BYLAWS OF THE SCHOOL FACULTY COUNCIL
AND
POLICIES & PROCEDURES, AND GUIDELINES OF
THE UNIVERSITY OF MIAMI
MILLER SCHOOL OF MEDICINE FACULTY

November 2009
1. **PREAMBLE**

This document describes the role of the faculty in the governance of the faculty of the Miller School of Medicine. In all its aspects it is meant to be in conformance with the Faculty Charter and policies of the University of Miami as set forth in the Faculty Manual.

2. **DUTIES OF THE COUNCIL**

The Council shall respond to the concerns of the faculty on all matters felt to relate to the welfare of the School. In accordance with the Faculty Charter, the Council shall be established as the executive agency of the School. The Council shall have the following duties and responsibilities: It shall act as the committee on academic planning, educational and research policy and general welfare of the School; it shall elect committees of the School faculty; it shall act as confidential counsel to the Dean of the School in any matter submitted by the Dean; it or its designee shall set the date and hour and prepare the agenda for all regular meetings of the School faculty; it shall include in the agenda any matter requested in writing by ten percent of the voting members of the School faculty; it may make recommendations to the School faculty concerning proposed actions; it may act for the School faculty, as authorized annually by the School faculty, and report such actions at the next meeting of the School faculty. The authority of the Council to elect committees of the School faculty in no way limits the authority of the Dean to appoint *ad hoc* committees from the School faculty to advise the Dean. The Council is empowered to create *ad hoc* committees or task forces to study issues felt to be of importance. The Council shall review issues brought to its attention regarding Policies and Procedures of the Faculty, as well as propose Guidelines to be endorsed by the faculty and the Dean.

3. **COMPOSITION OF THE COUNCIL**

Members of the School Faculty Council shall be elected from among the University Faculty of the Miller School of Medicine. The Council shall consist of 30 members, with one representative from each department, including the Calder Library. Council members shall be elected by the departmental faculty eligible to vote. Three additional at large members will be elected via a School-wide election in which all University Faculty are eligible to vote. The term of office of Council members shall be three years.

Nomination to membership shall be by a two step process: All University Faculty of the Miller School of Medicine shall be polled each year to indicate their willingness to serve. The duties and responsibilities of Council membership will be described in connection with the polling process. A second communication will
then solicit nominations from among those who have indicated their willingness to serve. The nomination and election process may, at the discretion of the Council and in accordance with University rules, be accomplished electronically. The election ballot will include the names of the three individuals from each department who received the highest number of nominations. The individual receiving the highest number of votes will be elected and the individual receiving the second highest will serve as an alternate member. If a Council member can no longer serve, the alternate member from that department will complete the term.

(All current members of the Council will serve out their terms. The system of departmentally elected representatives will be phased in over a three year period.)

4. **COUNCIL ATTENDANCE POLICY**

Members of the School Council are expected to participate in all of its activities, including attending all meetings and committee assignments. Unexcused absences from more than 30% of the meetings will be subject to disciplinary action. Members must submit their request for an excused absence, in advance of the meeting, to the Faculty Affairs office. Individuals that do not comply with the requirement of being present for at least 70% of the meetings will be removed from the Council. The affected member has the right to petition the Council in writing within thirty days stating the reasons as to why such a step should not be taken.

5. **OFFICERS OF THE COUNCIL**

The Chair of the Council is the Dean of the School.

The Council shall yearly elect a Speaker and a First Vice-Speaker and a Second Vice-Speaker, each for one year-terms. This election shall take place at the May meeting of the Council, after election of the incoming Council is announced. This meeting will include retiring and newly elected members, all of whom shall vote.

Duties of the Speaker:

A. Presiding at meetings of the Council except for meetings with the Dean, which are chaired by the Dean.

B. Representing the wishes of the Faculty and the Council to the Dean and other as directed by the Council.

C. Administering the activities of the Council, including scheduling meetings, setting the agenda for the Speaker’s Meetings and, in conjunction with the Dean, and Senior Associate Dean for Faculty Affairs, setting the agenda for meetings with the Dean.
D. Assuring that Minutes of the Speaker’s Meetings are kept and distributed in a timely fashion.

Duties of the Vice-Speakers:

The Vice-Speakers shall assist the Speaker in the administrative affairs of the Council and shall assume the duties of the Speaker in their absence. In the event the Speaker is unable to serve out the term for which they have been elected, the First Vice-Speaker will assume the office of Speaker. The Second Vice-Speaker shall become First Vice-Speaker and the Council shall, from among its members, elect a new Second Vice-Speaker.

6. MEETINGS

In accordance with the Faculty Manual, meetings of the entire faculty of the School shall be held once each semester. The time and agenda for this meeting will be set by the Dean in consultation with the Council.

Scheduled meetings of the Council shall be held twice monthly. The Dean’s Meeting will be held with the Dean in attendance and serving as Chair. The agenda will be determined by the Dean and the Speaker and communicated to the Senior Associate Dean for Faculty Affairs and to the Secretary of the Council for publication prior to the meeting. An additional meeting, designated as the Speaker's Meeting, shall be held between each Dean’s Meeting. The Speaker and Vice-Speaker shall set the agenda, which will be circulated to the members prior to the meeting.

All meetings will be open to all faculty members, except for executive sessions which may from time to time be necessary. Executive sessions will be attended by members and alternates only.

Meetings shall be conducted informally, with action by consensus unless a member requests a formal vote on a specific issue.

The time and place of regularly scheduled meetings will be published at the beginning of each semester.

7. ADMINISTRATIVE SUPPORT

The Council shall receive administrative support from the Office of the Senior Associate Dean for Faculty Affairs. A Secretary to the Council shall be appointed from the administrative staff to assist the Speaker and the Council in the conduct of its activities.
8. COMMITTEES OF THE SCHOOL FACULTY COUNCIL

The School Council will constitute from among its members the following Standing Committees:

A. Committee on Committees
The Committee shall consist of three members of the Council to be appointed by the Speaker annually. The Committee will be responsible for presenting to the Council slates of proposed members of the Standing Committees of the faculty. Upon approval by the Council, these slates will be submitted to the Dean, who will make the appointments. The letter of appointment will be prepared by the office of the Dean and be signed by the Dean and the Speaker.

B. Bylaws Committee
The Committee will consist of three members of the Council to be appointed by the Speaker who will be charged with examining and evaluating the Bylaws of the Council and recommending changes at such time as the Council indicates that this may be necessary.

C. Executive Advisory Committee to the Speaker
The Committee will consist of the Speaker, Vice-Speaker, the three at-large representatives of the Council and one or two additional members to be appointed by the Speaker from among Council members or other members of the faculty.

PARTICIPATION IN COMMITTEE ACTIVITIES

A minimal level of participation in committee activities will be expected of each individual appointed. If a person does not attend at least 70% of the regularly scheduled meetings, or if the committee chair indicates lack of participation in the other required work, the Council will recommend removal from the membership list. The Dean will be asked to send a letter stating that his or her participation on the committee in question will no longer be required. Another faculty member will be named to the committee.

COMMITTEE CHAIRS

A. The Council, with the advice of each committee, will recommend to the Dean individuals for appointment as chair and vice-chair of each committee.

B. The term for the chair will vary with individual committees. A term for Admissions, Curriculum, Honors in Medical Education and Executive Promotions, Animal Resource, Medical Library, MD/PhD Committees will be for three years. It may be extended for a second three-year term.
C. The chairs of Promotions and Tenure, and Scientific Advisory Committees will serve for one year term. The terms of the chairs can be extended with the approval of the Council and the Dean.

Committee Records

The committee chairs will record minutes and provide them to the Council. In addition, each chair will provide an annual report to the Council consisting of actions taken and recommendations for future committee actions. Each committee will communicate issues of importance to the Council in a timely manner.

Committee Charges

ADMINISTRATIVE SERVICES COMMITTEE
This Committee is entrusted with facilitating research so that it can be accomplished in the most expeditious manner. The Committee obtains information from the research Faculty as to their needs and problems. It then meets with administrative heads and service directors to discuss the various issues and how they might be resolved. Areas that might be considered for review include, but need not be limited to, the following: Accounts Payable, Animal Research, Biomedical Communications, Human Subject Research, Library Services, Medical Instrumentation, Purchasing, Personnel Office, Radiation Control, Receiving, Research Accounting, Research Administration, Safety Procedures and Statistical Services. The purpose of the Committee is not to duplicate the efforts of any existing committee, but rather to discover problems that are developing in areas where investigators find themselves stymied or unable to receive adequate response through normal channels. The Committee can then try to forestall such problems by meeting with the appropriate administrators or through discussions with the appropriate Dean.

ADMISSIONS COMMITTEE
The Admissions Committee is charged with the responsibility of selecting, evaluating and admitting to the School of Medicine the most academically, experientially and personally qualified candidates. To accomplish this task, each committee member is expected to participate in an Admissions Committee orientation program, conduct 15-25 evaluation interviews, write interview reports for each, review and rank applicants weekly, and attend approximately 20 Committee meetings during the “interview year” which runs from September through March. For the process to be effective and the Committee to function in the best interests of both the School and the applicants who have chosen to apply to our institution, significant participation in all of the above areas is essential. Interview days are on Fridays, and each interview is scheduled to last for
one hour. Ranking is done individually at times convenient for the Member. Meetings are held at 4:00 P.M. on Wednesdays and last about one hour.

The Committee seeks members who will actively participate, be able to work together, and become a highly functional group. Ideally, the Committee should have a balanced representation of Ph.D. and M.D. members from both the Basic Science and Clinical Departments. Membership should be diverse to reflect the diversity the School seeks in its student body. To avoid possible conflict of interest, faculty members whose significant others and children may be applying for admission are requested to refrain voluntarily from all Committee work during that year.

ANIMAL RESOURCES COMMITTEE
Members from the School of Medicine are appointed by the Dean on recommendation of the School Council. Members from other divisions of the University are appointed by the Vice President for Medical Affairs. The Committee assures compliance with existing regulations and policies regarding the care of all animals in research. The Committee advises the University Veterinarian and the University School of Medicine administration on the policies dealing with the care, housing and use of research animals. It meets monthly for 2-3 hours. Much of the routine work is performed by the Chairperson and the Director, Division of Veterinary Resources.

APPOINTMENTS, PROMOTIONS AND TENURE COMMITTEE
This committee makes detailed reviews of candidates proposed for appointment, promotion and award of tenure as full-time faculty members of the School and advises the Dean of the School of the Committee's recommendations. October meetings to review annual considerations of faculty members are usually one-to-two full days and one-to-three half days. Initial appointments of faculty members make throughout the year are reviewed in short meetings typically convened about three times a year. The thirteen members are tenured professors elected in staggered four-year terms. There are also three members selected from professor in the Clinical Educator or Research tracks. These members participate fully in committee deliberations, but do not vote on the award of tenure. Departmental chairpersons are not eligible for membership.

EXECUTIVE FACULTY CURRICULUM STEERING COMMITTEE
The Executive Faculty Curriculum Steering Committee is charged with managing and improving the medical curriculum at the Miami campus and the Boca Raton campus at Florida Atlantic University. It has the authority to make any changes it deems necessary in the medical curriculum in order for the school to fulfill its undergraduate medical education mission. Members of the committee are appointed by the Dean from nominees submitted by the school council, department chairs, the existing committee, and self-nominated faculty volunteers. Members serve a three-year term. The committee meets weekly for one hour on Tuesday mornings at 8:00 am. Members are expected to have demonstrated a professional interest and accomplishments in medical education.

EXECUTIVE PROMOTIONS COMMITTEE
Members of this Committee hear and evaluate medical student's appeals regarding Promotions Committee decisions, report to the Dean on each appeal, and recommend a course of action. Committee review focuses not only on the propriety of academic
performance, but on personal circumstances and psychological status. Psychologists and psychiatrists assist. Committee members are persons with extensive medical school teaching experience and frequently are former course coordinators. There are 4 to 5 meetings yearly, held whenever appeals are pending (mainly in January and July).

HONORS PROGRAM IN MEDICAL EDUCATION COMMITTEE
This Committee is charged with selecting graduating high school seniors to participate in the Honors Program in Medicine (7 or 8 year BS/MD program), and University of Miami undergraduates for admission to the Medical Scholars Program (7-year BS or BA/MD program). Committee members are directly involved in interviewing and selecting students, monitoring student performance, and promoting students to the School of Medicine. Previous medical admissions experience and interviewing skills are desirable. Each committee member will be expected to electronically review applicant files, conduct 8-12 interviews and is required to attend 6-8 meetings per year at the School of Medicine, approximately every other month from September to May. The majority of interviewing takes place during January and February.

INFORMATION RESOURCES COMMITTEE
This Committee is charged with academic issues concerning computerized access to local, national and international databases, transfer and retrieval of information electronically, and other related matters identified by the Committee. The Committee was established in 1995, and the initial charge was to determine: the needs of the Faculty; identify the equipment and services currently available to the Faculty; compare the information resources and systems at other institutions with those available here, and to determine the needs of this School; determine budgetary requirements to meet acceptable standards; make recommendations concerning access to resources; make recommendations concerning academic and clinical links and coordination; and, educate the Faculty. Meetings are held twice monthly.

MD/PhD PROGRAM COMMITTEE
The MD/PhD Program Committee is responsible for oversight of the school’s MD/PhD Program and to work with the Program’s Director in recruiting, admissions, development and implementation of program content, evaluation of student progress, student affairs and advising, and setting program policies in consultation with the Director and the Dean. The MD/PhD Program Committee meets approximately 10 times per year and the admissions workload includes the review of applicant files, selection of candidates to interview, interviewing candidates, writing interview reports, evaluating applicant files for admission, making admissions decisions to the Program, identification of the Dean’s Fellowship nominees, and helping to recruit strong candidates.

MEDICAL LIBRARY COMMITTEE
The Calder Medical Library Committee functions in collaboration with the library faculty and staff to:

- Provide direct input and feedback on library collections, services and policies
- Gather input and feedback from represented constituencies
- Disseminate information from the library to represented constituencies
- Advocate for the Calder Library
• Help assure that the Calder Library administration is aware of campus and community programs, initiatives and plans that might have an impact on library services
• Help identify opportunities for collaboration between the Calder Library and other UM campus and community organizations

Each year, one committee meeting will be devoted to a "state-of-the library” report and one to gathering client service information. A committee member may be asked to accompany the library faculty or staff to presentations at the Medical School Council or to meetings of the departmental Chairs.

SCIENTIFIC AWARDS COMMITTEE
This Committee is composed of senior faculty members (Associate and Full Professors) who are active, productive researchers. Most of these individuals have served as consultants for national funding agencies and have been principal investigators of funded grants from national agencies. The Committee includes faculty members with expertise in clinical research as well as those with expertise in basic research. The Committee is responsible for recommending to the Deputy Dean for Research and Graduate Studies the distribution of research funds including the Emergency Fund and the Stanley Glaser Awards. In addition to these specific activities, the Committee also serves as an advisory body to the Dean of the School of Medicine and Deputy Dean for Research and Graduate Studies on all matters relating to research and researchers at the School of Medicine. The Committee meets on a monthly basis for approximately 1 hour. At the time of grant reviews, the Committee holds longer meetings of 4-5 hours. From time to time, it is necessary to appoint subcommittees for specific projects. These duties are shared among Committee members, and do not represent a substantial time commitment. The committee performs a valuable service for the School. It is a "working" committee and a firm commitment of time must be made by the Committee members.

Approved:

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Speaker, School Faculty Council  Senior Vice President for Medical Affairs
And Dean

Date: ____________________________