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, Medical Center, Health System, and University 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, PhD in biomedical sciences, and MPH degrees, and MS degrees in clinical research and biomedical sciences. The school supports students in dual-degree programs within the School and between schools, assuring that all requirements for degrees 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

Membership on the academic faculty is an honor that carries with it the responsibility of continuously meeting the qualifications, requirements, and responsibilities set forth in these bylaws, in the School of Medicine Code of Conduct, and in applicable School, Medical Center, Health System, and University policies.

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) positions are those 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, or its departments or subdivisions 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, accomplished via department and school leadership and elected members of the Faculty Senate.

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 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 typically 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 may be members of the School faculty or faculty in other schools at the University. The directors of centers in the School (School of Medicine) must be School (School of Medicine) faculty members. 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, 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 designee, 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

The following list of established standing committees does not preclude the establishment of other standing committees as may be necessary for compliance
with accreditation standards, regulatory requirements, or to provide assistance or
advice in the administration or governance of the School.

1. Academic Standards and Achievement Committee

https://med.virginia.edu/school-administration/standing-committees/academic-
standards-and-achievement-committee/

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
resident 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
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. Biomedical Sciences (BIMS) Steering Committee

Purpose/responsibilities: The BIMS Steering Committee monitors the Biomedical Sciences (BIMS) graduate program and advises on matters of graduate education. The committee reviews existing policies and develops new policies regarding BIMS graduate education, including the student remediation policies of all BIMS-affiliated degree-granting programs to assure the general principles of (1) fairness to students, (2) due process for students, (3) promptness of action and notification, and (4) balancing the best interests of each student with the program’s obligations to train graduates who demonstrate the highest standards of academic performance and conduct. The BIMS Steering Committee approves procedures for all BIMS-related committees. The BIMS Steering Committee seeks input from, and communicates key information to, affiliated departments and graduate programs. The committee recommends faculty and student appointments for membership on the BIMS Curriculum Committee. The committee evaluates and determines the status of proposed BIMS-approved mentors who may not meet department-based criteria for mentorship but who are nominated to serve as mentors by BIMS-affiliated graduate program directors or department chairs.

Authority: The BIMS Steering Committee is advisory to the dean of the School and the senior associate dean for education.

Membership selection and composition: The BIMS Steering Committee shall consist of a faculty member representative from each BIMS-affiliated degree-granting graduate program and basic science department in the School. The associate dean for graduate and medical scientist programs solicits nominations for faculty voting members from each program director or department chair and will recommend voting members to the dean or the dean’s designee for
appointment. The BIMS Steering Committee shall also include a BIMS-approved mentor from The College and Graduate School of Arts & Sciences (CGSAS) and a BIMS-approved mentor from a clinical department in the School. Directors of graduate studies cannot serve on the BIMS Steering Committee. 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 are eligible to return after a three-year hiatus.

The associate dean for graduate and medical scientist programs chairs this committee ex officio and has voting privileges provided that he or she is a BIMS-approved mentor. The assistant dean for medical education serves as an ex officio, non-voting member. All other members of the BIMS Steering Committee are voting members provided that they are BIMS-approved mentors.

Meetings: The chair of the BIMS Steering Committee will call meetings as needed.

Quorum: A majority of the voting members of the BIMS Steering Committee 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: An administrative staff member from the Graduate Programs Office will keep minutes for all of the BIMS Steering Committee’s acts and proceedings. The committee chair reports these to the dean or the dean’s designee, program directors, and department chairs.

4. BIMS Academic Progress and Achievement Committee

Purpose/responsibilities: The BIMS Academic Progress and Achievement Committee (BAPAC) serves as an institutional oversight committee with representation from all BIMS-affiliated degree-granting programs to ensure (1) that individual programs have set up clear standards for academic progress and processes that ensure the standards are met; and (2) that individual programs have followed their processes and the institution’s conduct policies. The BAPAC approves the list of graduates put forth by the BIMS-affiliated degree-granting programs for May, August, and December graduations. The BAPAC also reviews and acts on all recommendations from BIMS-affiliated degree-granting programs regarding students failing to remain in good standing based on grades or other academic performance and/or failing to meet professional standards or exhibiting unethical or unprofessional behaviors. The BAPAC does not establish the academic standards, which are set by each degree-granting program, or the professionalism standards, which are set by the institution.
Authority: The BIMS-affiliated degree-granting programs are responsible for developing and implementing the academic standards, academic progress, and evaluation policies for their respective programs. The BAPAC develops these same standards for first year students who are not yet affiliated with any degree program. The BAPAC monitors the implementation of the degree-granting program policies regarding student remediation and dismissal, ensuring due process for students. The BAPAC assesses whether these policies have been followed and assures fairness and consistency across the interdisciplinary programs comprising BIMS. Students for whom an adverse action may be taken will have the opportunity to present their case to the BAPAC but will not be present during deliberation. A student may contest a decision of the BAPAC by following the appeals process outlined in the BIMS Policy on Academic and Professional Advancement.

Membership selection and composition: The BAPAC is comprised of the directors of graduate study (DGS) for each of the BIMS-affiliated degree-granting programs, by virtue of their positions. The BAPAC chair is the assistant dean for graduate research and training by virtue of that position and has full voting rights. The committee elects a vice chair from its members. No member of the BAPAC shall have more than one vote.

Meetings: The BAPAC will meet no less than three times a year, and more often when necessary.

Quorum: A quorum is constituted when a majority (greater than 50% of voting members) is present. The DGS for each student at issue will recuse himself/herself from voting. All motions are passed by a 2/3 majority of voting members present.

Minutes: An administrative staff member from the Graduate Programs Office will take minutes of each meeting and record every official motion and its numerical vote. Official letters sent to students will constitute part of the minutes of each meeting. Minutes of all meetings are kept in the Graduate Programs Office and are made available to the dean or the dean’s designee. Letters from the BAPAC chair to individual students are kept in the student’s academic files.

5. BIMS Admissions Committee

Purpose/responsibilities: The BIMS Admissions Committee provides the framework for an informed and integrated admissions process across multiple independent admissions clusters. It seeks to enroll a class of students who represent a broad range of diversity. Metrics considered by this committee include academic credentials such as GPA and GRE, research experience, and the personal characteristics and life experiences of applicants. The committee approves applicants recommended for interview by each respective admissions
cluster and liaises across clusters to share applications suitable for multiple interviews. The BIMS Admissions Committee also coordinates recruiting efforts across admissions clusters, coordinates recruiting weekend dates, and provides input on matriculation targets and stipend levels.

**Authority:** While admissions clusters determine the admissibility of individual applicants, the BIMS Admissions Committee has final authority for all admissions policy decisions with the goal of creating a fair and consistent admissions process.

**Membership selection and composition:** The BIMS Admissions Committee is composed of the faculty member charged with spearheading diversity recruitment for BIMS and the two faculty co-chairs of each of the five admissions clusters for the BIMS-affiliated degree granting programs. The co-chairs are named by the chairs of the basic science departments associated with each admissions cluster and serve at the will of the chairs. The BIMS Admissions Committee chair is the associate dean for graduate and medical scientist programs by virtue of that position and has full voting rights. No member of the BIMS Admissions Committee shall have more than one vote.

**Meetings:** The chair of the BIMS Admissions Committee will call meetings as needed.

**Quorum:** A quorum is constituted when a simple majority (greater than 50%) of the voting committee members are present at any meeting.

**Minutes:** The chair of the BIMS Admissions Committee records the votes at each committee meeting. The associate dean for graduate and medical scientist programs presents an annual report to the dean or the dean’s designee, program directors, and department chairs. The report will include information on the students who applied, were invited for interview, were interviewed, were offered admission, and matriculated to the School.

6. **BIMS Curriculum Committee**

**Purpose/responsibilities:** The BIMS Curriculum Committee will develop the academic schedule, identify the core course leadership, and work with course directors to establish class times within the BIMS master course schedule.

**Authority:** The BIMS Curriculum Committee is advisory to the dean of the School, the associate dean for graduate and medical scientist programs, the department chairs, and the BIMS Steering Committee.

**Membership selection and composition:** The BIMS Curriculum Committee shall consist of one faculty member from each BIMS-affiliated PhD program plus two
student members who are recommended by the Graduate Biosciences Society. The student members shall not be enrolled in the same degree-granting program. The BIMS Steering Committee solicits nominations for faculty voting members from department chairs and the faculty, and will recommend voting members to the dean or the dean’s designee for appointment. 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 are eligible to return after a three-year hiatus.

The BIMS Steering Committee solicits nominations for student voting members from the Graduate Biosciences Society leadership and will recommend voting members to the dean or the dean’s designee for appointment. Student members must have advanced to candidacy and are appointed for a two-year term.

The assistant dean for graduate research and training chairs this committee ex officio and has full voting rights.

Meetings: The chair of the BIMS Curriculum Committee will call meetings as needed.

Quorum: A quorum for the BIMS Curriculum Committee is constituted when a 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.

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

7. 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.

### Continuous Quality Improvement Steering Committee

**Purpose/responsibilities:** The Continuous Quality Improvement (CQI) Steering Committee monitors short and long-term programmatic goals and assures alignment with the SOM strategic planning; develops and ensures achievement of measurable outcomes to improve programmatic quality; and monitors the medical education program’s compliance with accreditation standards.

**Authority:** The CQI Steering Committee has the authority to identify and prioritize accreditation elements which would improve programmatic quality. The committee plays an advisory role to the education leadership who have oversight of the resources and personnel necessary to implement identified CQI changes. The committee has the authority to ensure the medical education program’s compliance with accreditation standards.

**Membership selection and composition:** Appointments to the committee are designated by the dean, and are typically *ex officio* in nature, drawn from the education leadership. The senior associate dean for education chairs the committee.

**Meetings:** The CQI committee meets monthly and meets to conduct quarterly reviews.

**Quorum:** Official votes may be taken when a quorum (greater than 50% of voting members) is present.
Minutes: The senior project manager supporting Medical Education takes minutes of each meeting and records every official motion and its numerical vote. Minutes of all meetings are maintained electronically and are made available to the dean.

8. Curriculum Committee

https://med.virginia.edu/ume-curriculum/curriculum-committee/

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.

### 9. Diversity Consortium

[http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/standing-committees/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 ([http://med.virginia.edu/diversity/wp-content/uploads/sites/109/2015/01/here.pdf](http://med.virginia.edu/diversity/wp-content/uploads/sites/109/2015/01/here.pdf)).

**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 senior 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.

10. Financial Advisory Committee

Purpose/responsibilities: The Financial Advisory Committee (“FAC”) develops policies, guidelines, standards, and processes for clinical departments related to major financial decisions, especially, but not exclusively, in the areas of effort and productivity, compensation, funds flow model adjustments, performance review, and budgeting principles.

Authority: The FAC is advisory to the dean.

Membership selection and composition: The chairs of all clinical departments are ex officio voting members of the FAC. The Senior Associate Dean for Clinical Affairs is a non-voting member and chair of the FAC.

Meetings: The FAC chair convenes committee meetings. Generally meetings are held once a month on an as-scheduled basis.

Subcommittees may be established to focus work on a specific area. Although a subcommittee may include non-FAC members, it must be chaired by a member. Subcommittees will report regularly to the full FAC and will develop policy and standards for review and approval by the entire FAC prior to presentation to the dean.

All subcommittee meetings are open to all FAC members. Otherwise, both FAC and subcommittee meetings are closed to non-members.

Quorum: A quorum is constituted with a simple majority (greater than 50%) of voting members is present. A vote may be taken only when a quorum is present. FAC management decisions require a simple majority affirmative vote. New policies and standards require approval by a supermajority (two-thirds of FAC members) before they will move forward to the dean for review.

A department chair who will be absent from a meeting may send a proxy. The proxy may vote on behalf of the department chair provided that notice of the vote was distributed to all FAC members at least 72 hours (three full days) in advance.

The FAC chair has the prerogative for obtaining an electronic vote. When an electronic vote is requested, the requirement for a simple majority or a supermajority applies to all FAC members, not just those who vote.
Minutes: Summaries from the meetings are distributed to committee members and retained in the office of the Senior Associate Dean for Clinical Affairs. Formal votes are recorded and noted in the meeting summary.

11. 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 and administrators, center directors and administrators, and the dean’s cabinet. The dean may invite other individuals to attend the meeting on a regular or an occasional basis.

Meetings: The MAC meets monthly.

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

Minutes: Summaries from the meeting are distributed to the MAC members and then are posted online following each meeting.

Master of Public Health (MPH) Admissions Committee

Purpose/responsibilities: The Master of Public Health (MPH) Admissions Committee reports directly to the MPH Program Director on all aspects of admission for the MPH Program. The Committee reviews and makes recommendations to the MPH Program Director regarding all policies and procedures that pertain to MPH student recruitment and admissions. The committee:

- Reviews MPH applications.
- Makes admission decisions to select a diverse and qualified student body.
- Conducts recruitment activities, such as meeting with interested students, attending recruitment fairs in undergraduate programs, and placing Program advertisements.

Authority: The MPH Admissions Committee is advisory to the MPH Program Director.

Membership selection and composition: Faculty and student members are appointed by the MPH Program Director. Members include the Director of
Student Affairs and Advising, at least four MPH program faculty who teach core
MPH courses, and a minimum of four students.

Meetings: This committee meets at least once each semester and as often as
necessary to review applications from December through April.

Quorum: A quorum is constituted when a simple majority (greater than 50%) of
the voting committee members are present at any meeting.

Minutes: The chair of the MPH Admissions Committee records the votes at each
committee meeting. The chair provides an annual summary report that includes
information on the students who applied, were invited for interview, were
interviewed, were offered admission, and matriculated to the School.

**MPH Curriculum Committee**

Purpose/responsibilities: This committee reports directly to the MPH Director and
has responsibility for developing and implementing the curriculum and academic
program for the MPH program. The committee is responsible for guiding the
MPH program of study and ensuring it meets the changing needs of the public
health workforce. The committee:

- Provides guidance for, reviews, and approves new courses and other
  substantive program changes recommended by the MPH Steering
  Committee and/or MPH Program Director.
- Provides creative ideas about new courses and potential applied practice
  experiences, based on faculty experience and involvement in specialized
  areas of public health.
- Explores advances in teaching methods, providing in-service opportunities
  and a forum for faculty led discussions on teaching methods.

Authority: The MPH Curriculum Committee is advisory to the MPH Program
Director.

Membership selection and composition: The MPH Program Director invites all
faculty teaching in the MPH Program to serve on the MPH Curriculum
Committee, and at least two students.

Meetings: At least once each semester (generally September, January and May),
and more often as needed.

Quorum: A quorum is constituted when a simple majority (greater than 50%) of
the voting committee members are present at any meeting.
Minutes: The MPH Program Director records discussion and recommendations for program changes.

**MPH Steering Committee**

The Master of Public Health (MPH) Steering Committee reviews and makes recommendations on all aspects of the MPH program, including short- and long-range plans for student enrollment, faculty capacity, and curriculum, in accordance with (a) CEPH accreditation criteria, (b) the program’s values, mission and goals, and (c) stakeholder feedback, including from faculty and students. The MPH Steering Committee is the entity responsible for reviewing and making recommendations based on the MPH program evaluation report and for providing accreditation and self-study leadership.

This committee:

- Provides overall planning and administration for the program, including making recommendations for additional faculty or staff to the MPH Program Director.
- Provides direction to, monitors, and reviews program evaluation, including data collection and analyses prepared by the MPH Director of Evaluation and Engagement.
- Makes proposals to the MPH Curriculum Committee for changes to the program such as new course recommendations and academic policies related to applied practice experiences, faculty and student service, and integrative learning experiences.
- Monitors and addresses student issues regarding admission and academic progress.
- Monitors and provides guidance on external program relationships, such as with the MPH community advisors, applied practice preceptors, and other community organizations and leaders.
- Provides guidance to the MPH Program Director and Director of Student Affairs and Advising for addressing special student circumstances, such as student performance issues, program progress, and other questions regarding student affairs.
- Provides guidance to the MPH Director on opportunities to work with other schools and departments in the University to enrich public health research and teaching in the MPH program.

**Authority:** The MPH Steering Committee is advisory to the MPH Program Director.

**Membership selection and composition:** The MPH Program Director serves as committee chair (or can appoint a chair) and appoints committee members. Members must include the concentration directors, the Director of Student Affairs and Advising, the department administrator, the Director of Evaluation and Engagement, and at least four students.
Meetings: The MPH Steering Committee meets monthly and more often as needed.

Quorum: A quorum is constituted when a simple majority (greater than 50%) of the voting committee members are present at any meeting.

Minutes: The MPH Program Director records discussions and recommendations.

12. Public Health Sciences (PHS) Education Steering Committee

Purpose/responsibilities: The PHS Education Steering Committee reviews existing policies and develops new policies regarding PHS graduate education in public health, and in population health and clinical research, including academic and student policies, class sizes, enrollment policies, and final projects. The PHS Education Steering Committee advises the directors of the MPH, MS-CR, and other programs on particular student issues, for example, course performance and special student requests. The PHS Education Steering Committee seeks input from, and communicates key information to, faculty and students. The PHS Education Steering Committee recommends faculty and student appointments for membership on the PHS Curriculum Committee, Admissions Committee, and other committees. It provides strategic planning, in alignment with developments in public health practice, and in population health and clinical research. It explores potential interdisciplinary and interprofessional education and research with other schools and departments in the University, as well as with professionals and partners in the community.

Authority: The PHS Education Steering Committee is advisory to the directors of the educational programs and chair of the Department of Public Health Sciences.

Membership selection and composition: The PHS Education Steering Committee shall consist of at least 5 primary PHS faculty members who teach and/or have leadership roles in the PHS educational programs and at least one student. PHS Education Steering Committee members are appointed by the chair of the Department of Public Health Sciences. The department chair (or designee) chairs this committee ex officio and has voting privileges.

Meetings: The PHS Education Steering Committee meets monthly and more often as needed.

13. PHS Academic Promotion and Achievement Committee

The PHS Academic Promotion and Achievement Committee (APAC) is charged with the responsibility of ensuring that each student in the department’s graduate programs masters the educational program objectives and meets the program
requirements. The APAC oversees, monitors and enforces the educational requirements established by the PHS Curriculum Committee and ensures that the PHS graduate programs have established and follow clear standards for academic progress.

**Purpose/responsibilities:** The APAC approves the list of graduates for May, August and December graduations. The APAC also reviews and acts on all recommendations regarding students failing to remain in good standing based on grades or other academic performance and/or failing to meet professional standards or exhibiting unethical or unprofessional behaviors. The APAC does not establish the academic standards, which are set by the PHS Curriculum Committee, or the professionalism standards, which are set by the institution.

**Authority:** The PHS graduate degree-granting programs are responsible for developing and implementing the academic standards, academic progress, and evaluation policies. The APAC monitors the implementation of the policies regarding student remediation and dismissal, ensuring due process for students. The APAC assesses whether policies have been followed and assures fairness and consistency.

**Membership selection and composition:** The APAC is comprised of at least seven faculty members appointed by the chair of the Department of Public Health Sciences. It is chaired by the chair of the Department of Public Health Sciences (or designee).

**Meetings:** The APAC will meet no less than three times a year, and more often when necessary.

**Quorum:** A quorum is constituted when a simple (greater than 50% of voting members) is present. All motions are passed by a three-fourths majority of voting members present.

**Minutes:** An administrative staff member from the PHS graduate programs office will take minutes of each meeting and record every official motion and its numerical vote. Official letters sent to students will constitute part of the minutes of each meeting. Minutes of all meetings are kept in the PHS Academic Programs Office and are made available to the dean and/or the dean’s designee. Letters from the APAC chair to individual students are kept in the student’s academic files.

### 14. PHS Admissions Committee

**Purpose/responsibilities:** The PHS Admissions Committee provides the framework for an informed, inclusive, and integrated admissions process. It seeks to enroll a class of students who represent a broad range of diversity.
Metrics considered by this committee include academic credentials such as GPA and GRE, experience, recommendations, and the personal characteristics and life experiences of applicants as described in their personal statements.

**Authority:** The PHS Admissions Committee has final authority for all admissions policy decisions with the goal of creating a fair and consistent admissions process.

**Membership selection and composition:** The Admissions Committee is composed of the graduate program directors and at least four faculty members and two students appointed by the chair of the Department of Public Health Sciences. The PHS Academic Programs Administrator is a non-voting member. The PHS Admissions Committee chair is the chair of the Department of Public Health Sciences (or designee) and has full voting rights.

**Meetings:** The chair of the PHS Admissions Committee will call meetings as needed.

**Quorum:** A quorum is constituted when a majority (greater than 50% of voting members) is present.

**Minutes:** The chair of the PHS Admissions Committee records the votes at each committee meeting. The chair presents an annual report to the dean and/or the dean’s designee. The report will include information on the students who applied, were offered admission, and matriculated to the School.

### 15. PHS Curriculum Committee

**Purpose/responsibilities:** The PHS Curriculum Committee has the responsibility to monitor and set educational objectives, establish educational requirements, review and approve courses, ensure the integration, coordination and coherence of program courses and teaching methods, allocate curriculum time, and evaluate educational outcomes.

**Authority:** The PHS Curriculum Committee is advisory to the directors of the graduate programs, the PHS Steering Committee, and the chair of the Department of Public Health Sciences.

**Membership selection and composition:** The PHS Curriculum Committee shall consist of at least six faculty members and two student members. The chair of the Department of Public Health Sciences (or designee) chairs this committee ex officio and has full voting rights.

**Meetings:** The chair of the PHS Curriculum Committee will call meetings at least once each semester and as needed.
Quorum: A quorum is constituted when a 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.

Minutes: Meeting minutes are sent directly to members and to the PHS department chair and the dean.

16. 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.

17. 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
Disciplinary Actions

The faculty of the School are responsible for continuously meeting the qualifications, requirements, and responsibilities set forth in these bylaws. Further, they are expected to comply with the applicable policies of the University and the School. When policy or code violations require disciplinary action, formal procedures shall be followed. These procedures are governed by policies of the
Section 10
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 11
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 additions to or revisions to standing committees and their 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

Revised December 17, 2019
Revised October 30, 2018
Revised February 21, 2018
Revised August 11, 2017
Revised June 21, 2017
Revised May 10, 2017
Revised October 20, 2016
Revised February 26, 2016