



Bylaws Of The Faculty
of the
College Of Medicine
University Of South Florida

Draft Revision to Accommodate Partnership Campus
Lehigh Valley Health Network

FOR DISCUSSION PURPOSES ONLY

Revised: Draft 7/26/2010 ~~September 2008~~

Approved by Faculty Council:	8/24/2010
Approved by Executive Council:	9/27/2010
Approved by Core Faculty:	9/28/2010
Approved by Dean:	10/1/2010

ARTICLE I. PURPOSE

The purpose of these Bylaws is to define guidelines and procedures for the organization and governance of the College of Medicine (College) so that members of the Faculty may understand their responsibilities and faithfully perform their duties with respect to education, research, service, patient care and administration.

ARTICLE II. THE COLLEGE

The College of Medicine is one of the Colleges of the University of South Florida (University), a component of the State University System of Florida. The College shall be organized as described in these Bylaws. The duties, privileges and responsibilities of the Faculty of the College, as stated or implied herein, shall be exercised in accordance with the rules, policies and procedures of the University, the Board of Governors ~~Regents~~ and the State University System.

ARTICLE III. THE FACULTY

The Faculty shall consist of all individuals so appointed to the College, either by contract or by other written agreement. The Core Faculty shall consist of all members of the Faculty under current contract with the University who are appointed to the College at the rank of professor, Associate Professor or Assistant Professor, or with titles that include these designations, who have one of the following appointment status modifiers: "regular," "clinical," "research," or "courtesy," and who have continuing appointments of at least 39 weeks which are full-time (1.0 FTE) or if less than 1.0 FTE, involve professional activities entirely pursuant to College assignment or duties that are entirely at Affiliated Institutions or other sites approved by the Dean.

The Core Faculty shall be empowered to vote on any proposal, resolution or referendum presented to the Faculty that requires a vote. Each Core Faculty member shall be entitled to one vote.

For the purposes of these Bylaws, the determination of whether a particular faculty member should be considered a basic scientist or a clinical scientist should be based principally on the activities of the individual concerned, not the department of primary appointment.

ARTICLE IV: ORGANIZATION OF THE FACULTY

SECTION 1: THE ADMINISTRATION

The Dean of the College of Medicine (Dean) is the chief academic and administrative officer of the College and is responsible for the implementation of its policies. The Dean may appoint Vice, Associate and Assistant Deans to assist in discharging these duties.

The College is administratively composed of Basic Science Departments ~~within the School of Basic Medical Sciences~~, Clinical Science Departments and the School of Physical Therapy & Rehabilitation Sciences ~~(School)~~ that report directly to the Dean. Each Department or School is administered by a Chairperson or Director who is responsible for the organization and implementation of its programs.

The School of Physical Therapy & Rehabilitation Sciences is organized within the College of Medicine with a Director who reports directly to the Dean and on educational matters to the Vice Dean for Educational Affairs.

SECTION 2: THE EXECUTIVE COUNCIL

The Executive Council shall be composed of the Dean, the Department Chairpersons, the Director of the School of Physical Therapy & Rehabilitation Sciences, and the President and Vice-President of the Faculty. The President of the College of Medicine Student Government shall also serve as an ex-officio, non-voting member of the Executive Council. The Executive Council shall be chaired by the Dean and ordinarily shall meet on a quarterly basis to discuss all matters brought before it by any of its members, Standing Committees of the College or the Faculty Council. The Executive Council shall, by majority vote, make recommendations to or advise the Dean on these matters. Members of the Executive Council unable to attend a meeting may designate, in writing to the Dean, alternates from the Core Faculty to represent them and vote on their behalf at that meeting. Special meetings of the Executive Council may ~~by be~~ called by the Dean or by written request to the Dean by five of its members. A quorum of the Executive Council shall be a majority of its members, or designated alternates.

SECTION 3: THE FACULTY COUNCIL

The Faculty Council shall be composed of the Officers of the Faculty, the immediate Past-President of the Faculty and members of the Core Faculty elected from each of the Departments of the College and the School of Physical Therapy & Rehabilitation Sciences. The Faculty Council shall be chaired by the President of the Faculty and ordinarily shall meet on a monthly basis to discuss all matters brought before it by any of its members, the Dean, Standing Committees of the College or the Executive Council. The Faculty Council shall, by majority vote, make recommendations to or advise the Dean and Executive Council on these matters. Special meetings of the Faculty Council may be called by its President or by the written request to the President of ten of its members. A quorum of the Faculty Council shall consist of a majority of its members or designated alternates.

ARTICLE V. OFFICERS OF THE FACULTY

SECTION 1: THE PRESIDENT

The President of the Faculty shall preside at all meetings of the Faculty and the Faculty Council, except as provided in sections 2 and 3 below. The President shall be an ex-officio member of all Faculty Council Committees, and may vote only to break a tie. The President shall appoint, with the approval of the Faculty Council, Chairpersons to all Faculty Council Committees, unless otherwise specified herein. The President, with the approval of the Faculty Council, may appoint Ad Hoc Committees of the Faculty Council and ex-officio non-voting members to the Faculty Council, which may include College representatives to Health Science Center- or University-wide Committees or Organizations. The President shall serve for a term of one year. If the President is unable to complete the term, the Vice-President shall assume the office and remain in that office for the subsequent term.

SECTION 2: THE VICE-PRESIDENT

The Vice-President of the Faculty shall preside at meetings of the Faculty and Faculty Council in the President's absence. If the President is a member of the Clinical Science Faculty, the Vice-President shall be a member of the Basic Science Faculty. If the President is a member of the Basic Science Faculty, the Vice-President shall be a member of the Clinical Science Faculty. The Vice-President shall serve for a term of one year and automatically succeed to the Presidency. A vacancy in the office of Vice-President shall be filled through a special election held within ninety days of the vacancy.

SECTION 3: THE SECRETARY

The Secretary shall keep the minutes of all meetings of the Faculty and the Faculty Council and conduct the correspondence and keep the records of the Faculty Council. The Secretary shall notify the Faculty of each Faculty meeting and Faculty Council members of each Faculty Council meeting, give all notices required by these Bylaws, or by order of the Faculty Council and shall perform such other duties as the President of the Faculty may assign from time to time. The Secretary shall solicit items for the agenda of Faculty and Faculty Council meetings, prepare the agenda for these meetings in consultation with the President and distribute the agenda prior to these meetings. The Secretary shall determine whether a quorum is present and supervise voting and other administrative procedures at all meetings of the Faculty or Faculty Council. In the absence of the President and Vice-President, the Secretary shall preside at meetings of the Faculty or Faculty Council. The Secretary shall serve for a term of two years and may succeed himself or herself in the same office. A vacancy in the office of Secretary shall be filled through a special election held within ninety days.

SECTION 4: THE TREASURER

The Treasurer shall maintain all financial records of and pay all bills as authorized by the Faculty Council. The Treasurer shall make a report of the finances at the Annual Meeting of the Faculty. The Treasurer shall serve for a term of two years and may succeed himself or herself in the same office. A vacancy in the office of Treasurer shall be filled through a special election held within ninety days.

ARTICLE VI. THE FACULTY COUNCIL

SECTION 1: FUNCTION

The Faculty Council shall function as a representative body of the Faculty and shall obtain broadly based Faculty input regarding affairs of the College. The Faculty Council shall consider any matter brought before it by its members, the Faculty, the Executive Council, the Dean or the Vice-President for Health Sciences, find facts relative to such matters and formulate principles and objectives so as to make recommendations or advise the Dean, Executive Council or other individuals or groups as appropriate. It shall make recommendations to the Dean regarding appointments to Standing Committees of the College and approve members and chairpersons of Committees of the Faculty Council. It shall receive reports from the Administration, the Executive Council and Standing Committees of the College, and shall report regularly to the Faculty regarding activities of the Administration, the Executive and Faculty Councils, Standing Committees of the College or other matters deemed appropriate.

SECTION 2: EXECUTIVE COMMITTEE

The Officers of the Faculty and the immediate Past-President of the Faculty shall comprise the Executive Committee of the Faculty Council. The Executive Committee shall be empowered to act on behalf of the Faculty Council during the interval between Faculty Council meetings and shall report such actions at the subsequent meeting of the Faculty Council. The Executive Committee shall consider and formulate long range goals of the Faculty Council and plan the Annual Meeting of the Faculty.

SECTION 3: DEPARTMENTAL REPRESENTATIVES

Each Department/School of the College and Lehigh Valley Health Network Campus (Partnership Campus) shall elect, from among the Core Faculty holding primary appointments in the Department/School/Partnership Campus, one or more persons to represent it on the Faculty Council. Such elected members shall be referred to as "Departmental/School/Partnership Campus Representatives". A Departmental/School/Partnership Campus Representative shall serve a term of two years and may not serve for more than two successive terms. Their terms shall be staggered by electing one-half of the Departmental/School/Partnership Campus Representatives each year.

Departmental/School/Partnership Campus representation on the Faculty Council shall be apportioned on the basis of the total number of Core Faculty holding primary appointments in the Department/School/Partnership Campus as of February 1 of the year of the election, as follows:

- | | |
|---------------------|--|
| 1-15 Core Faculty: | 1 Departmental/School/ <u>Partnership Campus</u> Representative |
| 16-30 Core Faculty: | 2 Departmental/School/ <u>Partnership Campus</u> Representatives |

31-45 Core Faculty: 3 Departmental/School/Partnership Campus Representatives

46 + Core Faculty: 4 Departmental/School/Partnership Campus Representatives

Elected Departmental/School/Partnership Campus Representatives, if unable to attend a Faculty Council meeting including by electronic conference, shall designate alternate Core Faculty members ~~from their Departments~~ to attend the meeting in their absence and vote on their behalf, except that other elected representatives may not be so delegated. If elected Departmental/School/Partnership Campus Representatives, themselves, are not present at three consecutive Faculty Council meetings, they shall be required to provide reasonable excuse to the Executive Committee, or resign from the Faculty Council.

If a Representative is unable to complete his or her term of office, the Department/School/Partnership Campus shall elect a replacement Representative within thirty days of the date of the vacancy or resignation. Representatives elected in this way shall complete the term of the individual they are replacing and be eligible for re-election.

ARTICLE VII. ELECTIONS

SECTION 1: OFFICERS OF THE FACULTY

Officers of the Faculty shall be members of the Core Faculty exclusive of Department Chairs (permanent or interim) and other administrative faculty such as Deans and Vice Presidents, including those with modifiers such as Assistant, Associate or Vice. Each member of the Core Faculty shall be entitled to vote for the Officers of the Faculty. Not less than sixty days before the Annual Meeting of the Faculty, the Nominating Committee of the Faculty Council shall report to the Secretary the names of candidates for the offices to be filled. Further, not less than forty-five days before the Annual Meeting, any five members of the Core Faculty may place the name of any eligible Faculty member in nomination for office. These nominations shall be submitted in writing to the Secretary and dated and signed by the five Core Faculty members making the nomination and by the Faculty member whose name is being placed in nomination, indicating his or her consent. The names of these additional candidates shall be placed on the ballot. The names of at least two candidates for each office, for which a vacancy exists, shall be placed on the ballot.

The Secretary shall inform the Core Faculty in writing of all candidates, not less than thirty days before the Annual Meeting, by distributing ballots for a preferential election. Ballots returned to the Secretary not less than ten days prior to the Annual Meeting shall be tabulated by a Tellers Committee appointed by the President of the Faculty. Tie votes shall be resolved by the toss of a coin, witnessed by the candidates, or their representatives. The Secretary shall inform the Faculty of the outcome of the election at the Annual Meeting.

SECTION 2: DEPARTMENTAL/SCHOOL/~~PARTNERSHIP~~ CAMPUS REPRESENTATIVES

Not less than ninety days prior to the Annual Meeting, the Secretary shall request nominations from a Core Faculty Representative in each Department/School/~~Partnership~~ Campus having Representatives, whose terms on the Faculty Council are due to expire within the year. Not less than sixty days prior to the Annual Meeting, the names of candidates to be placed in nomination for Departmental/School/~~Partnership~~ Campus Representative shall be submitted to the Secretary in writing. These nominations shall be dated and signed by two Core Faculty members of the Department/School, one of whom must be a Departmental Representative, and by the Core Faculty member whose name is being placed in nomination, indicating his or her consent.

The names of candidates to serve as Departmental Representatives for a particular Department will be placed on the ballot sent not less than thirty days before the Annual Meeting to each Core Faculty member holding a primary appointment in that Department/School for a preferential election. Ballots returned to the Secretary not less than ten days prior to the Annual Meeting shall be tabulated by a Tellers Committee appointed by the President of the Faculty. Tie votes shall be resolved by the toss of a coin witnessed by the candidates or their representatives. The Secretary shall inform the Faculty of the outcome of the election at the Annual Meeting.

SECTION 3: TERMS OF OFFICE

Terms of office of Officers of the Faculty Council and Departmental/School/~~Partnership~~ Campus Representatives shall begin at the Annual Meeting of the Faculty in September and end at the Annual Meeting of the Faculty of the appropriate year.

ARTICLE VIII. ADMINISTRATIVE COMMITTEES

SECTION 1: GENERAL

Administrative Committees shall be responsible for assisting the Dean with implementing policies of the College. Recommendations by Administrative Committees that concern changes in the policies that they implement shall be referred by the Dean to the appropriate Policy Committee, or the Executive Council for consideration. Each Administrative Committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance and actions taken. Copies of such minutes shall be transmitted in a timely fashion to the Office of the Dean and the Office of the Faculty Secretary, where they shall be kept on file. Administrative Committees shall prepare Annual Reports of their activities for submission to the Dean, the Executive Council and Faculty Council.

Administrative Committees shall be composed of Core Faculty, unless otherwise specified herein. The Dean shall appoint Faculty members of these Committees in consultation with the Faculty Council. The Dean shall appoint student members of these Committees in consultation with the Student Government Council. The Dean shall also define the term of service of members of these committees. The Dean shall appoint the chairpersons of these Committees and determine procedures by which they implement policy. The Dean, or a specified representative, shall be a member ex-officio of all Administrative Committees and may vote only to break a tie. Unless specified otherwise, ex-officio members of committees are voting members. A quorum shall be a majority of the Committee membership.

SECTION 2: COMMITTEE ON MEDICAL STUDENT SELECTION

The Committee on Medical Student Selection shall review all applications for admission to the College and shall recommend to the Dean a list of candidates and alternate candidates for admission. The Committee shall also review and make recommendations concerning procedures by which applicants are screened, interviewed and selected.

The Committee shall be composed of seven core clinical science faculty, ~~and five core basic science faculty, and the Associate Dean for Diversity/Minority Affairs~~ and three faculty from the Lehigh Valley Network Partnership Campus supported by interviewers designated annually by the Vice Dean for Educational Affairs. The Medical Student Council in cooperation with the Associate Dean for Student Affairs selects four senior medical students; ~~two~~ two. ~~Two~~ are designated as voting members of the Committee and two are designated as alternates. The alternate representative members will be ex-officio non-voting members of the committee unless the active member(s) is (are) not in attendance. The Dean appoints the Committee Chairperson. Committee members (with the exception of medical students) are appointed for three-year overlapping terms.

SECTION 3: ACADEMIC PERFORMANCE REVIEW COMMITTEE

The Academic Performance Review Committee (APRC) shall review the academic and clinical performance of each medical student and make recommendations to the Dean regarding graduation, advancement, probation, dismissal, remediation and readmission.

The Academic Performance Review Committee (APRC) shall be chaired by the Vice Dean for Education, or his or her designee, and shall be composed of the course directors of each course offered during the first two academic years, the clerkship director of each required clerkship including the director of each required clerkship at the Lehigh Valley Network Partnership Campus in years 3 and 4 of the curriculum and the senior administrative officer responsible for Student Affairs, who serves as an ex-officio, non-voting member.

SECTION 4: ACADEMIC PERFORMANCE REVIEW SUB-COMMITTEES

The Academic Performance Review Sub-Committees (APRSC-~~SPTRS~~ and APRSC-~~ATEP~~) shall review the academic and clinical performance of each Physical Therapy and Athletic Training student as applicable and make recommendations to the Dean of the College of Medicine via the Director of the School of Physical Therapy & Rehabilitation Sciences or the Director of the ATEP and APRC regarding graduation, advancement, probation, dismissal, remediation and readmission.

The Academic Performance Review Sub-Committee-~~School of Physical Therapy and Rehabilitation Sciences~~ (APRSC-~~SPTRS~~) shall be chaired by the ~~Director of Coordinator of Professional Education for~~ the School of Physical Therapy & Rehabilitation Sciences or his or her designee and shall be composed of: The first year ~~BMS~~-Curriculum Coordinator; two (2) first year ~~BMS~~-curriculum Course Directors (when DPT I students' performance is reviewed); the Coordinator of Professional Education for the School of Physical Therapy & Rehabilitation Sciences; the Coordinator of Clinical Education for the School of Physical Therapy & Rehabilitation Sciences; two (2) School of Physical Therapy & Rehabilitation Sciences ranked faculty; and the senior administrative officer responsible for Student Affairs in the College of Medicine, or their designee, who serves as an ex-officio, non-voting member. The Vice Dean for Educational Affairs, College of Medicine may also attend meetings as an ex-officio, non-voting member.

The Academic Performance Review Sub-Committee-Athletic Training Education Program (APRSC-ATEP) shall be chaired by the Director of the Athletic Training Education Program and shall be composed of: the Clinical Education Coordinator, two ranked faculty from the Department of Orthopaedics & Sports Medicine, and a COM faculty or staff member residing external to the Department of Orthopaedics & Sports Medicine.

SECTION 5: COMMITTEE ON APPOINTMENT, PROMOTION AND TENURE

The Committee on Appointment, Promotion and Tenure shall review the credentials of all Faculty whose appointment is proposed at the rank of Associate Professor or Professor, review applications for promotion of Faculty to the rank of Associate Professor or Professor and review the credentials of those eligible Faculty being considered for tenure. Following review, the Committee shall make recommendations regarding appointments, promotions and tenure to the Dean. Members of the Committee shall be required to absent themselves from deliberation and vote when the Committee is considering the appointment, promotion or tenure of a Faculty member from their Department.

The Committee shall be composed of nine tenured members of the Core Faculty (at least two-thirds {2/3} of whom shall hold the rank of Professor)-~~and~~, two non-tenure accruing faculty of advanced rank from other pathways (Associate Professor or Professor), and one faculty member (Associate Professor or Professor) from the Lehigh Valley Partnership Campus. At least four Committee members shall be from the basic science faculty and at least four shall be from the clinical science faculty. ~~Normally, —n~~No Department/School/partnership campus shall have more than one member on this Committee. All members shall have the privilege of voting.

SECTION 6: COMMITTEE ON SPACE

The Committee on Space shall review both existing space allocations and requests for additional space and make recommendations to the Dean. The committee shall be composed of seven faculty members. Two members shall be Department Chairs, one from the basic sciences, and one from clinical sciences, nominated by the Executive Council and appointed by the Dean. Of the remaining five members, three shall be tenured, senior faculty and two members will be undesignated as to rank and tenure. At least two of these five members shall come from the basic sciences faculty and two from the clinical sciences faculty. All five members will be appointed by the Dean in consultation with the Faculty Council. The Vice Deans for Research and Educational Affairs shall be non-voting, ex-officio members of this Committee. In addition, the Director of Program Planning for the Health Sciences Center shall be a non-voting advisory member of this Committee.

SECTION 7: AD HOC COMMITTEES

The Dean may appoint Ad Hoc Administrative Committees, including search committees, and shall inform the Executive Council and the Faculty Council of the Committee's purpose and membership within sixty days of appointment.

SECTION 8: FACULTY RELATIONS ADVISORY COMMITTEE

The Faculty Relations Advisory Committee shall review, advise and make policy recommendations to the Dean on matters directly related to faculty professional life and work experience; general conditions of employment, benefits and development. Members of the Committee may actively participate in the informal dispute resolution process established by

the College. The Committee shall be composed of four current Faculty Council officers and as many as three additional past Faculty Council officers.

SECTION 9: COMMITTEE ON FINANCIAL OVERSIGHT

The Committee on Financial Oversight shall review, advise and make policy recommendations on matters related to financial operations within the College of Medicine. The Committee shall be composed of a total of fourteen members to include: three faculty members at large; three Department Chairs and three Administrative members to be appointed by the Dean, including one representative from the School of Physical Therapy & Rehabilitation Sciences; two faculty members from Basic Science Departments and two faculty members from Clinical Science Departments to be nominated by the Faculty Council; and a Faculty officer to be appointed by the President of the Faculty to serve as an ex-officio member of the Committee and liaison to the Faculty Council; and a non-voting ex officio member from the Lehigh Valley Partnership Campus nominated by the Lehigh Valley Chief Executive Officer. Term of service on the Committee is three years, with appointments staggered to permit continuity. The Chair of the Committee on Financial Oversight shall be determined by a majority vote of a quorum of Committee members. The Dean will provide secretarial support and information requested by the Committee to the Committee on Financial Oversight.

ARTICLE IX. POLICY COMMITTEES

SECTION 1: GENERAL

Policy Committees shall gather information appropriate to their charge and shall forward advice and recommendations concerning College policies to the Dean and the Executive Council for consideration and approval.

Policy Committees shall be composed of Core Faculty, unless otherwise specified herein. Faculty members of these Committees shall be appointed by the Dean, in consultation with the Faculty Council, and shall include at least one member of the Executive Council and one member of the Faculty Council. Student members of these Committees shall be appointed in consultation with the Student Government Council. The Faculty Council will forward its recommendations for membership on these committees to the Dean at least thirty days prior to the time positions become vacant, or as soon as possible after a vacancy occurs. All Policy Committee members shall serve a term of two years, unless otherwise specified herein, with appointments made such that half the Committee is replaced each year. Terms of office shall begin October ~~September~~-1 and end September ~~August 31~~-30 of the appropriate year. Members of Policy Committees may be reappointed to serve on the same Committee. The Chairperson of each Policy Committee shall be elected annually from among its members. All members of Policy Committees shall be voting members of that Committee unless otherwise specified herein. Unless specified otherwise, ex-officio members of

committees are voting members. A quorum shall be a majority of the Committee membership.

Policy Committees may appoint subcommittees to assist them in their duties. Subcommittees shall report to the Committee which appointed them. Chairpersons of subcommittees shall be selected by the appointing Committee from among its members, unless otherwise specified herein.

Each Policy Committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance and actions taken. Copies of such minutes shall be transmitted in a timely fashion to the Office of the Dean and the Office of the Faculty Secretary, where they shall be kept on file. Policy Committees shall prepare Annual Reports of their activities which shall be submitted to the Dean, the Executive Council and the Faculty Council and which may be summarized at the Annual Faculty Meeting. Policy Committees shall develop and have written procedures for carrying out their charges. Reports, minutes and operating procedures of Policy Committees shall be kept in the office of the Dean and the Faculty and shall be available to all Faculty members.

SECTION 2: COMMITTEE ON RESEARCH

The Committee on Research will make policy recommendations related to research and the research environment in the College of Medicine. This Committee is responsible for responding to changes that may impact research in the College, as well as aiding in the development of new policies that proactively facilitate a productive research environment. The Committee shall review and develop policy recommendations that encompass research infrastructure, process and outcomes. Additionally, the Committee on Research will act as a liaison with, and provide input to, other Faculty Council Committees that impact research within the College of Medicine.

The Committee shall be composed of five members from Basic Science Departments, five members from Clinical Science Departments including one from the Lehigh Valley Partnership campus, one member from the School of Physical Therapy & Rehabilitation Sciences, and ~~nine-seven~~ at-large members appointed by the Dean of the College of Medicine in consultation with the Faculty Council. A departmental chair may not serve as the chair of the Committee on Research. The Vice Dean for Research ~~senior administrative officer responsible for research affairs~~ in the College of Medicine will serve on the Committee on Research as an ex-officio, non-voting member.

The Committee may establish sub-committees to assist it in its duties. These subcommittees may be composed entirely of members of the Committee on Research, members of other Faculty Council committees, or members of the Faculty at-large, depending on the charge of the subcommittee. The Vice Dean for Research ~~senior administrative officer responsible for research affairs~~ in the College of Medicine may act as a non-voting member of these subcommittees.

SECTION 3: COMMITTEE ON CURRICULUM

The Committee on Curriculum shall review, advise and make policy recommendations on matters related to undergraduate medical education and physical therapy education. This Committee shall develop, review and make policy recommendations regarding the curriculum and educational goals of the College and shall develop standards for the evaluation of teaching.

The Committee shall be composed of six members from basic science departments, six members from clinical science departments, two members from the Lehigh Valley Partnership Campus, and one member from the School of Physical Therapy & Rehabilitation Sciences who have responsibilities for curriculum design and planning within their departments and a representative from the Student Council of the College of Medicine. Each core faculty member of the Committee shall serve for a term of three years. The three-year terms ~~of each member~~ shall be staggered such that one-third of the core faculty members shall be replaced each year. The senior administrative officer(s) responsible for educational affairs (Vice Dean for Educational Affairs, Associate Deans for Undergraduate Medical Education and Physical Therapy Education), and the Presidents of the first, second, third, and fourth year Medical and first, second and third year Physical Therapy classes or their designates shall be non-voting ex-officio members of this Committee.

SECTION 4: COMMITTEE ON CONTINUING PROFESSIONAL DEVELOPMENT

The Committee on Continuing Professional Development shall review, advise and make policy recommendations on matters related to programs of Continuing Professional Development. The Committee shall promote policies that assure the Continuing Professional Development programs of the College meet or exceed the standards of the Accreditation Council for Continuing Medical Education.

The Committee shall be composed of a representative from every Department/School/Program and two members from the Lehigh Valley Partnership Campus involved in sponsoring continuing medical education (CME), one representative from the volunteer Clinical faculty actively participating in CME, one representative from each of the major affiliated teaching hospitals that the College of Medicine acts as the accredited sponsor for CPE, and the senior administrative officer responsible for Continuing Professional Development. Each representative shall have a three year term appointment, with one third of the committee members rotating each year. The chair of the committee shall rotate between members of the clinical and basic science faculty and shall serve a two-year appointment.

The Committee may establish subcommittees to assist with its duties, which may include review of program applications, evaluation summaries and program budgets and provide educational programs as requested relative to relevant accredited continuing education programs and compliance standards of the Accreditation Council for Continuing Medical Education (ACCME).

SECTION 5: COMMITTEE ON PROFESSIONAL STUDENT AFFAIRS

The Committee on Professional Student Affairs shall review, advise and make policy recommendations on matters related to the health and welfare of Medical and Physical Therapy Students, including financial aid, student health policy, personal advising and academic and career counseling.

The Committee shall be composed of three Basic Science and three Clinical Science Faculty members plus a representative from the Lehigh Valley Partnership Campus, two Medical and Physical Therapy Students and the senior administrative officer responsible for student affairs. Where possible, the faculty members that serve on this Committee shall be involved in the provision of services related to the health and welfare of Medical and Physical Therapy Students.

The Committee may establish subcommittees to assist it in its duties, which may include a Subcommittee on Financial Aid, a Subcommittee on Student Health and a Subcommittee on Student Advising and Counseling. Chairpersons of these Subcommittees shall be members of the Committee on Student Affairs. The senior administrative officer responsible for Student Affairs shall be an ex-officio, non-voting member of each of these Subcommittees.

SECTION 6: COMMITTEE ON GRADUATE MEDICAL SCIENCES EDUCATION AND GRADUATE STUDENT AFFAIRS

The Committee on Graduate Medical Sciences Education and Graduate Student Affairs shall review, advise and make policy recommendations on matters related to graduate medical sciences education. The Committee shall address College-wide entrance and performance requirements for Programs leading to the Master of Science and Doctor of Philosophy Degrees. The Committee shall make policy recommendations regarding curriculum, the distribution of tuition waivers, assistantships and other available student financial aid to graduate programs within the College of Medicine. The Committee shall develop College criteria for appointment to the Graduate Faculty, review the credentials of Faculty members who are candidates for membership on the Graduate Faculty and make recommendations to the Associate Dean for Graduate and Postdoctoral Affairs for such appointments.

The Committee shall be composed of a representative from each discipline, concentration and program that leads to a PhD degree. Representatives of each discipline, concentration and program that leads to an MS or MA degree will serve as ex-officio members of the Committee. The President of the Graduate Student Association and the senior administrative officer responsible for graduate affairs also serve as non-voting, ex-officio members of the committee.

SECTION 7: COMMITTEE ON GRADUATE MEDICAL EDUCATION

The Committee on Graduate Medical Education shall review, advise and make recommendations on matters related to clinical post-graduate education including the number of clinical post-graduate positions, working conditions, salary, malpractice insurance and other benefits pertaining to clinical trainees and post-graduate residency training programs. The Committee shall promote policies that assure the residency training programs of the College conform to the general guidelines and requirements of the Accreditation Council for Graduate Medical Education.

The Committee shall be composed of the Program Directors, or their designee, of each residency training program including representation from the Lehigh Valley Partnership Campus recommended by the senior designated official at USF College of Medicine for Graduate Medical Education mutually agreed with the Designated Institutional Official at the Lehigh Valley Partnership Campus, one resident physician selected by the House Staff Association in Tampa and in Allentown, and the senior administrative officer responsible for graduate medical affairs.

SECTION 8: COMMITTEE ON BYLAWS

The Committee on Bylaws shall annually review these Bylaws, consider proposed changes and make recommendations regarding such changes to the Executive and Faculty Councils.

The Committee shall be composed of ~~five~~seven members of the Core Faculty, at least two of whom are members of the basic science faculty and at least two of whom are members of the clinical science faculty with a minimum of one representative from the Lehigh Valley Partnership Campus and one from the School of Physical Therapy & Rehabilitation Sciences.

SECTION 9: AD HOC COMMITTEES

The Dean, with the approval of the Executive Council, may appoint Ad Hoc Policy Committees and shall inform the Executive Council and the Faculty Council of the Committee membership and purpose within sixty days of appointment.

ARTICLE X. FACULTY COUNCIL COMMITTEES

SECTION 1: GENERAL

The President of the Faculty shall appoint chairpersons to all Committees of the Faculty Council annually, except the Nominating Committee and the Committee on Committees.

The President, in consultation with each Committee Chairperson, shall recommend to the Faculty Council individuals from among the Faculty Council to be appointed to each Committee. Members of Committees shall serve terms of two years, with one-half of the members appointed each year. Terms shall begin at the Annual Meeting of the Faculty in September and end at the Annual Meeting of the Faculty of the appropriate year. Committee Chairpersons shall submit annual reports of Committee activities to the Faculty Council, prior to the Annual Meeting of the Faculty. A quorum shall be a majority of the Committee membership.

SECTION 2: NOMINATING COMMITTEE

The Nominating Committee shall have the responsibility of preparing a slate of candidates, from among the Core Faculty, for the offices of Vice-President, Secretary and Treasurer. Members of the Nominating Committee may not be candidates for these offices. The Nominating Committee shall report the names of the candidates to the Secretary, not less than sixty days before the Annual Meeting of the Faculty.

The Committee shall be composed of not less than six Faculty Council members, three from the Basic Science Faculty and three from the Clinical Science Faculty and one faculty

| from the Lehigh Valley Partnership Campus. The Chairperson of this Committee shall be the immediate Past-President of the Faculty.

SECTION 3: COMMITTEE ON COMMITTEES

The Committee on Committees shall seek candidates from among the Core Faculty to fill vacancies on Standing Committees of the College. This Committee shall recommend to the Faculty Council a list of eligible candidates to fill these positions, at least sixty days prior to the time the positions become vacant or, if such notice is not possible, as early as possible after the vacancy occurs. Following a vote of approval by the Faculty Council, the names of the recommended appointees shall be submitted to the Dean.

The Committee shall be composed of seven Faculty Council members, three from the Basic Science Faculty and four from the Clinical Science Faculty. The Vice-President of the Faculty shall be included as one of these members and shall serve as its Chairperson.

SECTION 4: AD HOC COMMITTEES

The President may appoint Ad Hoc Faculty Council Committees, as appropriate, and shall inform the Faculty Council and the Dean of the Committee membership and purpose at or before the meeting of the Faculty Council following the Committee's appointment.

ARTICLE XI. UNIVERSITY AND HEALTH SCIENCE CENTER COMMITTEES

Faculty of the College/School may serve as members of University or Health Science Center Committees. The Faculty Council shall be consulted wherever possible regarding appointments to such Committees.

ARTICLE XII. FACULTY MEETINGS

SECTION 1: ANNUAL MEETINGS

The Annual Meeting of the Faculty shall be held during the last three weeks of September, on a weekday evening. Written notice of the Annual Meeting shall be sent to the Faculty by the Secretary not less than forty-five days before the Meeting. Such notice shall include the time and place of the Meeting and a tentative agenda.

The Annual Meeting of the Faculty shall include a summary of General and Special Faculty meetings held throughout the year, reports from the Officers of the Faculty, from Standing Committees of the College and from the Administration, which may include the Dean and the Vice President for Health Sciences. Committees, with the exception of the Committee on Medical Student Selection which shall take office not later than August 1, shall

take office immediately after the annual meeting or as of October 1, whichever is consistent with scheduled faculty committee meetings.

SECTION 2: OTHER MEETINGS

A General Meeting of the Faculty shall be held in March. Special Faculty Meetings may be called by the President of the Faculty or the Dean. In addition, a Special Faculty Meeting may be called by the Faculty Council, upon the request, in writing, of twenty-five Core Faculty members. Notice of a Special Meeting, specifying its purpose, shall be sent by the Secretary to all Faculty members, not less than fifteen days before such Meeting.

SECTION 3: QUORUM

Twenty-five percent of the Core Faculty Representatives shall constitute a quorum at Annual, General or Special Meetings whether in personal attendance on campus or by video or telecommunication from remote sites such as but not limited to the South Tampa Center, All Children's Hospital or the Morsani Center. Proxy votes shall be excluded from the constitution of a quorum.

SECTION 4: PROXY VOTES

Any member of the Core Faculty, if unable to attend a Faculty Meeting, may vote by proxy on specific motions identified in the agenda, for which a "vote by division" is required. The absent Core Faculty member must request, in writing, that his or her vote be by proxy, stating on which motion the proxy vote is to be used and whether the proxy vote is for or against the motion. The written request must be submitted to and verified by the Secretary of the Faculty prior the Meeting at which the proxy vote is to be used. The Secretary shall hold all proxy votes at Faculty Meetings.

ARTICLE XIII. REFERENDA

The Faculty Council shall be empowered to organize and conduct referenda on behalf of the Core Faculty on matters of concern, including Votes of Confidence or No Confidence regarding the actions of the Dean, or the Vice-President for Health Sciences, if relevant.

Such referenda shall be initiated by a three-fourths vote of the entire membership of the Faculty Council. Upon such vote, the Secretary of the Faculty shall call a Special Meeting or Meetings of the Core Faculty to present the proposed referendum and conduct a discussion of the issue. Not less than five days, but not more than ten days after the conclusion of such Special Meeting the Secretary of the Faculty shall distribute a ballot to each Core Faculty member on the issue addressed by the referendum. These ballots shall be returned to the Secretary of the Faculty within fourteen days, in a manner that permits verification of the

voter, but protects the secrecy of their vote. A Tellers Committee, appointed by the President of the Faculty shall report the number of votes for and against the referendum to the Secretary, who shall then inform the Faculty, the Dean, the Vice-President for Health Sciences, if relevant and such other College and University officials, as the Faculty Council deems appropriate. An affirmative vote of three-fourths of those eligible to vote shall be required to pass a Vote of Confidence, or No Confidence.

ARTICLE XIV. FINANCES AND ASSESSMENTS

SECTION 1: SUPPORT

The Dean shall provide financial and administrative support to the Faculty Council to enable it to carry out its duties and responsibilities, including the taking and transcribing of Faculty and Faculty Council minutes and the preparation and distribution of faculty directories, handbooks, newsletters, ballots, announcements, maintenance of web page, electronic communications, and any other documents deemed appropriate by the Faculty Council. The budget available to the Faculty Council shall be determined annually by the Dean in consultation with the Executive Committee, and shall be reported at the Annual Faculty Meeting.

SECTION 2: ASSESSMENTS

Upon the affirmative vote of two-thirds of the Core Faculty present at the Annual Meeting, voluntary assessments of a prescribed amount of money for a specific purpose may be requested of the Core Faculty. Such assessments shall be payable in full prior to the next Annual Meeting. All revenues from such assessments ~~shall~~must be used for the purposes specified.

SECTION 3: FISCAL YEAR

The fiscal year of the Faculty Council shall begin July 1 and end June 30 of the appropriate year.

ARTICLE XV. RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall prevail at the Meetings of the Faculty, the Faculty Council, the Executive Council and the Committees of the College, unless otherwise stated in these Bylaws. The President of the Faculty may appoint a Parliamentarian for the Faculty Council.

ARTICLE XVI. AMENDMENTS

Proposals to amend these Bylaws may be initiated by the Bylaws Committee, the Executive Council, or the Faculty Council. A proposed amendment to the Bylaws must be approved by a majority vote of both the Executive and Faculty Councils, ratified by a majority of the Core Faculty responding to an electronic ballot, or voting at a duly called Meeting of the Core Faculty and then approved by the Dean, before it is incorporated into the Bylaws.

The Bylaws of the College shall automatically stand amended as necessary to comply with the rules, policies and procedures of the University, the Board of ~~Trustees-Governors~~ and the State of Florida.