spaces between one or more schools, this may change in the future. In one or two years, classroom allocation, and shared or dedicated spaces, can be re-evaluated. The allocation methodology used to allocate cost takes the initial assigned square footage per school, adds in the shared spaces, which equals the allocation percentage per school -- SOM -- 31%, Dental -- 20%, Nursing -- 28%, and CCLCM (the Cleveland Clinic number) -- 21%. While using a headcount to determine cost was considered, the deans agreed that square footage was a better starting point.

While FY19 is estimated to be higher than expected, this increased cost was anticipated and is already included in the SOM's budget, keeping within budget parameters. Additional funding was provided through the expanded MD class, which was enlarged to provide additional revenue with the objective of covering the increased cost.

Money has been budgeted for the building phase move in the spring, which will take place a little earlier than anticipated. Once we take ownership of the facility, cost is shifted from construction to utilities, building maintenance, custodial services, security, etc. Some individual line items appeared a little high (transportation was assumed to be high for the first year) with the expectation that it should be rationalized in subsequent years.

UH has an option to purchase half of the Wolstein Building, which may ultimately result in labs having to be relocated. The Wolstein Building was originally constructed by and paid for by

UH. At one point, CWRU stepped in to purchase and reduce the bonds that UH held. In that transaction, UH received an option of purchase for the Wolstein Building at remaining book value (purchase price minus depreciation). Being an owner does not grant operational control; we both will bring our expectations to the table when we meet in November. While it is too early for building contingency plans indicating how much space will have to be relinquished, the goal is to minimize any disruption.

Inside maintenance on the Samson Building (heating systems, electrical, elevators, general care and updates to the building) will be the responsibility of Case, while the Cleveland Clinic will manage the outside of the building. The projected cost for this maintenance appears to be accurate although no financing costs are included in that number.

While there is one floor that is shell space, the cost to activate this floor would be very expensive (kitchenettes, custodial closets). The Clinic is potentially coming forth with concepts of populating this area. The increase in the MD program owed, in part, to the minimal amount of grants in the new building and an effort to offset these additional costs.

SOM, Dental and Nursing business officers are currently meeting with the University Budget Office, Provost's Office, UTech, Facilities and others to review the assumptions for year one and beyond.

Update from the Ad Hoc Committee on Faculty Representation (Cynthia Kubu)

Membership policies that are currently used to determine the make-up of Faculty Council were approved 20 years ago when the SOM was much smaller. Currently, Faculty Council representation will exceed 73 members with the addition of the anticipated new departments. The Ad Hoc Committee on Faculty Representation is charged with studying the membership structure of Faculty Council. The 10-member committee is composed of the following representatives: 2-SOM basic science, 2-UH, 2-MHMC, 2-VA, and 2-Cleveland Clinic. While there are general goals, the committee is very committed to increasing engagement and faculty involvement in SOM, with representation that reflects all stakeholders and all faculty. The committee will sunset in December.

The Faculty Council models of peer institutions (research medical schools -- Harvard, Stanford, etc.) were examined. An informative e-mail was sent and input requested to identify key individuals involved at the various institutions on faculty council, representation issues specific to their sites, and feedback for a survey that is nearly completed. This survey will soon be sent out to faculty. Assistance is requested in completing the survey and encouraging colleagues to participate.

Dr. Kubu was asked if she anticipated that the Ad Hoc Committee on Faculty Representation would be making recommendations that would affect article 3 of the bylaws, which addresses the composition of Faculty Council. She responded that based on feedback received to date, faculty appear eager to see a change in some ways.

In early 2018, a motion was made to study faculty representation as it continued to grow, in terms of a decision making body, and was proving difficult to reach a quorum with 73 voting

members. There are always vacancies on Faculty Council. It has proven difficult to get many faculty chairs, at affiliated hospitals, to hold elections within the department. While it appears to have more to do with engagement than location, physicians are constantly being pressured to see more patients.

To make faculty more aware of the value of Faculty Council, a summary of what has been accomplished, what is planned for the future, and what is currently being worked on, could be disseminated to faculty, soliciting their suggestions for agenda items and issues of interest. We have the opportunity to rebrand Faculty Council.

Amendments Discussion from the Bylaws Committee (Darin Croft) – see attached

It was suggested that since the information and recommendations that will be forthcoming from the Ad Hoc Committee on Faculty Representation could affect or impact the discussion of Article 3 of the Bylaws in today's meeting, it might be wise to wait for their report.

A motion was made and seconded to table the bylaws discussion scheduled for today on the amendments to Article 3 of the Bylaws until the recommendations are received from the Ad Hoc Committee on Faculty Representation. There being no further discussion, a vote was taken. 23 were in favor, 4 were opposed, and 1 abstained. The motion passes.

It was commented that the discussion to table all of Article 3 was much broader than that which would be addressed by the ad hoc committee. Changes in Article 3 to bring the bylaws in line with the Faculty Handbook have been in play for two years, with some of the changes proposed suggested by faculty. Perhaps it would have been prudent to table the specific parts within the purview of the ad hoc committee, rather than table the discussion for the entire article.

Bylaws Amendment to SOM Standing Committee on Minorities and Women (Darin Croft)

A motion was made and seconded to change the title of the SOM Standing Committee on Minorities and Women to the SOM Standing Committee on Minorities and Women Faculty. There being no further discussion, a vote was taken. 33 were in favor, 0 were opposed, and 2 abstained. The motion passes.

New Business

There being no new business to be addressed, Dr. Chakrapani adjourned the meeting at 4:53PM.

Respectfully submitted,

Joyce Helton

Meeting of the School of Medicine Faculty Council

October 15, 2018
BRB 105 4:00 p.m.

Sudha Chakrapani, PhD, (Physiology and Biophysics), Chair

Phoebe Stewart, PhD (Pharmacology), Past-Chair

Supriya Goyal, MD (Surgery-Metro), Chair-Elect

Nicole Deming, JD, MA, Assistant Dean For Faculty Affairs and Human Resources

Secretary of Faculty of Medicine



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

Faculty Council Meeting Agenda

- 4.00 PM Chair Announcements
- 4.05 PM Approval of Minutes from September 17th, 2018 meeting.
- 4.10 PM Steering Committee Activities Report (Sudha Chakrapani)
- 4.15 PM Discussion on the HEC and CWRU's Financial Commitment to the Campus (Matthew Lester)
- 4.30 PM Update from the Ad Hoc Committee on Faculty Representation (Cynthia Kubu)
- 4.40 PM Bylaws Amendment to SOM Standing Committee on Minorities and Women (Darin Croft)
- 4.50 PM Amendments Discussion from the Bylaws Committee (Darin Croft)
- 5.20 PM New Business
- 5.30 PM Adjourn



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
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Chair Announcements

- Dean Davis will be presenting the 2018 State of the School address on Tuesday, October 23, at 10.00 AM in WRB1413 (Wolstein Auditorium).
- The Steering Committee will review the letter to UH leadership and bring to the FC for discussion

Response from Dean Davis's office:

UH signed the agreement and an announcement will be forthcoming



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
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Steering Committee Activities Report

Meeting Date: October 1th, 2018

Members Present: Sudha Chakrapani (Chair), Phoebe Stewart (Past-Chair), Shu Chen, Cynthia Kubu, Gary Clark

- Reviewed the Bylaws amendment presentation from Darin Croft.
- Reviewed of draft presentation from Matthew Lester on HEC.
- Advised the Dean on Department Chair appointment.
- Provided advice to the Dean on Emeritus appointments.



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
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Discussion on the HEC and CWRU's Financial Commitment to the Campus (Matthew Lester)



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Update from the *Ad Hoc* Committee on Faculty Representation (Cynthia Kubu)



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Bylaws Amendment to SOM Standing Committee on Minorities and Women (Darin Croft)



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New Business



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
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Faculty Council Meeting
Draft Meeting Minutes
Monday, September 17, 2018
4:00-5:30PM – BRB 105

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4:10PM	Introduction of New FC Members	Sudha Chakrapani
4:20PM	Approval of Minutes from June 18, 2018 Meeting	Sudha Chakrapani
4:25PM	Steering Committee Activities Report	Sudha Chakrapani
4:30PM	New Minor Program Application, Nutrition	James Swain
4:40PM	Amendments Discussion from the Bylaws Committee	Darin Croft
4:50PM	New Department Application: Otolaryngology-Head and Neck Surgery, CCLCM	Gene Barnett
5:00PM	New Department Application: Dermatology, CCLCM	Gene Barnett
5:10PM	Discuss Chair-Election Election and the NEC Recommendation	
5:20PM	New Business	
5:30PM	Adjourn	

Members Present

Corinne Bazella
Tracey Bonfield
Robert Bonomo
David Buchner
Cathleen Carlin
Sudha Chakrapani
Shu Chen
Gary Clark
Brian D'Anza
Piet de Boer
Philipp Dines
Jennifer Dorth
William Dupps
Judith French

Zachary Grimmett
Beata Jastrzebska
Hung-Ying Kao
Stathis Karathanasis
Laura Kreiner
Varun Kshetry
Cynthia Kubu
Suet Kam Lam
Maria Cecilia Lansang
Charles Malemud
Danny Manor
Jenifer McBride
Vincent Monnier
Vicki Noble
Pamela Davis

Nimitt Patel
P. Ramakrishnan
Ben Roitberg
Satya Sahoo
Scott Simpson
Jochen Son-Hing
Phoebe Stewart
Charles Sturgis
James Howard Swain
Daniel Sweeney
Melissa Times
Carlos Trombetta
Anna Valujskikh
Richard Zigmond

Members Absent

Bryan Baskin
Monica Gerrek
Sherine Ghafoori

Mahmoud Ghannoum
Rekhy Mody
Clifford Packer
Hilary Petersen

Aparna Roy
Barbara Snyder
Patricia Thomas
Michael Wolfe

Others Present

Nicole Deming
Supriya Goyal
Gene Barnett
Nicole Ward

Peter Harte

Maureen McEnery

Welcome and Chair's Comments

Dr. Sudha Chakrapani, Faculty Council Chair, called the meeting to order at 4:05pm. She reviewed the agenda for the meeting and welcomed new and returning members. Dr. Chakrapani presented an overview of faculty governance, including the role of Faculty Council and the standing committees. She also reviewed Robert's Rules of Order.

Introduction of New Faculty Council Members

A microphone was circulated and members stated their name and department/affiliation.

Approval of Minutes from June 18, 2018 Meeting

There were two changes regarding the minutes referring to specific Bylaws sections. A motion was made to accept the minutes as amended and was seconded. There was no further discussion and the minutes were approved by a vote of 33 in favor, 0 opposed, 1 abstained.

Steering Committee Activities Report (Sudha Chakrapani)

Dr. Chakrapani presented on the Steering Committee activities which included review of chair appointments, emeritus appointments, and previewing the presentations for the September Faculty Council agenda.

New Minor Program Application, Nutrition (James Swain)

James Swain, presented the proposal to establish a new nutrition minor. Goals of new minor evolved from increasing student concerns to better prepare, initiate participate and lead efforts to resolve issues relating to environment. There are no other minor programs like this at CWRU. Likewise there are no parallel programs for undergraduate students in the regional Cleveland area. No additional faculty is needed. The Faculty Council asked questions after the presentation about government subsidies for specific foods, wellness, and other topics of interest that may be addressed in the program. Dr. Swain responded to questions and made reference to the courses that may cover these topics. A motion was made to recommend approval of the new minor, it was seconded and approved by a vote of 30 in favor, 2 opposed, and 2 abstained.

Amendments Discussion from the Bylaws Committee

Darin Croft, Chair of the SOM Bylaws Committee presented to Faculty Council with a review of the Committees work as part of the 5-year review. The Bylaws Committee is charged with reviewing amendments to the Bylaws to ensure internal consistency and compliance with the Faculty Handbook. The Bylaws Committee also reviews initial and amended charges to the SOM standing committees. discussion regarding the five-year review was brought up and information regarding the suggestions was discussed.

1
2
3 **New Department Application: Otolaryngology-Head and Neck Surgery, CCLCM**

4 Dr. Gene Barnett presented on the creation of a new Department of Otolaryngology – Head and Neck
5 Surgery at CCLCM. There were no questions or comments. A motion was made to recommend
6 approval, it was seconded and passed with a vote of 30 in favor, 0 opposed and 3 abstained.
7

8 **New Department Application: Dermatology, CCLCM**

9 Dr. Gene Barnett presented on establishing a new Department of Dermatology at CCLCM. There were no
10 questions or comments. A motion was made to recommend approval, it was seconded and passed with a
11 vote of 29 in favor, 2 opposed and 2 abstained.
12

13 **Discuss Chair-Election Election and the NEC Recommendation**

14 Sudha Chakrapani reviewed the issue of the chair-elect position. Dr. Supriya Goyal is not a full-time
15 faculty member as required by the Bylaws. Dr. Chakrapani reviewed responses and consultation with the
16 SOM NEC, Faculty Senate Bylaws and Faculty Senate, and SOM Bylaws Committee regarding how to
17 proceed with the situation. The three options put forth by the SOM NEC included: 1) waiting for Dr.
18 Goyal's faculty appointment to be approved by the BOT and then allowing her to serve as Chair-Elect, 2)
19 appointing Tracy Bonfield as the other candidate that ran for the position of Chair-Elect in the May
20 election or 3) hold a new election for the position of Chair-elect. All Faculty Council representatives in
21 their second year of their term would be eligible to run. The Faculty Senate, and Steering Committee
22 favored the first option. The SOM Bylaws Committee favored a new election questioning the legitimacy
23 of the election for Chair-Elect since Dr. Goyal was not eligible to run. The issue was discussed and a
24 motion was made to appoint Dr. Goyal as Chair-Elect once her appointment is conferred by the Board of
25 Trustees in October. The motion was seconded, and passed with a vote of 21 in favor, 12 opposed, and 1
26 abstained.
27

28 **New business**

29 There was no new business.
30

31 Meeting adjourned at 5:30.
32

33 Respectfully submitted,
34

35 Joyce Helton
36

HEC Operating Costs

Presentation to SOM Faculty Council

October 15, 2018

175
YEARS

ADVANCING
THE FUTURE
OF MEDICINE



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

Operating Cost Projection (Green)

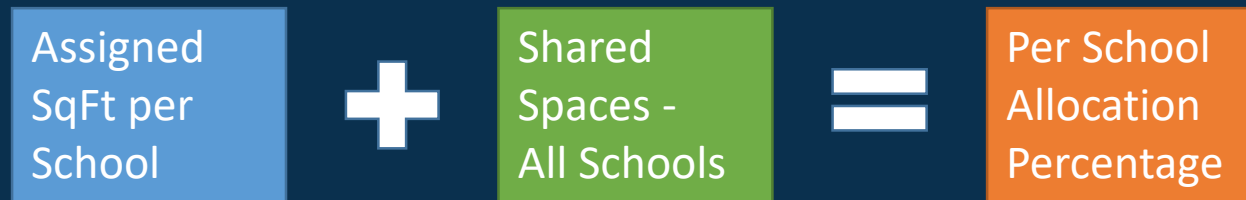
- Based on data from last year
 - Space
 - Costs
- Represents incremental costs
 - \$1.5M for SOM IT
 - \$9.3M UTech
 - \$4.0M Library

Total Operating Costs	Samsmon	Dental	Total OPEX
	Pavillion	Clinic	
Building Maintenance	2,733,494	766,506	3,500,000
Custodial	585,749	164,251	750,000
Security	585,749	164,251	750,000
Transportation	780,998	219,002	1,000,000
IT/AV	1,682,500	17,500	1,700,000
Utilities	702,899	197,101	900,000
Total	7,071,389	1,528,611	8,600,000



Allocation Methodology (Yellow)

- Initial allocation based on direct and shared square footage by school



	Percent
CSOM	31%
DENT	20%
NURS	28%
CCF	21%
	100%

Allocation to CCF and the Schools (Blue)

Total Operating Costs	Samsmon	Dental	Total OPEX
	Pavillion	Clinic	
Building Maintenance	2,733,494	766,506	3,500,000
Custodial	585,749	164,251	750,000
Security	585,749	164,251	750,000
Transportation	780,998	219,002	1,000,000
IT/AV	1,682,500	17,500	1,700,000
Utilities	702,899	197,101	900,000
Total	7,071,389	1,528,611	8,600,000

21% is CCF: \$1.5M

Total HEC Allocation
DENT \$2.9M
SOM \$2.2M
NURS \$2.0M
Total \$5.6M



SOM's Plan for the HEC Costs

- SOM's long-term financial plan included HEC costs and the current estimate is in line with the budget.
 - Funded from increased student enrollment in the MD program (already fully implemented)
- FY19 (current year cost) is estimated to be \$450K.
 - Higher than expected, but is included in the SOM's budget
- SOM, DENT and NURS business officers are meeting with the Univ Budget Office, Provost's Office, UTech, Facilities and others to review the assumptions for year 1 and beyond.
- Remaining Topics: Utech, Transportation, Out-year costs, School-level budgetary oversight, etc



Goals of Bylaws Committee 5-year review

Major Changes:

- I. Increase overall faculty participation and leadership opportunities in faculty governance
- II. Ensure equitable representation in co-governance
- III. Ensure that the SOM Bylaws and standing committee charges are aligned
- IV. Ensure that the SOM Bylaws are consistent with the Faculty Handbook and Faculty Senate Bylaws

Minor Changes:

1. Ensure internal consistency and cross-reference related sections
2. Eliminate redundancy and reiterate selected content for emphasis
3. Move text to group with related content
4. Eliminate undefined terms and outdated provisions

Trivial Changes:

- a. Correct errors and oversights
- b. Clarify and simplify language
- c. Make curatorial changes (correct grammar, punctuation, etc.)

Summary of Proposed Amendments to the SOM Bylaws

> proposed by Bylaws Committee as part of 5-year review (2017-19)

Page (codes)	Article/ Section	Title	Topic	Salient difference	Rationale	Vote (Y : N) (date)
8 (III, 1)	3.1	Purpose and functions of the Faculty Council	SOM Executive Committee (previously not defined in Bylaws)	Makes explicit that Faculty Council serves as the SOM Executive Committee	Codifies FC's response to a query from the Faculty Senate, which was approved on 12/12/2016 and supported by the Senate	5 : 0 (01/23/18)
9 (II, 1)	3.2a, b	Membership of the Faculty Council	Faculty Council representative structure	Makes institutional FC representatives non-voting with the exception of the single VA representative	Equity of representation between clinical and basic science departments	5 : 0 (01/23/18)
9-10 (I)	3.2b	"	Non-voting members of Faculty Council	Allows each standing committee to be represented at FC meetings	To allow identification of issues related to each committee's charge	5 : 0 (11/13/17 & 04/10/18)
10 (I)	3.3a	Election of Faculty Council Representatives	Process for election of departmental representatives	Previous version did not specify which party was to be informed of an upcoming opening	Ensures that faculty members are made aware of opportunities via direct communication	5 : 0 (03/12/18)
10-11 (3)	3.3 (all)	Election of Faculty Council Representatives	Process for electing different classes of FC representatives	Text rearranged to create a preamble and clearly delineate each constituency	Clarifies how each type of FC representative is elected	5 : 0 (03/12/18)
12 (I)	3.5 1-2	Officers of the Faculty Council	Chair-elect candidate eligibility	Removes the restriction that Chair-elect candidates must have 2 years left in their term	Makes candidates with significant FC experience eligible to serve and prevents candidates from running unopposed	6 : 0 (01/23/18 & 5 : 0 02/12/18)

* Column 1 codes: Roman numerals refer to to major changes, Arabic numerals refer to minor changes

BYLAWS

THE FACULTY OF MEDICINE

CASE WESTERN RESERVE

UNIVERSITY

ADOPTED BY THE FACULTY OF MEDICINE, AUGUST 25, 1978
RATIFIED BY THE FACULTY SENATE, DECEMBER 13, 1978

AMENDED BY THE FACULTY OF MEDICINE, MARCH 25, 1998
RATIFIED BY THE FACULTY SENATE, APRIL 23, 1998

AMENDED BY THE FACULTY OF MEDICINE JUNE 25, 1999 AND JUNE 30, 2000
RATIFIED BY THE FACULTY SENATE, NOVEMBER 6, 2000

AMENDED BY THE FACULTY OF MEDICINE, JANUARY 31, 2003
RATIFIED BY THE FACULTY SENATE, APRIL 27, 2003

AMENDED BY THE FACULTY OF MEDICINE, APRIL 22, 2005
RATIFIED BY THE FACULTY SENATE, FEBRUARY 27, 2006

AMENDED BY THE FACULTY OF MEDICINE, JANUARY 11, 2010
RATIFIED BY THE FACULTY SENATE, APRIL 21, 2010

AMENDED BY THE FACULTY OF MEDICINE, AUGUST 26, 2011
RATIFIED BY THE FACULTY SENATE, FEBRUARY 22, 2012

AMENDED BY THE FACULTY OF MEDICINE, MAY 6, 2014
RATIFIED BY THE FACULTY SENATE, JANUARY 22, 2016

AMENDED BY THE FACULTY OF MEDICINE, FEBRUARY 15, 2017, JULY 13, 2017, & November 13, 2017
RATIFIED BY THE FACULTY SENATE, JANUARY 30, 2018

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ARTICLE 3: THE FACULTY COUNCIL

3.1: Purpose and Functions of the Faculty Council

The Faculty of Medicine delegates all powers not reserved to the Faculty of Medicine itself (see Article 2) to a Faculty Council. The Faculty Council shall meet regularly to exercise the powers and obligations of the Faculty Council, which shall include but not be limited to the following:

- a. To act for the Faculty of Medicine regarding the planning and execution of educational programs and the formulation of policies concerning curricula, student admissions, and the conduct of research in consultation with the appropriate standing committee of the Faculty of Medicine. It shall also have the responsibility to review the requirements for the M.D. degree and to approve student standings and student promotions;
- b. To hear reports of the Standing Committees of the Faculty of Medicine and of the Faculty Council and recommend action on such reports;
- c. To make recommendations to the Faculty of Medicine concerning the establishment, discontinuance, and merging of departments;
- d. To make recommendations to the Faculty of Medicine concerning the establishment, discontinuance, and initial charge and representative composition of the membership of all Faculty of Medicine standing committees (see Article 2.6c);
- e. To elect a chair, a chair-elect, members of the Steering Committee, and the Faculty Council members of the Nomination and Elections Committee;
- f. To classify any issue requiring a vote of the faculty so as to determine the eligibility of the adjunct/clinical and student members to vote on that issue (per 2.4biii and 2.4bv); and
- g. To create *ad hoc* committees to make recommendations concerning its various functions and duties (see Article 3:6d).

3.2: Membership of the Faculty Council

a. Voting Members. Voting members of the Faculty Council shall include one representative of each academic department (all references hereafter to academic departments include DGMS). When more than one autonomous department exists within a single academic discipline, as per section 4.3 below, a representative of each such department shall be elected to the Faculty Council. These representatives shall be referred to as department representatives.

1 Other voting members shall include two representatives from the special faculty whose titles are
2 modified by the adjective adjunct or clinical, one representative from each affiliated institution
3 and 10 representatives of the regular faculty elected at large. All these representatives shall be
4 members of the faculty.

5 b. Non-voting Members. Non-voting members of the Faculty Council shall be the
6 president of the university, a vice-president of the university responsible for medical school
7 activities, the dean of the School of Medicine, the associate dean for medical education of the
8 School of Medicine, the chair of the Committee on Medical Education, and student members who
9 shall include not more than two undergraduate medical students, one M.D.-Ph.D. student, and
10 one Ph.D. graduate student. The student members shall be chosen by their respective groups.
11 In addition, if a senator to the university Faculty Senate is not included in the Faculty Council as
12 a voting member, the chair of the Faculty Council shall appoint one of the School of Medicine
13 senators to be an *ad hoc* member of the Faculty Council. The chair of the Faculty Council may
14 invite other persons to attend designated meetings. Faculty Council meetings shall be open to
15 the faculty. Faculty members may at any time request hearings before Faculty Council, but a
16 request by a faculty member for a hearing before the Faculty Council must be made to the chair
17 prior to the meeting of the Faculty Council.

18 19 3.3: Election of the Members of the Faculty Council

20 (For more details concerning elections, see Article 3:6b, paragraph 3.)

21 a. Shall be held no later than April 30 of each year, with newly elected members
22 beginning their terms of office on the following July 1.

23 b. Upon notification by the dean, the full-time faculty members of each academic
24 department of the School of Medicine shall elect as a department representative to the Faculty
25 Council one of their full-time members who holds a primary appointment in that department.
26 The election shall be held by democratic process. Complaints concerning the occurrence of
27 undemocratic selections of representatives shall be brought to the attention of the chair of the
28 Faculty Council.

29 c. Upon notification by the dean, full-time faculty based at each affiliated institution shall
30 choose, by a method of their own design, one of their members who has a primary base at that
31 institution and who has not been elected a department representative to be a representative to
32 the Faculty Council.

33 d. The at-large representatives shall be nominated by a nominating committee (see
34 Article 3:6b) and shall be elected by the full-time members of the faculty. The dean shall be
35 requested to supply the nominating committee with a list of the preclinical and clinical science
36 departments and rosters of the full-time faculty members with primary appointments in each

1 department. Five at-large representatives shall be from preclinical departments and five shall be
2 from clinical science departments. There shall be at least two nominees for each of these
3 positions. Those nominees who are not elected shall serve as alternates in the order of votes
4 received (see 3:4). In each three-year cycle beginning with the adoption of these amendments,
5 one preclinical and one clinical at-large representative shall be elected the first year, and two
6 preclinical and two clinical at-large representatives shall be elected in each of the second and
7 third years. Upon adoption of these amendments, the at-large representatives who are then
8 serving may complete their terms of office.

9 e. The Nominating Committee (see Article 3:6b) shall nominate at least four members of
10 the special faculty whose titles are modified by the adjective adjunct or clinical as candidates for
11 representative to the Faculty Council. Two of these nominees shall be elected by the special
12 faculty whose titles are modified by the adjective adjunct or clinical. The remaining nominees
13 will serve as alternates in the order of votes received.

14 15 3.4: Terms of Office of Faculty Council Representatives

16 Representatives shall serve for a period of three years. Representatives may not serve
17 consecutive terms but may be reelected after an absence of one year. A department
18 representative who is unable for any reason to complete a term of office shall be replaced by a
19 full-time faculty member from the same academic department, elected by democratic process
20 within that department. The new member shall complete the term of the former member and
21 shall be eligible for reelection if the remaining term so completed has been less than two years.
22 A departmental member on leave of absence shall be replaced during that leave by a faculty
23 member from the same academic department, elected by democratic process within that
24 department. Upon return from leave, the returned faculty member shall complete the original
25 term of office. An at-large representative who is unable for any reason to complete a term of
26 office shall be replaced by an alternate (per 3:3d) who shall serve during the remainder of the
27 term or during the leave of the representative, as outlined for department representatives. A
28 representative of the special faculty who is unable for any reason to complete a term shall be
29 replaced by an alternate (see Article 3:3e) who shall serve during the remaining term or during
30 the leave of the representative. A representative of an affiliated institution who is unable for any
31 reason to complete a term shall be replaced by a full-time faculty member with a primary base at
32 the same institution. That individual shall be chosen by the same mechanism as the original
33 representative, and shall serve for the remaining term or during the leave of the original
34 member, as outlined above for department representatives.

35 Members who have three absences from Faculty Council meetings in one year must
36 resign from the Faculty Council unless their absences were excused by the chair of the Faculty

1 Council. A warning letter will be sent to the Faculty Council member after two absences, with a
2 copy to the department chair. Selection of replacements for members who resign is discussed in
3 the preceding paragraph.

4 5 3.5: Officers of the Faculty Council

6 Each year the Faculty Council shall elect a chair-elect from the members who have at
7 least two years of their terms remaining. The chair-elect shall serve as vice-chair of the Faculty
8 Council during the first year following election and succeed to the chair the following year. The
9 chair of the Faculty Council (or the vice-chair of the Faculty Council in the absence of the chair)
10 shall preside over the Faculty Council and shall be vice-chair of the Faculty of Medicine.

11 Following completion of this term of office, the immediate past chair of the Faculty Council shall
12 serve one additional year as a member of the Faculty Council and as a member of its Steering
13 Committee. For procedures to be followed in the election of the officers and committees of the
14 Faculty Council, see article 3:6b. The dean shall be requested to provide administrative support
15 to these officers.

16 17 3.6: Committees of the Faculty Council

18 a. Steering Committee. The Steering Committee shall consist of eight members: the
19 chair of the Faculty Council, the vice-chair of the Faculty Council, the immediate past chair of the
20 Faculty Council, and five other Faculty Council members who shall be elected by the Faculty
21 Council for one-year terms. These members may be reelected successively to the Steering
22 Committee for the duration of their terms as members of the Faculty Council. The chair of the
23 Faculty Council (or the vice-chair of the Faculty Council in the absence of the chair) shall serve as
24 chair of the Steering Committee. The Steering Committee shall set the agenda for meetings of
25 the Faculty Council. The Steering Committee shall be empowered to act for the Faculty Council
26 between meetings. The Steering Committee shall report all actions and recommendations to the
27 Faculty Council. The Steering Committee shall act for the Faculty Council and faculty in reviewing
28 actions of the Committee on Appointments, Promotions and Tenure in order to ensure equity,
29 adherence to published guidelines, and proper procedure. The Steering Committee shall consult
30 with the dean on such matters as the dean brings before it. The Steering Committee shall advise
31 the president concerning the appointment of an interim or acting dean of the School of Medicine.

32 b. Nomination and Elections Committee. This committee shall consist of eleven
33 members: the dean, the chair of the Faculty Council, the vice-chair of the Faculty Council, four
34 other Faculty Council members, two each from the preclinical and clinical sciences, and four full-
35 time faculty members who are not members of the Faculty Council, two each from the preclinical
36 and clinical sciences. The four Faculty Council members of the Nomination and Elections

1 Committee shall be elected at large by the Faculty Council and shall serve for the duration of
2 their terms as Faculty Council members. The four non-members of the Faculty Council shall be
3 elected by ballot by the Faculty of Medicine and shall serve three-year terms. The chair will be
4 elected from the members of the committee annually.

5 The Nomination and Elections Committee shall nominate (1) candidates for the chair-
6 elect of the Faculty Council, (2) candidates for the Steering Committee, and (3) candidates for
7 the standing committees of the Faculty Council. Ballots listing the nominees and leaving space
8 for write-in candidates shall be sent to all members of the Faculty Council. The election of the
9 chair-elect and the members of the Steering Committee, the Faculty Council members of the
10 Nomination and Elections Committee and the members of other standing committees of the
11 Faculty Council will be carried out at the May meeting of the Faculty Council. Additional
12 nominations for all these offices shall be invited from the floor. The consent of the nominee
13 must be obtained in order for a write-in or floor nomination to be valid. Faculty Council members
14 who cannot attend the May meeting may vote by mail (noting that wherever mail voting or
15 distribution is mentioned in these Bylaws, voting or distribution by email or other method well-
16 calculated to reach voters shall be considered satisfactory). Candidates for chair-elect will also
17 be candidates for the Steering Committee and will be so listed on mail ballots. Faculty Council
18 members shall vote for one nominee for chair-elect and for six members of the Steering
19 Committee. The five persons with the highest number of votes, excluding the person elected to
20 the office of chair-elect, shall be elected to serve on the Steering Committee. Both mail ballots
21 and ballots collected at the Faculty Council meeting shall be counted, whether or not a quorum is
22 present at the meeting. If the total number of ballots received does not equal or exceed 50% of
23 the members of Faculty Council, ballots may be solicited from absentee members. If either the
24 Steering Committee or the Nomination and Elections Committee perceives a significant deficit in
25 the representation of faculty constituencies within its membership following the annual election,
26 either committee may ask the chair of Faculty Council to appoint a single ad hoc voting member
27 to serve on the respective committee for the remainder of the year. In the case of the Steering
28 Committee, the appointee should be a current member of the Faculty Council. In the case of the
29 Nomination and Elections Committee, the appointee should be a regular member of the Faculty
30 of Medicine.

31 In addition, the Nomination and Elections Committee shall nominate (1) candidates for
32 the at-large representatives to the Faculty Council, (2) candidates for the representatives of the
33 special faculty whose titles are modified by the adjective adjunct or clinical to the Faculty Council,
34 (3) candidates for standing committees of the Faculty of Medicine, and (4) candidates for senator
35 to the University Faculty Senate. In the case of at-large representatives, senators, or members
36 of the Committee on Appointments, Promotions, and Tenure, the number of nominees shall be at

1 least twice the number of positions to be filled. Electees shall be chosen by mail ballot. Ballots
2 listing candidates for Faculty Council, senators, and standing committees of the faculty shall be
3 mailed to all full-time members of the faculty. Ballots listing candidates for the representatives of
4 the special faculty on the Faculty Council shall be mailed to all special faculty whose titles are
5 modified by the adjective adjunct or clinical. Ballots listing candidates for committees dealing
6 with the planning and approval of the curriculum, the execution of the instructional program, and
7 the formulation of policies with regard to student affairs shall be mailed to all members of the
8 faculty. Elections shall be conducted as far in advance of the completion of the terms of sitting
9 members as is practicable. Elections may be conducted through the campus and first class mail
10 or by email or other electronic means. All ballots shall provide space for write-in candidates. At
11 least two weeks shall be allowed between the distribution of all ballots and the close of the
12 election and determination of election results. Distribution of the ballots and the determination
13 and publication of the election results shall be the responsibility of the Nomination and Elections
14 Committee. After each election, the Committee will count the votes and publish all the vote
15 totals. Any irregularities or issues in the conduct of the elections shall be investigated and
16 resolved by the Committee. The Nominations and Elections Committee shall report its
17 investigation and resolution to the Faculty Council and the Faculty of the School of Medicine. The
18 dean shall be requested to supply administrative support for the elections.

19 c. Special Committee to Nominate Candidates for the Search Advisory Committee to the
20 President on the Selection of the Dean of the School of Medicine. This special nominating
21 committee shall be formed when needed and shall consist of the chair of Faculty Council, three
22 other members of the Steering Committee of the Faculty Council, three elected members of the
23 Nominating Committee, and four academic department chairs (two Basic Science, two Clinical) of
24 the School of Medicine. The chair of the Faculty Council shall serve as chair of this special
25 nominating committee, and the other ten members shall be elected by their respective groups.
26 The majority of the nominees for the Search Advisory Committee selected by this special
27 nominating committee shall be full-time members of the Faculty of Medicine. The president is
28 requested to consider these nominees when appointing members of the Search Advisory
29 Committee.

30 In the early stages of the search for the dean of the School of Medicine, the chair of the
31 Faculty Council shall solicit recommendations, opinions, and advice regarding selection of the
32 dean from members of the Faculty of Medicine by mail and submit these views directly to the
33 Search Advisory Committee. When a final list of candidates for the position of dean has been
34 selected, the Search Advisory Committee is requested to solicit the views and advice of the
35 Steering Committee of the Faculty Council on the ranking of the candidates.

1 d. Other Committees of the Faculty Council. The Faculty Council may create other
2 standing and *ad hoc* committees of the Faculty Council to carry out specific functions and duties
3 assigned to it. These committees may include members who are not Faculty Council members.
4

5 3.7: Meetings of the Faculty Council

6 a. The Faculty Council shall meet at least once every two months from September
7 through June of each academic year. Special meetings may be called by a majority vote of the
8 Steering Committee, by a written petition of 10 members of the faculty addressed to the chair of
9 the Faculty Council, or by the dean.

10 b. The agenda for each meeting shall be prepared by the Steering Committee, posted
11 electronically, and sent electronically to all faculty members at least one week in advance of
12 regular meetings and at least two days in advance of special meetings

13 c. Minutes of the meetings shall be kept and shall be distributed in a timely fashion to
14 Faculty Council members, to the dean, to all department chairs, and to each member of the
15 Faculty of Medicine. Approved minutes shall be posted electronically and sent electronically to all
16 faculty members. The dean is requested to provide administrative support for this purpose.

17 d. The meetings shall be conducted according to Robert's Rules of Order, Newly Revised.
18 A quorum of the Faculty Council shall consist of 50% of the voting members. Elected members
19 may not designate alternates for council meetings or vote by proxy in council meetings. Faculty
20 Council members may vote *in absentia* by mail in the election of officers and standing
21 committees of the Faculty Council (see article 3.6b).
22

23 3.8: Annual Report of the Faculty Council

24 Each year the chair of the Faculty Council shall submit to the faculty a report on the
25 activities of the Faculty Council.

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BYLAWS

THE FACULTY OF MEDICINE

CASE WESTERN RESERVE UNIVERSITY

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ADOPTED BY THE FACULTY OF MEDICINE, AUGUST 25, 1978
RATIFIED BY THE FACULTY SENATE, DECEMBER 13, 1978

AMENDED BY THE FACULTY OF MEDICINE, MARCH 25, 1998
RATIFIED BY THE FACULTY SENATE, APRIL 23, 1998

AMENDED BY THE FACULTY OF MEDICINE JUNE 25, 1999 AND JUNE 30, 2000
RATIFIED BY THE FACULTY SENATE, NOVEMBER 6, 2000

AMENDED BY THE FACULTY OF MEDICINE, JANUARY 31, 2003
RATIFIED BY THE FACULTY SENATE, APRIL 27, 2003

AMENDED BY THE FACULTY OF MEDICINE, APRIL 22, 2005
RATIFIED BY THE FACULTY SENATE, FEBRUARY 27, 2006

AMENDED BY THE FACULTY OF MEDICINE, JANUARY 11, 2010
RATIFIED BY THE FACULTY SENATE, APRIL 21, 2010

AMENDED BY THE FACULTY OF MEDICINE, AUGUST 26, 2011
RATIFIED BY THE FACULTY SENATE, FEBRUARY 22, 2012

AMENDED BY THE FACULTY OF MEDICINE, MAY 6, 2014
RATIFIED BY THE FACULTY SENATE, JANUARY 22, 2016

AMENDED BY THE FACULTY OF MEDICINE, FEBRUARY 15, 2017, JULY 13, 2017, & November 13, 2017
RATIFIED BY THE FACULTY SENATE, JANUARY 30, 2018

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ARTICLE 3: THE FACULTY COUNCIL

3.1: Purpose and Functions of the Faculty Council

The Faculty of Medicine delegates all powers not reserved to the Faculty of Medicine itself (see Article 2) to a Faculty Council. The Faculty Council shall serve as the Executive Committee of the Faculty of Medicine, in accordance with Article X.1 of the Bylaws of the Faculty Senate. The Faculty Council shall meet regularly to exercise its powers and obligations, which shall include but not be limited to the following:

- a. To act for the Faculty of Medicine regarding the planning and execution of educational programs and the formulation of policies concerning curricula, student admissions, and the conduct of research in consultation with the appropriate standing committee of the Faculty of Medicine. It shall review the requirements for the M.D. degree and the recommendations of the Committee on Students regarding student standings and student promotions;
- b. To hear reports of the Standing Committees of the Faculty of Medicine and of the Faculty Council and recommend action on such reports;
- c. To make recommendations to the Faculty of Medicine concerning the establishment, discontinuance, and merging of departments;
- d. To make recommendations to the Faculty of Medicine concerning the establishment, discontinuance, and initial charge and representative composition of the membership of all Faculty of Medicine standing committees (see Article 2.6c);
- e. To elect a chair, a chair-elect, members of the Steering Committee, and the Faculty Council members of the Nomination and Elections Committee;
- f. To classify any issue requiring a vote of the faculty so as to determine the eligibility of the adjunct/clinical and student members to vote on that issue (per 2.4biii and 2.4bv); and
- g. To create *ad hoc* committees to make recommendations concerning its various functions and duties (see Article 3:6d).

3.2: Membership of the Faculty Council

a. Voting Members. Voting members of the Faculty Council shall include one representative of each academic department (all references hereafter to academic departments include the Division of General Medical Sciences (DGMS), which has departmental status; see Article 4.7). When more than one autonomous department exists within a single academic discipline, as per section 4.3 below, a representative of each such department shall be elected to

Commented [A1]: Approved by the Bylaws Committee on 23 January, 2018, 6:0.
SUBSTANTIVE: Explicitly identifies the Executive Committee of the Faculty of Medicine for the first time.
Rationale: In response to a query from the Faculty Senate, Faculty Council at its meeting on December 12, 2016 agreed that the full representative body and not its Steering Committee serves in this capacity.

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Rationale: To make Article 3.1a compatible with Article 2.6a.6.

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Rationale: This is now the first time DGMS is mentioned, so the words in its title are written out.

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1 the Faculty Council. These representatives shall be referred to as departmental representatives.
2 Other voting members shall include two representatives from the special faculty whose titles are
3 modified by the adjective adjunct or clinical, one representative from the Louis Stokes VA Medical
4 Center and 10 representatives of the regular faculty elected at large. All these representatives
5 shall be members of the faculty.

6 b. Non-voting Members. Non-voting members of the Faculty Council shall be the
7 president of the university, a vice-president of the university responsible for medical school
8 activities, the dean of the School of Medicine, the associate dean for medical education of the
9 School of Medicine, the chair of the Committee on Medical Education, one representative from
10 each affiliated institution, and student members who shall include not more than two
11 undergraduate medical students, one M.D.-Ph.D. student, and one Ph.D. graduate student. The
12 student members shall be chosen by their respective groups. To facilitate communication
13 between Standing Committees and the Faculty Council, if no member of a Standing Committee of
14 the Faculty of Medicine is a voting member of the Faculty Council, the Faculty Council Chair may
15 appoint one of the Standing Committee's elected members to serve as a non-voting, ad hoc
16 member, in accordance with each committee's charge. If a representative to the university
17 Faculty Senate is not included in the Faculty Council as a voting member, the Faculty Council
18 Chair shall appoint one of the School of Medicine senators to be an ad hoc member of the Faculty
19 Council. The Faculty Council Chair may invite other persons to attend designated meetings.
20 Faculty Council meetings shall be open to the faculty. Faculty members may at any time request
21 hearings before Faculty Council, but a request by a faculty member for a hearing before the
22 Faculty Council must be made to the chair prior to the meeting of the Faculty Council.

24 3.3: Election of the Members of the Faculty Council

25 Faculty members have the power and obligation to elect Faculty Council representatives
26 (see Article 2.3). Elections shall be held by democratic process. Complaints concerning the
27 occurrence of undemocratic selections of representatives shall be brought to the attention of the
28 chair of the Faculty Council.

29 a. Departmental representatives: When the term of a departmental representative is
30 coming to an end, the dean shall inform all full-time faculty members of that department. The
31 department shall elect its new representative no later than April 30 of each year, with newly
32 elected members beginning their terms of office on the following July 1. To be eligible to serve
33 as a departmental representative to the Faculty Council, a faculty member must be appointed
34 full-time and hold a primary appointment in that department. The election shall be held by
35 democratic process. Complaints concerning the occurrence of undemocratic selections of
36 representatives shall be brought to the attention of the chair of the Faculty Council.

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SUBSTANTIVE: Retains the status of the institutional representative from the VA as a voting member. Rationale: The VA has a single FC representative, in contrast to affiliates with multiple departments (see below).

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SUBSTANTIVE: Changes institutional representatives from voting to non-voting status. Rationale: Historically, each affiliate had one institutional representative and no guaranteed departmental representatives. Instead, one hospital-based faculty member could be elected to represent all departments covering the same discipline. The proposed amendment takes into account the fact that faculty employed full-time by the parent institution, CWRU, do not have an extra voting member of FC, and that all basic science departments at the CCLCM are appointed in a single CWRU department (Molecu...

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1 ~~b. At-large representatives: The at-large representatives~~ shall be nominated by the
2 ~~Nomination and Elections~~ committee (see Article 3:6b) and shall be elected by the full-time
3 members of the faculty. The dean shall be requested to supply the ~~Nomination and Elections~~
4 ~~committee~~ with a list of the ~~basic~~ and clinical science departments and rosters of the full-time
5 faculty members with primary appointments in each department. Five at-large representatives
6 shall be ~~elected~~ from ~~basic science~~ departments and five shall be ~~elected~~ from clinical science
7 departments. There shall be at least two nominees for each of these positions. Those nominees
8 who are not elected shall serve as alternates in the order of votes received (see ~~Article 3:4~~).
9 ~~The terms of at-large Faculty Council members shall be staggered such that one or two~~
10 ~~basic science and one or two clinical representatives are elected each year. No more than~~
11 ~~one at-large representative shall be from a single department.~~
12 ~~c. Institutional representatives: Upon notification by the dean, full-time faculty based at~~
13 ~~each affiliated institution shall choose, by a method of their own design, one of their members~~
14 ~~who has a primary base at that institution and who has not been elected a department~~
15 ~~representative to be a representative to the Faculty Council.~~
16 ~~d. Special Faculty representatives: The Nomination and Elections~~ Committee (see Article
17 3:6b) shall nominate at least four members of the special faculty whose titles are modified by the
18 adjective adjunct or clinical as candidates for representative to the Faculty Council. Two of these
19 nominees shall be elected by the special faculty whose titles are modified by the adjective
20 adjunct or clinical. The remaining nominees will serve as alternates in the order of votes
21 received.
22
23 3.4: Terms of Office of Faculty Council Representatives
24 ~~Departmental and at-large representatives~~ shall serve for a period of three years.
25 Representatives may not serve consecutive terms but may ~~stand for election~~ after an absence of
26 one year. A department representative who is unable for any reason to complete a term of office
27 shall be replaced by a full-time faculty member from the same academic department, elected by
28 democratic process within that department. The new member shall complete the term of the
29 former member and shall be eligible for reelection if the remaining term so completed has been
30 less than two years. A departmental member on leave of absence shall be replaced during that
31 leave by a faculty member from the same academic department, elected by democratic process
32 within that department. Upon return from leave, the returned faculty member shall complete the
33 original term of office. An at-large representative who is unable for any reason to complete a
34 term of office shall be replaced by an alternate (per 3:3d) who shall serve during the remainder
35 of the term or during the leave of the representative, as outlined for department representatives.
36 A representative of the special faculty who is unable for any reason to complete a term shall be

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Rationale: Rearranged for clarity.

Commented [A15]: Approved by the Bylaws Committee 23 January, 2018, 6-0.

Rationale: Simplifies and clarifies a passage held over from the first version of the Bylaws.

Deleted: In each three-year cycle beginning with the adoption of these amendments, one preclinical and one clinical at-large representative shall be elected the first year, and two preclinical and two clinical at-large representatives shall be elected in each of the second and third years. Upon adoption of these amendments, the at-large representatives who are then serving may complete their terms of office

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Rationale: Ensures broader representation on FC.

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Rationale: Moved so that the types of representatives are clearly distinguished.

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Rationale: Phrase inserted for clarity.

Commented [A20]: Changes to 3.b and c (formerly d and e) were approved by the Bylaws Committee on 23 January, 2018.

Rationale: Correction (update of NEC name) and clarification.

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Rationale: Clarification.

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1 replaced by an alternate (see Article 3:3e) who shall serve during the remaining term or during
2 the leave of the representative. A representative of an affiliated institution who is unable for any
3 reason to complete a term shall be replaced by a full-time faculty member with a primary base at
4 the same institution. That individual shall be chosen by the same mechanism as the original
5 representative, and shall serve for the remaining term or during the leave of the original
6 member, as outlined above for department representatives.

7 Members who have three absences from Faculty Council meetings in one year must
8 resign from the Faculty Council unless their absences were excused by the chair of the Faculty
9 Council. A warning letter will be sent to the Faculty Council member after two absences, with a
10 copy to the department chair. Selection of replacements for members who resign is discussed in
11 the preceding paragraph.

13 3.5: Officers of the Faculty Council

14 Each year the Faculty Council shall elect a chair-elect from among current members of
15 the Faculty Council. There shall be at least two nominees for the position of chair-elect. The
16 chair-elect shall serve as vice-chair of the Faculty Council during the first year following election
17 and succeed to the chair the following year. The chair of the Faculty Council (or the vice-chair of
18 the Faculty Council in the absence of the chair) shall preside over the Faculty Council and shall be
19 vice-chair of the Faculty of Medicine. Following completion of this term of office, the immediate
20 past chair of the Faculty Council shall serve one additional year as a member of the Faculty
21 Council and as a member of its Steering Committee. For procedures to be followed in the
22 election of the officers and committees of the Faculty Council, see article 3:6b. The dean shall be
23 requested to provide administrative support to these officers.

25 3.6: Committees of the Faculty Council

26 a. Steering Committee. The Steering Committee shall consist of eight members: the
27 chair of the Faculty Council, the vice-chair of the Faculty Council, the immediate past chair of the
28 Faculty Council, and five other Faculty Council members who shall be elected by the Faculty
29 Council for one-year terms. These members may be reelected successively to the Steering
30 Committee for the duration of their terms as members of the Faculty Council. The chair of the
31 Faculty Council (or the vice-chair of the Faculty Council in the absence of the chair) shall serve as
32 chair of the Steering Committee. The Steering Committee shall set the agenda for meetings of
33 the Faculty Council. The Steering Committee shall be empowered to act for the Faculty Council
34 between meetings. The Steering Committee shall report all actions and recommendations to the
35 Faculty Council. Steering Committee meetings shall be conducted according to Robert's Rules of
36 Order, Newly Revised. The Steering Committee shall act for the Faculty Council and faculty in

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Deleted: who have at least two years of their terms remaining

Commented [A22]: Approved by the Bylaws Committee on 27 March, 2018, 4-0.

SUBSTANTIVE.

Rationale: Aligns Article 3.5 with the revised Nomination and Elections Committee charge approved by Faculty Council on 21 May, 2018. Both changes remove the restriction that FC chair-elect candidates must have at least two years left in their term, thereby expanding the pool of candidates and allowing candidates who have more experience on FC to run for chair-elect.

Commented [A23]: Approved by the Bylaws Committee on 27 March, 2018, 4-0.

Rationale: This change prevents a candidate from running unopposed for this important office.

Commented [A24]: Approved by the Bylaws Committee on 12 December, 2017.

Article 3.7d stipulates that Faculty Council meetings are conducted according to Robert's Rules but this was never explicitly stated for the Steering Committee. Rationale: Clarification.

1 reviewing actions of the Committee on Appointments, Promotions and Tenure in order to ensure
2 equity, adherence to published guidelines, and proper procedure. The Steering Committee shall
3 consult with the dean on such matters as the dean brings before it. The Steering Committee
4 shall advise the president concerning the appointment of an interim or acting dean of the School
5 of Medicine.

6 b. Nomination and Elections Committee. This committee shall consist of eleven
7 members: the dean, the chair of the Faculty Council, the vice-chair of the Faculty Council, four
8 other Faculty Council members, two each from the basic and clinical sciences, and four full-time
9 faculty members who are not members of the Faculty Council, two each from the basic and
10 clinical sciences. The four Faculty Council members of the Nomination and Elections Committee
11 shall be elected at large by the Faculty Council and shall serve for the duration of their terms as
12 Faculty Council members. The four non-members of the Faculty Council shall be elected by
13 ballot by the Faculty of Medicine and shall serve three-year terms. The chair will be elected from
14 the members of the committee annually.

15 The Nomination and Elections Committee shall nominate (1) candidates for the chair-
16 elect of the Faculty Council from the eligible pool (all current members, see Article 3.5), (2)
17 candidates for the Steering Committee, and (3) candidates for the standing committees of the
18 Faculty Council. Ballots listing the nominees and leaving space for write-in candidates shall be
19 sent to all members of the Faculty Council. The election of the chair-elect and the members of
20 the Steering Committee, the Faculty Council members of the Nomination and Elections
21 Committee and the members of other standing committees of the Faculty Council will be carried
22 out at the May meeting of the Faculty Council. Additional nominations for all these offices shall
23 be invited from the floor. The consent of the nominee must be obtained in order for a write-in or
24 floor nomination to be valid. Faculty Council members who cannot attend the May meeting may
25 vote by mail (noting that wherever mail voting or distribution is mentioned in these Bylaws,
26 voting or distribution by email or other method well-calculated to reach voters shall be
27 considered satisfactory). Candidates for chair-elect will also be candidates for the Steering
28 Committee and will be so listed on mail ballots. Faculty Council members shall vote for one
29 nominee for chair-elect and for six members of the Steering Committee. The five persons with
30 the highest number of votes, excluding the person elected to the office of chair-elect, shall be
31 elected to serve on the Steering Committee. Both mail ballots and ballots collected at the Faculty
32 Council meeting shall be counted, whether or not a quorum is present at the meeting. If the
33 total number of ballots received does not equal or exceed 50% of the members of Faculty
34 Council, ballots may be solicited from absentee members. If either the Steering Committee or
35 the Nomination and Elections Committee perceives a significant deficit in the representation of
36 faculty constituencies within its membership following the annual election, either committee may

Commented [A25]: Approved by the Bylaws Committee on 10 April, 2018.

Rationale: Updates language to reflect the current structure of the curriculum (students are in the clinic from their first year onward).

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Commented [A26]: Approved by the Bylaws Committee on 27 March, 2018, 4:0 and by Faculty Council on 21 May, 2018.

Reiterates the provision in Article 3.5 that all current members of Faculty Council are eligible to run for chair-elect.

Rationale: As stated in Article 3.5.

ask the chair of Faculty Council to appoint a single ad hoc voting member to serve on the respective committee for the remainder of the year. In the case of the Steering Committee, the appointee should be a current member of the Faculty Council. In the case of the Nomination and Elections Committee, the appointee should be a regular member of the Faculty of Medicine.

In addition, the Nomination and Elections Committee shall nominate (1) candidates for the at-large representatives to the Faculty Council, (2) candidates for the representatives of the special faculty whose titles are modified by the adjective adjunct or clinical to the Faculty Council, (3) candidates for standing committees of the Faculty of Medicine, and (4) candidates for the University Faculty Senate. In the case of at-large representatives, senators, or members of the Committee on Appointments, Promotions, and Tenure, the number of ~~candidates~~ shall be at least twice the number of positions to be filled. ~~In recruiting faculty for the ballot, the NEC shall strive to produce a diverse slate of nominees, considering gender, race, institutional affiliation and representation of basic and clinical departments. A nominee may not be put on the ballot if in winning the election they would serve on more than two standing committees of the Faculty of Medicine or Faculty Council (ad hoc committees are not included in this count). Exceptions will be made only if no other candidates come forward to fill a committee vacancy. Elections shall be conducted by e-mail or other electronic means, using a preferential voting system. Ballots shall include a clear explanation of the preferential voting system. Ballots listing candidates for the representatives of the special faculty on the Faculty Council shall be distributed to all special faculty whose titles are modified by the adjective adjunct or clinical. Ballots listing candidates for committees dealing with the planning and approval of the curriculum, the execution of the instructional program, and the formulation of policies with regard to student affairs shall be distributed to all members of the faculty. Elections shall be conducted as far in advance of the completion of the terms of sitting members as is practicable. Elections shall be conducted through the campus and first class mail or by email or other electronic means. All electronic~~ ballots shall provide space for write-in candidates. At least two weeks shall be allowed between the distribution of all ballots and the close of the election and determination of election results. Distribution of the ballots and the determination and publication of the election results shall be the responsibility of the Nomination and Elections Committee. After each election, the Committee shall count the votes and publish all the vote totals. Any irregularities or issues in the conduct of the elections shall be investigated and resolved by the Committee. The Nomination, and Elections Committee shall report its investigation and resolution to the Faculty Council and the Faculty of the School of Medicine. The dean shall be requested to supply administrative support for the elections.

c. Special Committee to Nominate Candidates for the Search Advisory Committee to the President on the Selection of the Dean of the School of Medicine. This special nominating

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Commented [A27]: Approved by the Bylaws Committee on 12 December, 2017, 6-0 and by Faculty Council on 21 May, 2018.

Rationale: Curatorial.

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Commented [A28]: The amendments in lines 34-36 and lines 1-18 on the following page were approved 4:0 at the BC's 27 March, 2018 meeting, subsequently accepted by the NEC and approved by Faculty Council on 21 May, 2018.

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Commented [A29]: SUBSTANTIVE. Stipulates that a faculty member may serve on only two committees concurrently.

Rationale: Increases overall participation in faculty governance and broadens representation.

Commented [A30]: Approved 2018-04-10, 5 -0. SUBSTANTIVE: Institutes a preferential voting system in place of run-off elections (which were never explicitly described but conducted when candidate(s) did not receive a majority of the votes cast, as required by Robert's Rules).

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Deleted: shall be used for multi-seat elections

Commented [A33]: Rationale: Removes archaic language.

Deleted: Electees shall be chosen by mail ballot. Ballots listing candidates for Faculty Council, senators, and standing committees of the faculty shall be mailed to all full-time members of the faculty.

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Commented [A34]: Approved by the Bylaws Committee 28 February, 2018.

Rationale: Modernizes description to match current practice.

Commented [A35]: Approved by the Bylaws Committee on 28 February, 2018.

Rationale: Modernization.

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Commented [A36]: Approved by the Bylaws Committee on 28 February, 2018.

Rationale: Replaces "will" with the more forceful "will."

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1 committee shall be formed when needed and shall consist of the chair of Faculty Council, three
2 other members of the Steering Committee of the Faculty Council, three elected members of the
3 Nomination and Elections Committee, and four academic department chairs (two Basic Science,
4 two Clinical) of the School of Medicine. The chair of the Faculty Council shall serve as chair of this
5 special nominating committee, and the other ten members shall be elected by their respective
6 groups. The majority of the nominees for the Search Advisory Committee selected by this special
7 nominating committee shall be full-time members of the Faculty of Medicine. The president is
8 requested to consider these nominees when appointing members of the Search Advisory
9 Committee.

10 In the early stages of the search for the dean of the School of Medicine, the chair of the
11 Faculty Council shall solicit recommendations, opinions, and advice regarding selection of the
12 dean from members of the Faculty of Medicine by mail and submit these views directly to the
13 Search Advisory Committee. When a final list of candidates for the position of dean has been
14 assembled, the Search Advisory Committee is requested to solicit the views and advice of the
15 Steering Committee of the Faculty Council on the ranking of the candidates.

16 d. Other Committees of the Faculty Council. The Faculty Council may create other
17 standing and *ad hoc* committees of the Faculty Council to carry out specific functions and duties
18 assigned to it. These committees may include members who are not Faculty Council members.
19

20 3.7: Meetings of the Faculty Council

21 a. The Faculty Council shall meet at least once every two months from September
22 through June of each academic year. Special meetings may be called by a majority vote of the
23 Steering Committee, by a written petition of 10 members of the faculty addressed to the chair of
24 the Faculty Council, or by the dean.

25 b. The agenda for each meeting shall be prepared by the Steering Committee, posted
26 electronically, and sent electronically to all faculty members at least one week in advance of
27 regular meetings and at least two days in advance of special meetings

28 c. Minutes of the meetings shall be kept and shall be distributed in a timely fashion to
29 Faculty Council members, to the dean, to all department chairs, and to each member of the
30 Faculty of Medicine. Approved minutes shall be posted electronically and sent electronically to all
31 faculty members. The dean is requested to provide administrative support for this purpose.

32 d. The meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

33 A parliamentarian may be appointed by the Faculty Council Chair in order to facilitate orderly
34 transaction of business. A quorum of the Faculty Council shall consist of 50% of the voting
35 members. Elected members may not designate alternates for council meetings or vote by proxy

Commented [A37]: Approved by the Bylaws Committee on 12 December, 2017.
Rationale: Curatorial.

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Commented [A38]: Approved by the Bylaws Committee on 12 December, 2017.
Rationale: Curatorial

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Commented [A39]: Approved by the Bylaws Committee on 12 December, 2017.
Rationale: Echoes language in the Faculty Senate Bylaws.

1 in council meetings. Faculty Council members may vote *in absentia* by mail in the election of
2 officers and standing committees of the Faculty Council (see article 3.6b).

3
4 3.8: Annual Report of the Faculty Council

5 Each year the chair of the Faculty Council shall submit to the faculty a report on the
6 activities of the Faculty Council.