BYLAWS

UNIVERSITY OF VIRGINIA
SCHOOL OF MEDICINE

Section 1
Purpose

The following bylaws are intended to clarify faculty duties and obligations and to protect the rights and privileges of the faculty in accordance with School of Medicine (“School”) and University of Virginia (“University”) policies and the rules and regulations of the Board of Visitors of the University of Virginia, and in accordance with the faculty’s responsibility for the content and quality of the School’s education, research, patient care, and public service programs.

These bylaws shall be read in conjunction with School, University, and Medical Center policies and procedures that apply to the faculty. In the event of a conflict between these bylaws and School faculty policies or University faculty promotion and tenure policies, those faculty policies shall control.

Section 2
Mission

The School is a public institution and the faculty members serve in the public interest to provide excellence, innovation, and superlative quality in the care of patients, the training of health professionals, and the creation and sharing of health knowledge within a culture that promotes equity, diversity, and inclusiveness.

The School’s primary purpose is to train physicians and scientists to help people achieve healthy, productive lives and to advance knowledge in the medical sciences. To that end, the School educates students for the MD degree, and supports students in dual-degree programs, assuring that all requirements for the MD degree are met. Additionally, the School supports the education and training of graduate medical education (“GME”) trainees to become specialty-certified through their individual departments.

The School achieves its mission through:

- Attracting an academically accomplished and compassionate student body from diverse backgrounds;
• Creating a respectful and nurturing learning environment that challenges students to learn and apply science and medicine at the most skillful level; and

• Fostering humanitarian and caring attitudes that motivate faculty to provide treatment and conduct research designed to maintain patient health and alleviate pain and suffering.

Section 3
Values

The School’s core values are:

• **Accountability:** To accept responsibility for the outcomes resulting from one’s own choices, behaviors or actions.

• **Stewardship:** To manage resources responsibly.

• **Professionalism:** To act in a courteous, conscientious, business-like manner that supports the standards of the Health System.

• **Integrity:** To be honest, fair, and trustworthy.

• **Respect:** To recognize the dignity of every person.

• **Excellence:** To work at the highest level of performance, with a commitment to continuous improvement.

Section 4
Commitment to Diversity and Inclusiveness

The School is committed to being a national leader in the creation and sharing of health knowledge within a culture that promotes equity, diversity, and inclusion.

Section 5
Organization

A. Faculty

1. Membership

The academic faculty may perform an array of functions including teaching, research, patient care, or public service. They hold the rank of instructor or above, and can be tenured or on the tenure-eligible or tenure-ineligible track. These academic faculty members have the right to use their academic titles in their professional careers and are governed by the Faculty Promotion and Tenure policies of the School and the University and the University Policy on Employment of Non-Tenure-Track Faculty. Full-time academic faculty are eligible for election to the University Faculty Senate.
Administrative and professional (A&P) faculty are those positions that provide services to faculty, students and staff. Administrative faculty perform work directly related to the management of the education and general activities of the institution, department or subdivision thereof, and are normally within three reporting steps of the University president. Professional faculty require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience and are normally limited to librarians, counselors and other professional positions serving education, research, medical, student affairs and other such activities. A&P faculty have the right to use their titles in their professional careers. A&P faculty are governed by the University Policy on Employment of Non-Tenure-Track Faculty.

2. Responsibilities of Faculty

In addition to the faculty responsibilities outlined in University policy and the Faculty Handbook, the following are specific responsibilities of the faculty of the School:

- To recommend to the dean the standards for admission, courses of instruction and requirements for graduation for candidates for MD degrees in the School.
- To conduct various educational programs in or on behalf of the School.
- To convey degree approval upon those students meeting the requirements for the degree of Doctor of Medicine.
- To deliberate and advise the dean regarding questions of general policy or other matters related to the School.

3. Appointments

Faculty will be appointed and will receive an annual review in accordance with existing provost and School policies. Each faculty member with an administrative appointment will be reviewed annually for his or her administrative effort.

4. Titles

“Rank” indicates the level of an academic appointment. Professor, associate professor, and assistant professor are the academic ranks for both tenure-eligible and tenure-ineligible tracks. The rank of instructor is tenure-ineligible. Generally, salaried academic faculty who work less than full-time are not eligible for tenure-track positions. Titles for non-tenure-track research positions are
designated by the term “research” in the academic faculty title (e.g., “assistant professor of research”). For A&P faculty, functional titles may convey particular administrative duties.

The terms “acting” and “interim” are used to indicate that an individual has been appointed to an administrative position on a temporary basis. The dean may appoint an acting or interim department chair with the concurrence of the Executive Vice President and Provost (“EVPP) and the Executive Vice President for Health Affairs (“EVPHA”).

As governed by Provost Policy 029, “Appointment Types and Titles,” an academic faculty member may hold an appointment in more than one department or school. If an academic faculty member has an appointment in more than one department, then one must be designated the primary department. If there is an appointment in more than one department, then there is a primary appointment and a secondary appointment which together are called a “joint” or “dual” appointment. Appointments in departments other than the primary department of the academic faculty member must be agreed to by the department chairs of the primary and secondary departments and the dean. The primary department is responsible for promotion and/or tenure recommendations. An academic faculty member may hold more than one secondary appointment and may hold a secondary appointment in a University school other than the School.

Courtesy appointments are designated by use of the term “courtesy.”

Retired salaried academic faculty at the rank of full or associate professor may be designated by the term “emeritus” if nominated by the dean in accordance with Provost Policy 018, “Emeritus Faculty.”

Research and instructional non-salaried academic faculty may hold rank as specified in accordance with School and University policies.

5. Meetings

Only academic faculty with a salaried primary appointment in the School and at least 50% effort (“voting faculty”) shall have voting privileges. The voting faculty shall meet at least twice a year to conduct business exclusive to the academic faculty. These meetings shall be designated as “general faculty meetings” with attendance restricted to the voting faculty.

The general faculty meetings are held on the third Thursday of October and the third Thursday of April at 5 PM.
Up until 21 days before the meeting, the voting faculty shall have the opportunity to request in writing that the dean address specific topics. The meeting agenda shall be distributed at least 14 calendar days in advance of the meeting.

At his or her discretion, the dean may call for a general faculty meeting that is not regularly scheduled. A general faculty meeting may be called upon the presentation to the dean of a written request from at least five department chairs or from fifteen voting faculty members. The voting faculty may or may not have the opportunity to request that the dean address specific topics. The normal procedures for distribution of the agenda shall apply.

At least once a year, the dean shall present a state of the School update (“SOS”). Unless otherwise specified, all employees of the School may attend the SOS. The SOS may be combined with one of the regular general faculty meetings; however, in this case, the agenda may not include items that require a vote by the voting faculty.

B. Administration

1. Dean

The EVPP and the EVPHA are responsible for appointing and evaluating the dean. The dean is the principal academic leader and the chief administrator of the School. The term of appointment is usually for five years, with reappointment subject to the dean’s review in accordance with provost policy PROV-023: Appointment, Annual Evaluation and Reappointment of Academic Deans.

The dean shall be responsible for enforcing all School policies and for the execution of all University, Health System, and Medical Center directives and policies that pertain to the School. The dean shall recommend any policy or action that he or she deems necessary for the proper conduct and development of the School and its programs.

The dean’s supervision of the conduct of the School’s academic programs shall extend to activities of the School faculty in all areas of the University, regardless of location.

The dean may designate any senior associate, associate, or assistant dean or department chair to act in the dean’s absence.

The dean shall convene all meetings of the faculty. The dean shall be an ex officio member of all School standing committees and may designate a member of the dean’s staff or the faculty to attend any such meeting on the dean’s behalf.
The dean shall prepare an annual budget for the consideration of the EVPP and EVPHA and shall prepare an annual report for submission to the EVPP and EVPHA.

2. The Dean’s Relationship to the President

The dean reports to the president through the EVPP and EVPHA.

3. The Dean’s Relationship to the EVPP

The dean reports to the EVPP for undergraduate curriculum and instruction and faculty personnel matters (including appointment, promotion, and tenure) and serves on the Dean’s Council.

4. The Dean’s Relationship to the EVPHA

The dean reports to the EVPHA on strategic, operational, and financial matters.

5. The Dean’s Relationship to the Medical Center CEO and the Practice Plan CEO

The dean, in collaboration with CEO of the Medical Center and the CEO of the practice plan (University of Virginia Physicians Group), provides strategic and operational leadership of the University Health System.

6. Other School Deans

The dean may appoint senior associate, associate, and assistant deans who shall assist in the conduct of School business. Any such appointment must be consistent with the policies of the EVPHA and/or the policies of the EVPP.

Senior associate, associate, and assistant deans typically are appointed in the following areas: education, research, finance, administration, and faculty affairs and faculty development.

Section 6
Academic Departments

A. Definition

The primary unit of Faculty organization is the academic department ("department").

B. Chair
Each department shall have a “chair” who reports to the dean. The dean appoints the chair for a fixed term, typically five years, which may be renewed. The chair is the administrative officer of the department, and the chair or his or her designee shall outline the duties for each member of the department.

C. Division

A “division” is a unit within a department and is administered by a division chief who reports to the chair. Divisions are created by the chair upon the authorization of the dean.

D. Meetings

Each department shall hold a minimum of four departmental meetings each year that include opportunities for faculty members to discuss education, patient care and research programs, in addition to other department business. Minutes of these meetings are maintained in the department and shall be available to the dean, department faculty members, the EVPP, and/or the EVPHA, upon request.

E. Establishment, Dissolution, Naming of Departments

The dean, in consultation with the chairs, the EVPP, and the EVPHA, shall make decisions regarding the number and names of departments. A vote of the chairs regarding such decisions will be documented and reported as part of the approval process. The creation, naming, and discontinuation of departments are governed by the procedures of the Office of the EVPP at http://www.virginia.edu/sacs/procedures/docs/matrix.pdf.

F. Review of Departments

Each department shall undergo a comprehensive review in accordance with School policy.

Section 7
Centers and Institutes

A. Definition

A center or an institute (“center”) is an organization other than a department or an administrative unit that is created as a collaborative initiative to enhance the educational, research, and/or service missions of the School. Such an organization may be a “School center” or a “department center.”

A School center occupies space that is assigned to the dean, and may be assigned resources from the dean’s office. A School center will have members
from multiple departments, within and possibly outside of the School, to reflect its multi-disciplinary purpose. A department center occupies department space, and may have members who are solely from within the department or are from other departments in the School or from other schools at the University.

B. Establishment

A center shall be established only with advance approval of the dean, who shall consult with the EVPHA. An approved center must be established in accordance with Provost Policy 025, "Establishing Academic Centers and Institutes."

C. Director

The title of the chief officer of each center is “director.” The director of a School center is appointed by and reports to the dean or the dean’s designee. The director of a department center is appointed by and reports to the department chair.

Directors serve for a fixed term, typically five years, which may be renewed. The director is the administrative officer of the center, and the director or his or her designee shall outline the duties for each member of the center.

D. Relationship between School Centers and Departments

Establishing a School center is recognition that certain disciplines and programs of importance to the School may be handled more appropriately by an interdisciplinary organization. The establishment of a School center does not alter the primary responsibility of departments to foster the scholarly work and teaching of their faculty.

Departments and School centers are expected to work together to accomplish the goals of the School. Each center is expected to strengthen and expand the research and teaching by departments that relate to the work of the center.

E. Membership

Members of a center, including the director, may be members of the School faculty or faculty in other schools at the University. In consultation with the director, faculty members are subject to the authority of their chair for all matters related to faculty appointments, promotions, and tenure. A center may include representatives of non-faculty and non-academic constituencies.

F. Advisory Boards
In consultation with the director, the dean may appoint an advisory board for a center, consisting of members of the School Faculty, faculty in other schools at the University, and/or local, regional, and national leaders in the area of the center’s focus.

G. Review of Centers

Unless specified otherwise in writing by the EVPP or his/her designee, all established centers will be reviewed in accordance with Provost Policy 025, “Establishing Academic Centers and Institutes.”

Section 8
Committees

A. Types of Committees

1. “Standing Committees”

In accordance with their charters, standing committees shall assist, advise, and act on behalf of the dean concerning School affairs. Each standing committee shall have governance procedures for the conduct of business, and which are published on the committee’s website.

2. Ad Hoc Committees

The dean or his or her designee may establish ad hoc committees or task forces as needed to advise on special issues. Ad hoc committees are not permanent committees, and the charge and the date for completion shall be stated in writing to all ad hoc committee members. Ad hoc committees are not required to keep minutes of their meetings. A written report of the completed task is submitted to the dean in lieu of minutes, unless stipulated otherwise in the written charge to the committee.

3. Investigational Committees

The dean may establish an investigational committee to collect information to form the basis of its report and recommendations to the dean.

B. Standing Committees

1. Appointed Committees
Appointed committees are designated by the dean to assist and advise the dean in the administration of the School. Their authority to advise, act, or do both, is designated when they are created. Those committees given the authority to take action are action appointed committees and must submit annual reports to the dean and minutes of their meetings shall be published on the committee’s website. Due to confidentiality requirements, only summary minutes will be available for the Academic Standards and Achievement Committee, the Admissions Committee, the Conflict of Interests Committee, the Medical Student Advocacy Committee, and the Promotions and Tenure Committee.

The dean or appropriate senior associate, associate, or assistant dean appoints the members of appointed committees. Some members are appointed by virtue of their office. Unless otherwise specified, all members have voting privileges.

The chair of each appointed committee is the dean or his or her designate, or as stipulated in the appointed committee’s governance procedures.

2. Elected Committees

Elected committees are those committees whose members are elected by the academic faculty or by an elected subset of the academic faculty, such as the School Faculty Senate representatives. Each elected committee shall have a website where the minutes of its meetings shall be posted.

3. Committee Chairs

Each committee has a chair who serves in that role for a specific term. The chair serves as a liaison to the dean and presides at regular meetings of the committee. The committee elects a vice chair to preside in the absence of the chair.

4. Eligibility

Members of the School academic faculty, A&P faculty, and emeritus faculty are eligible to serve on committees in accordance with the governance guidelines established for each committee. As determined by the governance guidelines, a committee may have members from outside the School.

C. Established Standing Committees

1. Academic Standards and Achievement Committee

http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/standing-committees/academic-standards-and-achievement-
Committee.html

Purpose/responsibilities: The Academic Standards and Achievement Committee ("ASAC") ensures that each medical student in the School masters the education program objectives. The ASAC reviews the performance of all students no less often than the end of each phase of the curriculum. Students achieving the educational program objectives are promoted or recommended for graduation. The ASAC reviews the School transcripts of students who have failed one or more educational program requirements and can recommend remediation or dismissal from the School. The ASAC reviews reports of a student’s unprofessional, unethical, or illegal activities or behaviors, and may decide upon actions from remediation up to and including dismissal from the School.

Authority: The ASAC has the authority to take action and has an advisory role. It has decision-making authority regarding student promotion, remediation, and dismissal. A student may contest a decision of the ASAC by following the appeals process outlined in the Policy on Academic and Professional Advancement.

Membership selection and composition: The senior associate dean for education solicits nominations from department chairs and the faculty and recommends voting members to the dean for appointment. A minimum of 15 voting members is appointed with a maximum of 21 voting members. Two fourth-year medical students shall serve as ex officio voting members of the ASAC. These are the president of the Mulholland Society and the fourth-year class president. Generally, the term will be three years with the possibility of one consecutive reappointment; former members may return for a new appointment after a two-year hiatus. Student members will serve for one year.

The ASAC chair is appointed by the dean. A vice chair is elected by a majority vote of the ASAC. The associate dean for admissions and student affairs, associate dean for diversity and inclusion, the director of academic enhancement, and the assistant dean for medical education are non-voting ex officio members of the ASAC.

Meetings: The ASAC will meet monthly, assuming an agenda to be discussed, or more often as necessary.

Quorum: Official votes may be taken when a quorum (greater than 50% of voting members) is present. All motions, except for a motion for dismissal, are passed by majority of voting members present. A motion for dismissal requires a two-thirds majority of voting members.

Minutes: The registrar of the School of Medicine takes minutes of each meeting and records every official motion and its numerical vote. Official letters sent to
students also will constitute part of the minutes of each meeting. Minutes of all
meetings are kept in the Office of Student Affairs and are made available to the
dean. Letters from the chair to individual students are kept in the student’s
academic files in the Office of Student Affairs. After each meeting, the registrar
informs the dean that a meeting was held and that the confidential minutes are
available for review.

2. Admissions Committee

http://med.virginia.edu/admissions/

Purpose/responsibilities: The Admissions Committee conducts an admissions
process that considers both academic credentials such as GPA and MCAT and
the personal characteristics and life experiences of applicants, and shall seek a
class of students who represent a broad range of diversity.

Authority: The Admissions Committee has the authority to take action and has an
advisory role. It has final authority for all admissions decisions.

Membership selection and composition: The Admissions Committee is composed
of 32 members. The associate dean for admissions and student affairs is an ex
officio member and chair of the Admissions Committee and votes only in case of
a tied vote. The associate dean for diversity, the assistant dean for admissions,
and the assistant dean for medical education serve as ex officio members. The
director for admissions is an ex officio, non-voting member.

Faculty members are appointed for a three-year term with the possibility of one
consecutive renewal. One-third of the committee turns over each year. Members
may be invited to return after a two-year hiatus for an additional term. These
individuals are recommended, based on their reputation for clinical, research,
and/or educational excellence, by current members of the Admissions Committee
and the senior associate dean for education. The goal is to have diverse and
broad representation of interdisciplinary faculty.

Ten fourth-year medical student members, representing a diverse group of
individuals, are appointed to the Admissions Committee for one-year terms. All
students are invited to apply, and applicants are interviewed and selected by two
of the associate dean for admissions and student affairs, the assistant dean for
admissions and/or the director for admissions.

Meetings: The Admissions Committee meets each Friday morning during the
admissions cycle (early September through early March) to make decisions on
the applicants who were interviewed that week.
Quorum: A majority of voting members, the majority of whom must be voting faculty, constitutes a quorum.

Minutes: The director for admissions records the votes at each committee meeting. The associate dean for admissions and student affairs presents an annual report to the dean and the senior associate dean for education. The report will include information on the students who applied, were invited for interview, were interviewed, and were offered admission to the School.

3. Bylaws Committee

Purpose/responsibilities: The Bylaws Committee oversees and reviews the Bylaws for the purpose of considering any additions and/or revisions which may be necessary or which are advisable by the faculty.

Authority: The Bylaws Committee is advisory to the dean. It may recommend changes to existing bylaws and has the authority to present proposed revisions to the voting faculty in advance of scheduled or special meetings. Any change to the bylaws requires an affirmative vote of two-thirds of those voting faculty present at a scheduled meeting or an affirmative vote by two-thirds of those voting faculty responding to an electronic method for recording votes.

Membership selection and composition: The Bylaws Committee is comprised of a minimum of six and no more than nine voting faculty members who are appointed by the dean. The president of the clinical staff is an ex officio member with voting privileges. The committee has a chair, who presides at all meetings. The dean may appoint non-voting, ex officio members.

Faculty members are appointed for a three-year term with the possibility of one consecutive renewal. All voting faculty are eligible to serve. Appointment to the committee is based on the decision of the dean with the goal of having a diverse representation from all areas of the School.

Meetings: The Bylaws Committee meets biannually or more often as necessary.

Quorum: A quorum is constituted when a majority of the voting committee members are present at any meeting.

Minutes: The dean’s designee takes minutes of each meeting and records all recommended changes to the bylaws and recommended actions. The chair of the committee distributes minutes of the meetings to all members of the committee and to the dean. Minutes of all meetings are kept in the Office of the Dean.

4. Conflict of Interests Committee
http://www.medicine.virginia.edu/administration/research/offices/research/home/som-coi-committee.html

Purpose/responsibilities: The Conflict of Interests ("COI") Committee develops the basis and extent of conflicts of interest; reviews conflicts of interest associated with education, non-Medical Center procurement, and consulting; and develops management plans for actual or potential conflicts. The COI Committee develops standards for which financial conflicts of interest require committee review and potential management plans. The School COI Committee coordinates with the University COI Committee and the Institutional Review Boards to ensure the appropriate flow of information on actual and potential financial conflicts of interest, especially those affecting multiple missions of the University.

Authority: The COI Committee is advisory to the dean. Its recommendations for adjudication of issues regarding COI are forwarded to the dean for decision and implementation.

Membership selection and composition: The COI Committee consists of a chair and an even number of voting members who are appointed by the Dean. Additional non-voting, advisory members include one or more associate/assistant deans of the School; School and Medical Center general counsel; and administrative staff as appointed by the dean. The chair and voting members normally will be appointed for three-years, at the discretion of the dean.

Meetings: The COI Committee holds meetings to determine policy and to review COI financial interest reports annually. Meetings for adjudication are held on an ad hoc basis.

Quorum: The chair and each voting member on the COI Committee has an equal vote on matters of policy and adjudicatory recommendations. Committee decisions are made by simple majority and require a 70% quorum. Decisions may also be conducted via e-mail or by telephone.

Minutes: The dean will enforce strict privacy regarding financial disclosures as well as COI Committee discussions and decisions.

5. Curriculum Committee

http://www.medicine.virginia.edu/administration/education/medical-students/UMEd/curriculum/members-page

Purpose/responsibilities: The Curriculum Committee is responsible for monitoring, reviewing, and revising the undergraduate medical education
curriculum of the School to ensure continuous quality improvement toward meeting its “Twelve Competencies Required of the Contemporary Physician.”

The committee’s responsibilities are to:

- establish and approve the education program objectives and to review and reaffirm or alter them during each review of the full curriculum;
- design, manage, and evaluate the undergraduate medical program to ensure the education program objectives are met in accordance with the mission and vision of the School and the requirements of the Liaison Committee on Medical Education and the Southern Association of Colleges and Schools;
- establish a process for reviewing, evaluating, and revising each segment of the curriculum on a recurring timeline to ensure that the curriculum is coherent, coordinated, current, and effective;
- establish performance standards for instructors, requiring faculty development efforts, and evaluating instructor performance;
- advise the dean on resources required to support the curriculum; and
- establish performance standards required for promotion and graduation.

Authority: The Curriculum Committee, established and codified in the School’s bylaws, has the authority to set educational objectives, establish educational requirements, establish and approve content, ensure content integration, coordination and coherence, allocate curriculum time, specify teaching methods, select and oversee course and clerkship directors, and evaluate educational outcomes.

Membership selection and composition: The committee is comprised of: eight faculty members by virtue of their leadership positions, six advisory faculty members by virtue of their positions, ten at-large faculty members, and three student members.

By virtue of their positions, the following are voting members of the committee:

- Associate Dean for Curriculum (chair)—votes only to break a tie
- Assistant Dean for Clinical Skills Education
- Clinical Performance Development Director
- Representative, Office of Diversity
- Chairs, Pre-clerkship Committee (2)
- Chair, Clerkship/Post-clerkship Committee
- Thread Leader Representative
- President, Mulholland Society
- Student Medical Education Committee (SMEC) representatives (2)
By virtue of their positions, the following are non-voting, advisory members of the committee:

- Director, Claude Moore Health Sciences Library
- Associate Dean for Medical Education Research and Instruction
- Director, Education Technology
- Director, Curriculum Evaluation
- Director, Academic Enhancement
- Senior Advisor/Founding Member

At-large members are elected from the School and basic science faculty based on their sustained interest and active participation in undergraduate medical education and shall not hold a current School administrative position. Each June, the dean requests self-nominations to fill any open at-large positions. The School's 22 elected Faculty Senate representatives elect at-large members from the slate provided by the chair to ensure a broad faculty perspective in the committee's decision-making.

The chair serves at the discretion of the dean. The vice chair serves for the period of his or her term. The term for at-large faculty is three years, with the potential for one consecutive renewal at the discretion of the chair. Anyone desiring to continue service to the committee beyond two terms must wait a period of two years before reapplying.

The associate dean for curriculum is chair by virtue of the position. At-large members select one of their group to serve as the vice chair.

There are three voting student members of the committee: the president of the Mulholland Society and two representatives of the Student Medical Education Committee (“SMEC,” one representing pre-clerkship years and one representing the clerkship/post-clerkship years).

**Meetings:** The chair convenes committee meetings. The vice chair convenes committee meetings in the absence of the chair. Meetings are scheduled for the first, second, and third Mondays of each month. If a national holiday falls on one of these days, the fourth Monday of the month may be used as a makeup meeting. No meetings are scheduled in July and the first week of August. At the chair’s discretion during this time, emergent issues may be dealt with electronically.

**Quorum:** The views of all committee members will be heard during deliberations, but only those members with voting privileges shall vote. Although more than two SMEC representatives can attend the meetings, when issues that require voting
occur, only one representative from pre-clerkship and one clerkship/post-
clerkship years can vote.

A quorum for the curriculum committee is constituted when a simple majority
(greater than 50%) of voting members is present. Official votes may be taken
only when a quorum is present and all motions shall pass by a simple majority.
The chair has the prerogative of obtaining an electronic vote should an urgent
decision be needed when a quorum has not been attained.

Minutes: Meeting minutes are posted on the public Curriculum Committee web
site and sent directly to members and to the dean.

6. Diversity Consortium

http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/standing-committees/diversity-consortium

Purpose/responsibilities: The mission of the Diversity Consortium (“DC”) is to
further diversity and inclusion in the School by recommending efforts aimed at
initiating, maintaining, and improving programs, policies, and processes that
support a culture of equality, inclusion, fairness, and the value all individuals.
These efforts touch upon all stakeholders involved in the activities of the SOM,
including students, GME trainees, faculty, staff, patients and community. The
specific goals of the DC are informed by the School Diversity Strategic Plan

Authority: The DC is an advisory body. Its recommendations are conveyed to the
Diversity and Inclusion Steering Committee, which is composed of the dean,
senior associate dean for education, senior associate dean for faculty affairs and
faculty development, associate dean for diversity and inclusion, director of
diversity initiatives, director of the Summer Medical and Dental Education
Program, and chair of the Committee on Women.

Membership selection and composition: The DC consists of leadership,
representative members, ex officio members, and administrative staff, as follows:

Leadership

The chair is the associate dean for diversity and education. A vice chair is
elected by a majority vote of the DC.

Representative members

The DC consists of individuals who represent students, residents, faculty, and
staff throughout the Health System. The associate dean for diversity and
inclusion solicits nominations from department chairs and the faculty at large and
recommends members to the dean for appointment. A minimum of 20 and a
maximum of 30 voting members are appointed by the dean, in consultation with
the senior associate dean for education and the senior associate dean for faculty
affairs and faculty development, for three-year terms, which may be renewed
once. A member who has served two terms may be reappointed after rotating off
of the DC for a full year. Student and GME trainees may serve for less than three
years.

Ex officio members

The senior associate dean for faculty affairs and faculty development, the senior
associate dean for education, the associate dean for diversity and inclusion, and
the University vice president and chief officer for diversity and equity serve as
voting ex officio members. In addition, a fourth-year medical student serves as an
ex officio member of the DC; this student is a representative from the University
chapter of either the Student National Medical Association or the Latino Medical
Student Association.

Administrative members

The School Office of Diversity and Inclusion (“ODI”) program manager and
community outreach and communication coordinator staff the committee and
keep minutes as described below. They are non-voting members.

Meetings: DC meetings are held monthly and as often as necessary to carry out
its missions assuming an agenda to be discussed. The ODI program manager
works with the DC chair to set and distribute the meeting agenda, and to inform
members of meeting dates, times and locations.

Members who fail to attend the majority of meetings during a given calendar year
without cause are excused from the DC. Members who cannot attend the
majority of the meetings for cause (e.g., due to illness or sabbatical) may request
that the DC chair, subject to the approval of the Dean, appoint a substitute for
them for the duration of their absence.

Quorum: A quorum is not necessary for a meeting to be convened. Voting will
occur only if at least 50% of the voting members of the DC are present.

Minutes: The ODI Program Manager takes and maintains the minutes, and
disseminates the minutes to DC members in advance of the next meeting for
review. Once approved, minutes are made available on the ODI website.

7. Medical Advisory Committee

Purpose/responsibilities: The Medical Advisory Committee (“MAC”) meets to
discuss matters of strategy and policy for the School and provide input to the
dean’s decision making.
Authority: The MAC is advisory to the dean.

Membership selection and composition: The MAC is comprised of all School department chairs, center directors, and the dean’s executive team.

Meetings: The MAC meets monthly.

Quorum: At least 50% of the membership constitutes a quorum.

Minutes: Minutes are distributed to the membership following each meeting and retained in the dean’s office. Minutes are not posted online or distributed beyond the MAC membership.

8. Medical Student Advocacy Committee

http://www.medicine.virginia.edu/administration/education/medical-students/advocacy-committee/members-page

Purpose/responsibilities: The Medical Student Advocacy Committee (“MSAC”) hears, evaluates, and responds to reports of mistreatment or unacceptable behaviors directed at or witnessed by medical students. The MSAC is proactive in educating its members as well as others in the School (medical students, GME trainees, faculty, and other staff) in an effort to prevent mistreatment or unacceptable behaviors directed at or witnessed by medical students.

Authority: The MSAC is advisory to the dean. The committee reviews all reports received and forwards them to the appropriate persons for investigation and remedy. This may include sending the reported allegation on for further investigation to course/system directors, clerkship directors and department chairs, residency program directors, the senior associate dean for education, the senior associate dean for faculty affairs and faculty development, the Health System Peer Support and Triage Committee, the Professional Nursing Staff Organization, and the Graduate Medical Education office. MSAC follows up with units regarding the findings of the unit’s investigation, how the allegation was handled by the unit, and results. Data regarding individuals, departments or units receiving multiple or trending allegations of misconduct will be sent to the dean for intervention.

Membership selection and composition: The committee is chaired by a physician with recent or current clinical experience. A clinician vice chair and three additional clinical faculty members serve on the committee. The assistant dean for medical education, the curriculum director of evaluation, and the director of the GME Office are ex officio members. Four medical students from each class serve on the committee – two are elected by their class in the first year and two are elected prior to the start of clerkships.
The chair and vice chair are appointed by the dean. The senior associate dean for education solicits nominations from the Mulholland student government, department chairs and the faculty at large for the three additional clinical faculty positions, and recommends potential members to the dean for appointment. All faculty members who are not ex officio, including the chair and vice chair, are appointed by the dean for three-year terms, with the possibility of one consecutive renewal. The three additional clinical faculty positions hold staggered appointments. Members may be invited to return after a two-year hiatus for an additional term.

Meetings: Meetings are held monthly.

Quorum: While a specific quorum is not necessary, meetings are held only if students are in attendance.

Minutes: Documentation of confidential report referrals and responses is maintained by the assistant dean for medical education.

9. Policy Review Committee

http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/standing-committees/policy-review-committee/policy-review-committee

Purpose/responsibilities: The Policy Review Committee (“PRC”) reviews School proposed new policies and revisions to existing policies to ensure that they are necessary, accurate, consistent, non-redundant, and aligned with institutional mission, goals, and priorities, and align with other institutional (e.g., University and Medical Center) policies as may be applicable. The PRC is charged with seeking input from and communicating key information to the School Faculty and staff.

Authority: The PRC serves in an advisory capacity to the dean, who has final approval. It is overseen by the dean’s designee.

Membership selection and composition: The PRC is composed of 18 voting members (13 representatives of the SOM faculty, four representatives of the School staff, and one non-School faculty representative) and two ex officio representatives of the School administration.

All faculty representatives will have completed two years on the faculty in the School prior to being appointed to the PRC. The faculty members of the PRC should broadly represent the three principal mission areas of education, research and clinical service. In order to include maximal diversity from all disciplines,
academic tracks, and experience levels, the following stipulations will generally be observed:

- Academic rank will be distributed as follows: at least four professors, four associate professors, and three assistant professors.
- Departmental affiliation will be distributed as follows: at least four from medical services, four from surgical services, and four from biomedical sciences.
- Academic track will be distributed as follows: at least two clinical faculty and eight tenured or tenure track faculty including at least five clinician educators, two academic investigators, and one clinician investigator.
- At least one PRC member will be a School representative to the Faculty Senate.
- At least one PRC member will be a School representative to the General Faculty Council.

All staff representatives will have completed one year on staff in the School prior to being appointed to the PRC. Staff representatives will include one clinical department administrator, one basic science department administrator, one professional research staff (research scientist or research associate) and one information technology specialist.

One faculty representative from outside the School will be appointed to the PRC. This PRC member should also be a member of the Faculty Senate.

The dean’s designee and a representative of the University General Counsel will be non-voting ex officio members of the PRC.

PRC members who are School faculty and staff will serve three-year terms with approximately one-third of the terms ending each year. Members may be reappointed for a consecutive term at the behest of the PRC Membership Selection Task Force (“MSTF”). After two consecutive terms, PRC members will be required to observe a minimum two-year hiatus prior to reappointment; individuals on such a hiatus may continue to serve on PRC task forces.

The MSTF assists the PRC chair in seeking qualified individuals for appointment to the committee. The MSTF is appointed annually by the PRC chair and includes the PRC chair, PRC vice chair, three additional PRC voting members, and the senior associate dean for faculty affairs and faculty development. The PRC vice chair serves as chair of the MSTF.

Meetings: Routine meetings of the PRC are held at least bimonthly. Additional meetings may be called by the chair as necessary.
Quorum: A majority of the voting members of the PRC constitutes a quorum for the transaction of business, and the act of a majority of those present at any meeting at which a quorum is present will be the act of the committee.

Minutes: The PRC keeps minutes of all its acts and proceedings and reports these to the dean’s designee.

10. Promotion and Tenure Committee

http://www.medicine.virginia.edu/administration/office-of-the-dean/faculty/faculty-dev/pandt/members-page

Purpose/responsibilities: The Promotion and Tenure ("P&T") committee is responsible for making recommendations on the School’s P&T policies and practices, overseeing the P&T process in the School, and making recommendations to the dean regarding advancement of P&T candidates.

Authority: The P&T Committee is advisory to the dean and forwards its confidential recommendations to the dean.

Membership selection and composition: Fifteen members of the P&T Committee must be tenured full professors and three members must be full professors on the non-tenure track. Composition of the P&T Committee includes at least five representatives from the basic sciences, with the remaining membership from the clinical departments. The chair and the vice chair of the P&T Committee are affiliated alternately with clinical and basic science departments. Department chairs may be asked to serve up to one year on the committee to familiarize themselves with the process. The dean appoints the P&T Committee chair and one-half of the membership. The remaining members are voted upon by the School members of the Faculty Senate. In general, P&T Committee member terms are for three years and may be renewed for one additional term.

The chair and vice chair of the P&T Committee are appointed for two-year terms beginning July 1. The vice chair is selected from continuing committee members by the dean, the senior associate dean for faculty affairs and faculty development, and the coordinator of academic achievement. The vice chair serves in the position for two years, then becomes chair. The chair and vice chair normally serve in these positions for two years but may serve for a maximum of three years.

Meetings: The committee meets weekly from October until completion of portfolio review (generally before the end of December). The schedule for the meetings is set by the chair of the P&T Committee. One additional meeting may be scheduled in January to review appeals of the committee recommendation.
Quorum and Committee Conflict of Interest: Ten members of the committee must participate in the vote regarding approval of applications for advancement. A committee member is in conflict of interest if the faculty under review is a member (including joint or courtesy appointments) of the same department, or an active research collaborator with joint publications or funding. A committee member in conflict must be absent during review of the candidate, does not participate in the committee vote, and does not otherwise discuss the promotion or tenure of the candidate with other committee members.

Minutes: A summary of the committee’s discussion and the recommendation of the committee regarding the advancement of the candidate (including a tally of the committee vote and conflicts of interest) is sent to the dean and to the senior associate dean for faculty affairs and faculty development.

11. Research Advisory Committee

http://www.medicine.virginia.edu/administration/research/offices/research/school-of-medicine/RAC-page/?searchterm=research%20advisory%20committee

Purpose/responsibilities: The primary function of the Research Advisory Committee (“RAC”) is to make recommendations to the dean on issues related to strategic and policy issues and research program infrastructure. It advises the dean on strategic research issues, major requests for research program allocations, research core facilities, and general issues concerning research program infrastructure. The RAC advises the dean on the development of School research policies such as utilization of research space and external consulting activities.

Authority: The RAC is advisory to the dean.

Membership selection and composition: The RAC includes 12 distinguished academic faculty members with staggered, three-year terms. The dean appoints faculty members to the RAC and may solicit nominations from the faculty at large. The RAC includes representatives from clinical and basic science departments. An effort should be made to make the RAC representative of different departments and centers over time. The senior associate and associate deans for research, the assistant dean for research administration, and a representative of the University Office of the VP for Research serve as ex officio, non-voting members. The dean selects the co-chairs of the RAC, who serve staggered, two-year terms. Insofar as possible, one co-chair is from a clinical department and the other from a basic science department or center. The assistant dean for research staffs the committee.

Meetings: The RAC meets twice a month, or as needed, between September and May.
Quorum: A vote by 8 of the 12 members is necessary for policy or strategic decisions. Input and votes can be received electronically if the member cannot be present at the meeting.

Minutes: The assistant dean for research distributes minutes of the meetings to all members of the RAC and to the dean.

D. Established Investigational Committees

Research Ethics Committee

In accordance with University Research Policy 004, "Research Misconduct," the University Research Integrity Officer (RIO), and as appropriate, the dean, or his or her designee, establishes the Research Ethics Committee ("REC"). The REC is an investigational committee with the charge to investigate allegations of research misconduct, and will begin review of an allegation when requested by either the dean or the RIO.

The dean or his or her designee appoints the REC members for a specific term, generally three years, which may be renewed. Membership consists of a minimum of three members and optimally has an odd number of members. One or more ad hoc members (e.g., disciplinary or methods experts) may be added as voting member(s) for a specific case and will be selected by the REC chair and approved by the RIO. The RIO serves as a non-voting member.

The REC meets on an as-needed basis. Its proceedings are confidential and it does not maintain minutes other than recording meeting times and members present. A majority will constitute a quorum. The REC follows the policies outlined in RES-004.

The REC’s findings at both the Inquiry and Investigation phases are reported jointly to the dean and RIO, with final acceptance or non-acceptance residing with the University’s Deciding Official.

Section 9
Parliamentary Authority

The current edition of Robert’s Rules of Orders governs the School in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the School may adopt.

Section 10
Revision of Bylaws
A. Introduction of Revisions

The dean or a minimum of fifteen faculty members may propose the amendment of these bylaws by notifying the Bylaws Committee, in writing, of the proposed amendment.

Revisions that are non-substantive or automatic do not require formal review, notice, or vote.

B. Consideration by the Bylaws Committee

The Bylaws Committee considers any proposal to revise the bylaws at its next regular meeting or special meeting. After considering the proposed revision, the Bylaws Committee may approve, disapprove, or approve with modifications. An affirmative vote by two-thirds of the Bylaws Committee is required for a revision to be presented to the voting faculty for a vote.

C. Notice

The Bylaws Committee ensures that the proposed amendment(s) is distributed to all voting faculty at least 10 days in advance of a vote by the voting faculty.

D. Vote

A revision to the bylaws may be amended by the voting faculty by either:

- an affirmative vote of two-thirds of those voting faculty present at a scheduled meeting where the proposed amendment(s) to the bylaws have been distributed at least 10 days in advance of such meeting; or,
- an affirmative vote by two-thirds of those voting faculty responding to an electronic method for recording votes, where the proposed amendment(s) to the bylaws have been distributed at least 14 days in advance of the electronic vote deadline.

If revision of the bylaws involves more than one section or article, then each section or article requires an individual vote by the voting faculty.

E. Non-substantive revisions

The Bylaws Committee has the power to adopt revisions that are, in its judgment, non-substantive modifications for the purpose of clarifying, reorganizing, or
updating references, or to correct titles, punctuation, spelling, or other errors of
grammar or expression.

All non-substantive revisions shall take effect immediately and be circulated to
the faculty, EVPHA, and EVPP as soon as is practicable. Non-substantive
revisions may be subject to permanent revocation by a vote of the voting faculty
at its next meeting.

F. Automatic revisions

The bylaws shall automatically be revised when necessary to concur with
directions or actions of the Board of Visitors; with revisions to University policy,
Medical Center policy, or clinical staff bylaws; or with revisions to standing
committee governance documents.

G. Distribution

The Bylaws Committee distributes all revisions to the bylaws, whether approved
by the voting faculty, non-substantive, or automatic, to the faculty, the dean, the
EVPHA, and the EVPP.

History

Posted to the web November 15, 2000
Revised September 8, 2004
Revised September 7, 2006
Revised January 28, 2014
Revised August 24, 2015
Revised February 26, 2016