

**BYLAWS OF THE FACULTY
OF THE
HOWARD UNIVERSITY COLLEGE OF MEDICINE**

PREAMBLE

The College of Medicine is the division of the University whose faculty is authorized by the Board of Trustees to select and prepare individuals for careers in medicine, public health and the biomedical sciences.

ARTICLE I

Section 1. Philosophy of the College of Medicine

The philosophy of the College of Medicine incorporates the following guiding principles: (1) Fidelity to our mission and a strong and confident belief in our work; (2) Excellence and integrity in all that we undertake--teaching, research, and service; (3) Leadership in medical education and health care, especially for African Americans, other minorities, and the economically disadvantaged; (4) Service to our community, the nation, and the world through public health programs, medical care, and health education; (5) The unrelenting pursuit of knowledge through research and life-long learning; and (6) A commitment to diversity among faculty, staff and students and to ensuring a respectful and ethical academic environment.

Section 2. Goal

The goal of the Howard University College of Medicine is excellence in teaching, research and service, the achievement of which will place us as a medical school of the first rank.

Section 3. Name

The name of this assembly shall be the faculty of the College of Medicine.

ARTICLE II

OBJECTIVE

The objective of this faculty shall be to provide the environment in which students of the health professions and biomedical sciences are prepared for advanced training in their fields and careers in clinical practice, teaching, and/or research.

ARTICLE III

MEMBERS

In order to attain the goal of the College of Medicine, its academic governance is delegated by the Board of Trustees and the President of the University to the Dean and the faculty through the Senior Vice President for Health Sciences.

Section 1. The Faculty of the College of Medicine

The faculty of the college of medicine shall comprise all persons who hold academic positions in the College of Medicine as defined in the Howard University Faculty Handbook, herein after referred to as the Faculty Handbook. Those members of the faculty who shall have the right to vote in the Faculty Senate of the College of Medicine are enumerated in Section 2 below. The faculty shall participate in the formulation of academic policies through the Faculty Senate of the College of Medicine and shall share in the development and implementation of programs in teaching, research, service and administration through the departmental organization of the College of Medicine as defined in subsequent Articles of these Bylaws. There are three tracks for faculty: (1) Tenure, (2) Clinical Educator, (3) Research.

Section 2. Faculty Senate of the College of Medicine

The Faculty Senate of the College of Medicine shall be composed of the President of the University, ex officio; the Senior Vice President for Health Sciences, ex officio; the Provost and Chief Academic Officer, ex officio; the Dean; the Associate and Assistant Deans; Center Directors; Professors, Associate Professors, and Assistant Professors who have either full-time appointments or part-time appointments on a one-half time or greater basis, and full-time instructors who are appointed for a term of one year or longer. Each member of the Faculty Senate of the College of Medicine shall have the right to cast one vote. The Faculty Senate of the College of Medicine shall formulate policies, and make rules as may be necessary for implementing these policies, pertaining to the education, research, and service activities of the College of Medicine. The Faculty Senate of the College of Medicine shall also recommend for graduation candidates for the Doctor of Medicine degree and the Master of Public Health degree in accordance with the policies and regulations of the University. The Dean shall be the presiding officer of the Faculty Senate of the College of Medicine.

Section 3. Appointments, Promotions and Tenure

The academic rank of members of the faculty is dependent upon professional competence and productivity and is based on such criteria as teaching ability, scholarly productivity, participation and leadership in professional societies, public and community service, clinical practice, and service to the College of Medicine and University at large. These criteria shall, from time to time, be specified by the faculty. Policies and procedures concerning Appointments, Promotions and Tenure are outlined in the Faculty Handbook.

ARTICLE IV

MEETINGS

Section 1. Faculty Senate of the College of Medicine

The Faculty Senate of the College of Medicine shall hold at least four regular meetings each year. Additional meetings may be called by the President of the University, the Senior Vice President for Health Sciences, the Dean, or upon the signed request of forty members of the faculty. The business of the Faculty Senate of the College of Medicine shall be conducted in accordance with Roberts Rules of Order, Newly Revised. The quorum for any meeting of the Faculty Senate of the College of Medicine shall be forty voting members.

Section 2. Voting Rights and Procedures

Faculty members who are not members of the Faculty Senate of the College of Medicine may attend meetings of the Faculty Senate of the College of Medicine but cannot vote. The voting members present at the meeting shall determine by show of hands the method by which voting shall occur.

Section 3. Standing and Other Committees

Standing and other committees shall meet at least once each year unless specified otherwise under Article VI of these Bylaws, which also prescribes the composition, quorum and chair of these committees.

ARTICLE V

GOVERNANCE AND ORGANIZATION

Section 1. Governance

The immediate governance of the College of Medicine is entrusted by the Board of Trustees to the faculty.

Section 2. General Organization

The College shall be organized with a Dean as the chief administrative officer and with such Associate and Assistant Deans and academic and administrative units as are deemed necessary for the proper functioning of the College. Each unit shall be organized under a department chair; Center, Office, or Institute Director; or equivalent administrator.

Section 3. Administrative Officers

A. Dean. The Dean shall be appointed by the President according to standard policies and procedures of the University. He/she shall represent the College of Medicine in its official relations. He/she shall be a member of all committees except the Committee on Promotions and Graduation, the Committee on Faculty Appointments, Promotions and Tenure, and the Sabbatical Leave Review Committee and shall appoint all committees not hereinafter prescribed. The Dean shall be the chief administrative officer of the College of Medicine with the twofold responsibility to be:

1. The agent of the President and of the Senior Vice President for Health Sciences in the observance and execution of the rules and regulations of the University and of special directives of the President and Board of Trustees.
2. The representative of the faculty, staff and students of the College of Medicine in the presentation of their problems to University authorities, and in promoting their rights and privileges.

B. Associate and Assistant Deans. The Associate Deans shall be appointed on the recommendation of the Dean and shall serve at his/her pleasure. The Associate and Assistant Deans shall have full responsibility for the discharge of such functions as the Dean may assign to them. An Associate Dean shall be the Secretary to the Faculty Senate of the College of Medicine and of the Executive Committee of the College.

Section 4. Departmental Organization

A. Structure and Function. A department shall consist of those members of the faculty appointed in one of the established disciplines. The administration of each department shall be the responsibility of a chair who will be directly responsible to the Dean. The chair shall be appointed by the Board of Trustees upon nomination by the President after recommendation by the Dean and the Senior Vice President for Health Sciences. The Dean shall forward a recommendation after consultation with members of the department concerned. The Dean shall select from nominations submitted by a search committee appointed in accordance with the Faculty Handbook. If the Dean deems it advisable to recommend a candidate not included on the list of nominees submitted by the search committee, he/she shall inform the department of the reason for departing from these procedures. The term of office for a chair is three years and he/she shall be eligible for reappointment. The chair shall be the presiding officer of the department. The chair shall forward recommendations for appointment, reappointment, promotion, and/or of faculty members within a department to the Dean in accordance with the procedures specified in the Howard University Faculty Handbook. Each department shall have an Executive Committee, an Education/Curriculum Committee, and a Committee on Faculty Appointments, Promotions and Tenure (APT).

B. Executive Committee. Members of the Executive Committee shall be elected annually by the voting members of the department from those members who hold the rank of assistant professor, associate professor, or professor. When necessary, departments with less than six members can draw committee members from other departments or can make their own disposition of matters by vote of all full-time instructors who are appointed for a term of one year or longer, assistant professors, associate professors and professors of the department. The chair of the department shall serve as chair of the Executive Committee. The Executive Committee shall be responsible for such matters as may be delegated to it by the chair and/or the voting members of the department except for matters that are delegated to the APT Committee.

C. Education/Curriculum Committee The Education/Curriculum Committee shall be selected annually by the department and the chair of this committee shall be appointed by the chair of the department. This committee shall address issues relating to all academic programs in the department.

D. Appointment, Promotions and Tenure Committee. The composition of the APT committee shall be as defined in the Faculty Handbook.

E. Divisions. Departments embracing more than one subspecialty or subdiscipline may be organized into two or more divisions on the basis of a recommendation submitted by the department chair with the approval, by majority vote, of the full-time members of the faculty of the department. This recommendation must be approved by the Dean, the Senior Vice President for Health Sciences, the President, and the Board of Trustees. Each Division shall be administered by a division chief who shall be directly responsible to the department chair. Division chiefs shall be appointed for one year, subject to reappointment annually, on the recommendation of the department chair to the Dean.

F. Voting. The department shall have the fullest measure of authority consistent with College or University policy. The right to vote within the department shall be enjoyed by all full-time instructors who are appointed for a term of one year or longer, assistant professors, associate professors, and professors.

G. Responsibilities. Under the direction of its chair, each department shall be responsible for the formulation and implementation of teaching, research and service programs consistent with College or University policy. Departments and units shall collaborate as may be indicated to implement academic, research, and service programs in the College of Medicine and Howard University Hospital.

H. Meetings. Departmental meetings shall be held regularly at least every two months, or more often as the chair of the department may see fit. The minutes of these meetings shall be kept on file in the department for review by the Dean, by representatives of accrediting bodies, or other authorized personnel.

Section 5. Operating Units.

A. There shall be the following **departments** within the College of Medicine:

1. Anatomy*
2. Anesthesiology
3. Biochemistry and Molecular Biology*
4. Community and Family Medicine
5. Dermatology
6. Medicine
7. Microbiology*
8. Neurology
9. Obstetrics and Gynecology
10. Ophthalmology
11. Orthopaedic Surgery
12. Pathology*
13. Pediatrics and Child Health
14. Pharmacology*
15. Physical Medicine and Rehabilitation
16. Physiology and Biophysics*
17. Psychiatry and Behavioral Medicine
18. Radiation Oncology
19. Radiology
20. Surgery

* These are considered basic sciences departments for the purposes of these Bylaws

B. Centers and Institutes

Definition and Organization: Centers and Institutes must be approved by the Board of Trustees of the University and shall function as integral organizational units in the College of Medicine.

They shall be established to focus attention on special educational interests and to conduct research, academic, or community-oriented projects of value to the College of Medicine and the University as a whole. They shall serve only when such an organization, and not traditional departments, will more adequately handle these special educational, research and other interests. A Center or Institute may reside within a department or may be an independent interdisciplinary unit residing outside a department. Financial support for the operation of a Center or Institute shall be derived from extramural agencies and/or the University. The administration of each interdisciplinary center or institute shall be the responsibility of a Director who shall be answerable to the Dean. The nomination of the director shall be based on recommendations from within the center or institute, from a search committee, and/or from the Dean. The administration of centers or institutes within departments shall be the responsibility of a director who shall be answerable to the department chair.

The following are centers in the College of Medicine

1. Center for Sickle Cell Disease
2. Cancer Center

C. Offices

Definition and Organization: Offices do not function independently. They fall under the supervision of the Dean and/or an Associate or Assistant Dean and support the needs of one or more areas of operation in the College of Medicine.

They are:

1. Office of Continuing Medical Education
2. Office of Medical Education
3. Veterinary Services
4. Data Analysis Center
5. Informatics and Biomedical Communications
6. Curriculum Office
7. National Human Genome Center
8. Office of Educational Research, Education and Assessment

Section 6. New Academic Units

A. Organization and Function of New Academic Units. The establishment of new units (herein defined as departments, centers, or institutes) should be based upon the appropriateness of the new unit for the overall program and purpose of the College of Medicine.

The following criteria shall be considered essential for the establishment of new academic units in the College of Medicine:

1. New Departments. The proposal for formation of a new department from some subunit or subdiscipline (i.e. a division of a department) already in existence in the College of Medicine must demonstrate that it cannot function or develop in its present organizational structure and does not easily align itself within existing departments. The proposal for a new department involving a new discipline must show that its functions do not already exist under a department or departments in the College of Medicine.

2. New Interdisciplinary Centers and Institutes. These Centers and Institutes are expected to be conceived primarily on the basis of a major broad program of research, training and service. The Center and Institute should require an interdepartmental organization to fulfill the specific aims of the program involved. Any proposal for establishment of such units within the College of Medicine must be supported by a well-defined program, including goals and objectives for research, graduate and postgraduate training, and teaching. A core of staff and activities commensurate with the purpose of the Center or Institute should exist and the potential for executing the primary functions of the unit should be provided in the proposal.

B. Procedure for Establishing a New Academic Unit

1. Initiation of the Request. A proposal must be prepared and submitted by an initiating individual or group to the Dean. The proposal must include the following information:

- a. Program:** A well-defined program of teaching, service, research, and/or graduate and post-graduate education, including goals and objectives.
- b. Need:** Justification of the need for the new unit by demonstrating that the proposed program will significantly improve teaching, research and service programs in the College of Medicine.
- c. Staffing:** Evidence that there exists a core faculty and staff commensurate with the proposed new academic unit.
- d. Funding:** Evidence of sustainable financial support from extramural sources and/or the University, including in-kind support. This financial support should also be consistent with the budgeting policies and procedures of the University.
- f. Departmental Support.** Evidence of support of the chair and faculty in the department, if applicable, where the discipline is presently based.

2. Dean's Recommendation. The Dean shall review the proposal and should make a recommendation to the Executive Committee within six months of receipt of the proposal.

3. Review of the Proposal by the Executive Committee. The Executive Committee shall consider the proposal and the recommendation of the Dean. If the proposal is approved by the Executive Committee, then it shall be presented to the faculty for action. If the Executive Committee denies the proposal, then it shall present its decision to the faculty for information and also inform the proposer(s) with explanation.

4. Review of the Recommendation by the Faculty Senate of the College of Medicine: If the faculty approves the proposal, the Dean will then forward the recommendation approved by the faculty through the Senior Vice President for Health Sciences to the President and Board of Trustees for action.

ARTICLE VI

COMMITTEES

Section 1. Standing Committees

There shall be the following standing committees and members thereof shall be elected or appointed annually as prescribed by these Bylaws, unless specified otherwise. The minutes of

all committee meetings shall be maintained in the Office of the Associate Dean for Academic Affairs. The chairs of the committees should submit the minutes of each meeting to said office within two weeks of the meetings, preferably in an electronic form.

1. Admissions Committee
2. Advisory Committee on Graduate Medical Education
3. Committee on Awards for Faculty and Staff
4. Committee on Committees
5. Committee on Curriculum and Schedules (Curriculum Committee)
6. Committee on Faculty Appointments, Promotions, and Tenure
7. Committee on Special Programs
8. Committee on Student Promotions and Graduation
9. Committee on Student Recruitment
10. Executive Committee
11. Financial Aid Committee
12. Graduate Education Committee
13. MD/PhD Program Committee
14. MPH Program Committee (Public Health Council)
15. Planning Committee
16. Research Committee
17. Sabbatical Leave Review Committee
18. Student Grievance Committee
19. Teaching Proficiency Committee

Section 2. Admissions Committee

The Admissions Committee shall be composed of the Dean, the Associate/Assistant Dean for Student Affairs and Admissions, the Admissions Director, other members of the faculty recommended by the Associate/Assistant Dean for Student Affairs and Admissions and approved by the Dean, up to five members of the Howard University Hospital housestaff, up to five Howard University College of Medicine alumni, up to five community physicians, and one student representative elected from each of the four classes. The Dean shall serve as chair and the Associate/Assistant Dean for Student Affairs and Admissions as vice chair. The members will conduct interviews of applicants, shall review their qualifications, and shall recommend candidates for admission.

Section 3. Advisory Committee for Graduate Medical Education

This Committee shall be composed of the Associate/Assistant Dean for Student Affairs and Admissions, who shall serve as chair, and members of the faculty recommended by the Associate/Assistant Dean and approved by the Dean. Howard University Hospital's Director of Graduate Medical Education shall be a member, ex officio. This committee shall function to advise students on graduate medical educational opportunities and to guide students through the application process for graduate medical education positions.

Section 4. Committee on Awards for Faculty and Staff

This committee shall be composed of faculty members, staff and students appointed by the Dean. The Dean shall appoint the chair of the committee. The committee shall establish the criteria for selection of members of the faculty and staff to be conferred awards and shall make recommendations to the Dean regarding individuals to receive these awards.

Section 5. Committee on Committees

The committee shall be composed of one faculty representative from each department, center, and institute of the College of Medicine. These representatives shall be selected annually by each department, center, and institute of the College of Medicine. The committee shall serve as the nominating committee for the faculty with respect to those committees of the College of Medicine and University Faculty Senates whose members are elected by the faculty of the College of Medicine. The slate of nominees for University Faculty Senate Committees shall be submitted to the Faculty Senate of the College of Medicine in time to meet the deadline for submission of such nominees. The committee shall also periodically review the committee structure of the College of Medicine and shall advise the Dean of its recommendations. The Associate Dean for Academic Affairs shall convene the first meeting at which time the chair of the committee shall be elected.

Section 6. Committee on Curriculum and Schedules (Curriculum Committee)

The committee shall consist of twenty-one voting members. Five of the members and five alternate members shall be faculty in basic science departments; and six of the members and six alternate members shall be faculty in clinical science departments. There shall be a representative elected from the freshman class, the sophomore class, the junior class (who must be the Vice President of Education of the Student Council), and the senior class. The Associate/Assistant Deans for Academic Affairs, Medical Education, Clinical Affairs, and Student Affairs and Admissions; the Director of the Office of Curriculum; and the Director of the Louis Stokes Health Sciences Library shall be voting members. There shall be one elected alternate member from each class who shall be permitted to vote in the absence of the regularly elected student member. The faculty members and alternate members of the Curriculum Committee shall be nominated by the Executive Committee of the College of Medicine. Any faculty member, group of faculty members, or department may submit nominations of faculty to the Associate Dean for Academic Affairs who shall present such nominations to the Executive Committee for its consideration. The final list shall be presented to the faculty for approval, at which time nominations can be taken from the floor.

The term of membership for each faculty representative shall be three years and no faculty member shall serve more than two consecutive terms. The student representatives shall serve one-year terms. The terms of the Associate/Assistant Deans and of the Directors shall coincide with their appointments to these positions. The Dean shall appoint the chair of the committee, who shall be a full-time member of the faculty.

It shall be the function of the Curriculum Committee to evolve, and recommend to the Dean for the adoption by the Faculty Senate of the College of Medicine, the medical curriculum best suited to the needs and resources of the College of Medicine and to evaluate periodically the effectiveness of the curriculum. The Curriculum Committee shall be responsible for monitoring the content provided in each unit, course, or clerkship to ensure that the educational objectives as approved by the faculty are achieved. The committee shall periodically evaluate the objectives, content, and teaching methods used for each segment of the curriculum. The committee must approve all new courses and shall approve academic schedules and calendars.

Section 7. Committee on Faculty Appointments, Promotions and Tenure

This Committee shall consist of not less than seven or more than nine members elected by the faculty from among the professors with indefinite tenure. No department or Center shall have more than one representative on this committee. chairs of departments are not eligible to serve as members. The term of office shall be three years. Elections shall be staggered such that not more than three members are elected or re-elected in any one year. Members can be re-elected for an additional term of three years. After an absence of two years, a member shall again become eligible to serve two consecutive terms of office. This Committee shall evaluate, in terms of the criteria specified by the University Faculty Handbook and by additional criteria approved by the College of Medicine Faculty, every candidate under consideration for appointment, reappointment, promotion and/or tenure.

Section 8. Committee on Special Programs

This Committee shall be composed of the Associate Dean for Administration and Planning, who shall serve as chair, and members of the faculty recommended by the Associate Dean for Administration and Planning and approved by the Dean. This Committee shall serve as the planning committee for the Honors and Awards Program, the Honors and Oath Program, and other special programs at the request of the Dean.

Section 9. Committee on Student Promotions and Graduation

The Committee on Student Promotions and Graduation shall be composed of the Associate and Assistant Deans; the Directors or representatives of Centers and Institutes; and the chairs or representatives of all departments. The Associate Dean for Academic Affairs shall serve as chair and the committee shall meet at least five times during each academic year. The committee shall have three major functions:

- a. To recommend to the faculty students for graduation
- b. To determine whether students shall be promoted or allowed to repeat an entire academic year
- c. To determine whether students shall be dismissed from the College of Medicine

Section 9.1 Readmissions and Advanced Standing Subcommittee

This is a standing subcommittee of the combined Committee on Student Promotions and Graduation and the Executive Committee (the Joint Committee). This subcommittee shall be chaired by the Associate/Assistant Dean for Student Affairs and Admissions and shall be composed of members of the Joint Committee recommended by said Associate/Assistant Dean and approved by the Dean. The subcommittee shall make recommendations to the Joint Committee regarding:

- a. Whether students who are dismissed from the College of Medicine are allowed to be readmitted to the College and the conditions of their readmission
- b. Whether transfer applicants shall be offered admission with advanced standing admission in the College

Section 10. Committee on Student Recruitment

This Committee shall be composed of the Associate Dean for Student Affairs and Admissions, who shall serve as chair, the Director of Admissions, members of the faculty who shall be recommended by the Associate Dean for Student Affairs and Admissions and approved by the Dean, and one student representative selected from each of the four classes. The functions of this

Committee shall be (1) to develop recommendations regarding the most effective means of attracting highly qualified students and (2) to provide support to the student recruitment efforts of the College of Medicine.

Section 11. Executive Committee

The Executive Committee shall be composed of the President of the University, ex officio; the Dean who shall serve as chairperson; the Senior Vice President for Health Sciences, ex officio; the CEO of Howard University Hospital, ex officio; the Associate Dean for Academic Affairs, who shall serve as Secretary; all other Associate and Assistant Deans; and nine members of the faculty with indefinite tenure at the rank of associate professor or professor. The nine faculty members shall include four members from the basic sciences departments, four members from the clinical departments, and one member affiliated with an interdisciplinary center or institute. A department may have no more than one representative. The term of office shall be three years and elections shall be scheduled so that each year two or three members are elected. No faculty member shall serve for more than two consecutive terms.

The Executive Committee shall act on behalf of the faculty in the intervals between meetings of the faculty and shall serve in an advisory capacity to the Dean. Actions of the committee on behalf of the faculty shall be reported at the next meeting of the Faculty Senate of the College of Medicine.

The committee shall meet at least six times per year, or at the call of the Dean of the College of Medicine, or upon the written request of six of the nine faculty members. A quorum at any meeting of the committee shall consist of a majority of the members. The act of the majority of the committee members present at any meeting at which a quorum is present shall be the act of the Executive Committee. The Executive Committee may act without a meeting when polled by the Dean. The action so taken, whether in favor or against the matter under consideration, shall require the vote of the majority of the members of the committee and shall be reported at the next regular meeting of the committee.

Section 12. Financial Aid Committee

The Financial Aid Committee shall be composed of the Associate Dean for Administration and Planning, who shall serve as chair, the Financial Aid Manager, faculty members recommended by the Associate Dean for Administration and Planning and approved by the Dean, and one student selected from each of the four classes. The function of this committee shall be to develop policies and criteria for awarding financial aid to students within the College of Medicine, consistent with University and Federal policies and regulations. The Committee shall also recommend procedures and practices to enhance the effectiveness and efficiency of the services rendered by the Financial Aid Office.

Section 13. Graduate Education

Committee membership shall consist of one faculty member (with appointment in the Graduate School) from each graduate degree program offered by faculty of the College of Medicine and one member from the Graduate School's administrative staff appointed by the Dean of the Graduate School. Each member shall be recommended by the chair of the respective graduate department or program to the Dean of the College of Medicine, who shall appoint a chair.

The functions of the committee include deliberation and recommendations on concerns such as: (1) shared educational interests among the graduate programs; (2) evaluation and

recommendations concerning infrastructure needs for operating quality graduate programs; (3) review and recommendations on new program proposals; and (4) keeping abreast of developments in biomedical graduate education, especially as promulgated by the Graduate Research, Education and Training Committee (GREAT Committee) of the Association of American Medical Colleges.

Section 14. MPH Program Committee (Public Health Council)

The Master of Public Health (MPH) program is based in the department of Community and Family Medicine in the College of Medicine. Participating units include all twelve schools and colleges at Howard University in collaboration with the College of Medicine. Designated representatives appointed by their Deans or Directors from these twelve schools and colleges serve on the Howard University Public Health Council (PHC). The key tasks to be performed by the PHC include: (1) recruit students, (2) establish admissions criteria, (3) internally coordinate participating units, (4) develop and manage the curriculum, (5) monitor and evaluate students for promotion and graduation, (6) evaluate the program, (7) recommend to the Committee on Student Promotions and Graduation of the College of Medicine candidates for the MPH degree, and (8) promote research. Some of these activities may be delegated to subcommittees that report to the Committee.

Section 15. Planning Committee

This Committee shall be composed of members of the faculty and staff who shall be recommended by the Associate Dean for Administration and Planning and appointed by the Dean. The Dean shall appoint the chair of the committee. The committee shall be a vehicle for the development of objectives to guide the growth of the College of Medicine; shall develop priorities among these objectives; and shall recommend courses of action for their achievement.

Section 16. Research Committee

The Research Committee shall consist of the Associate Dean for Research, the Director of Veterinary Services, and one representative from each department, institute, and center. Each representative shall be selected/elected by the Research Committee of the department, center, or institute. Where a Research Committee is not present, the department, center, or institute chair or director shall appoint a representative to the committee. The term of office shall be two years. A faculty member may not serve on this committee for more than four years consecutively. This committee shall participate in the stimulation, promotion and supervision of research in the College of Medicine and the University's teaching hospital. The Associate Dean for Research shall convene the first meeting of the committee each year at which time the members of the committee shall elect a chair who shall also serve as the secretary.

Section 17. Sabbatical Leave Review Committee

There shall be a Sabbatical Leave Review Committee which shall be composed of five members of the full-time faculty elected by the Faculty Senate of the College of Medicine. This Committee shall hear the appeal of any applicant for sabbatical leave who believes that his/her application has not received proper consideration. The Committee shall make its recommendations to the Dean.

Section 18. Student Grievance Committee

The Student Grievance Committee shall be composed of five elected full-time faculty members (with no more than three members being from either basic or clinical departments) and two

elected students (one sophomore and one junior) with two additional faculty and one additional student elected to serve as alternates. In accordance with the *Student Grievance Procedures* specified by the Board of Trustees, the Student Grievance Committee shall hear the grievances of students in a forum involving concerned parties and shall submit a decision/resolution to the Dean in the form of a recommendation.

Section 19. Teaching Proficiency Committee

The Teaching Proficiency Committee shall be composed of the Dean (ex officio), the Assistant Dean for Medical Education who shall serve as chair, the Associate Dean for Academic Affairs, the Director of the Office of Curriculum, the Director or a representative of the Louis Stokes Health Sciences Library, one faculty member appointed from each department, and one student representative elected or appointed from each of the four classes. It shall be the duty of this Committee to promote methods to upgrade the quality of the teaching, learning and evaluation processes in the College of Medicine.

Section 20. Other Committees

Ad Hoc or special committees shall be appointed by the Dean as the Dean, the Faculty Senate of the College of Medicine, or the Executive Committee shall from time to time deem necessary.

Section 21. Chair

The chair of each Committee, unless otherwise specified, shall be elected annually by the committee from among its members.

Section 22. Term of Office

Unless otherwise expressly provided for in these Bylaws, committee members shall serve three-year terms and shall be eligible for reelection or reappointment unless specified otherwise in these Bylaws.

Section 23. Vacancies

Vacancies in the elected membership of committees may be filled by a majority vote of the remaining committee members until the next scheduled election by the faculty. The Dean may fill by appointment any vacancies in the appointed membership of committees. Such election or appointment shall not be counted as a term.

Section 24. Quorum

A. The quorum for any meeting of the following committees shall be a majority of the voting members:

1. Curriculum Committee
2. Committee on Faculty Appointments, Promotions and Tenure
3. Committee on Student Promotions and Graduation
4. Executive Committee
5. Sabbatical Leave Review Committee
6. Student Grievance Committee

B. In the absence of a quorum, the members of the committee who are present shall determine the date, time and place for the next meeting. One member who is present shall be identified to

notify all voting members of the new date, time and place for the meeting. The members who are present at the rescheduled meeting shall constitute the quorum.

C. The quorum for all other committees not listed above shall be five members or 25% of the members of the committee who are present at the meeting, whichever is greater.

Section 25. First Meeting

The Dean or his/her designee shall convene the first meeting for those committees for which a chair is not specified. The chair for each of these committees shall be selected during this first meeting. If the members of any committee fail to elect a chair, the Dean shall appoint the chair of the committee. Where a chair is specified, that individual shall convene the first meeting.

ARTICLE VII

MINUTES

It is the responsibility of the chair of each committee to ensure that accurate minutes of all meetings are taken. The chair or his/her designee shall forward one copy of each set of minutes to the Office of the Associate Dean for Academic Affairs within seven days following each meeting.

ARTICLE VIII

AUTHORIZATION AND REVISION

This document shall become effective when approved by the Board of Trustees. It may be revised by a two-thirds vote at any meeting of the Faculty Senate of the College of Medicine. Proposed amendments shall be forwarded to the faculty at least twenty-one days before the meeting of the Faculty Senate of the College of Medicine at which they will be discussed.

Revised on January 22, 2000

Revision approved by the Faculty Senate of the College of Medicine on October 16, 2006

Revision approved by the Faculty Senate of the College of Medicine on June 18, 2007

APPENDIX

The University Proposed Core Bylaws identifies committees that should be included with the HUCM committees. The following identifies the HUCM standing committees' Core Bylaws committee equivalents:

UNIVERSITY PROPOSED CORE BYLAWS	HUCM BYLAWS
Executive Committee	Executive Committee
Appointments, Promotions and Tenure	Appointments, Promotions and Tenure
Committee on Admissions	Admissions Committee
Committee on Academic Excellence	Curriculum Committee
Committee on Student Affairs	Student Grievance Committee
Committee on Academic Standing and Retention	Committee on Student Promotions and Graduation Curriculum Committee