

BYLAWS OF THE FACULTY OF THE COLLEGE OF MEDICINE  
UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

Accepted by vote of the Faculty June 15, 1989.

Revised June 20, 1990, December, 14, 1993, May 1, 1997, June 11, 2013, July 23, 2014, December 3, 2018, January 18, 2022. (October 9, 2014 and May 28, 2015 procedural revisions)

ARTICLE I

PURPOSE

Academic governance within the University for Medical Sciences (UAMS) College of Medicine (COM) shall comply with the policies, governance and administrative acts of the University of Arkansas system, and specifically of the University of Arkansas for Medical Sciences. Accordingly, these Bylaws of the UAMS College of Medicine are created to delineate more specifically the nature and form of academic governance within the COM. Their primary purpose is to foster and promote an academic environment of excellence.

ARTICLE II

BRIEF HISTORY OF THE COLLEGE

A Medical Department was created in Little Rock on June 17, 1879 as a private school under eight founding stockholders and under the charter umbrella of the Arkansas Industrial University at Fayetteville. The University Board of Trustees designated Dr. P. O. Hooper as "Principal" of the Department and authorized him to appoint members of a faculty.

Act 360 of 1911, Arkansas Code Annotated 6-64-401, et. seq., integrated the Medical Department with another private school, the College of Physicians and Surgeons which had been established in Little Rock in 1906, and the joint program initiated the publicly supported medical school which is now operated by the University of Arkansas.

In 1975 the governance was reorganized once again; previously an appendage of the main campus at Fayetteville, the Medical Center became the fifth full-fledged campus of the University of Arkansas System and was designated the University of Arkansas for Medical Sciences. A Chancellor was named as the chief executive officer and the School of Medicine was renamed the College of Medicine (COM).

ARTICLE III

FACULTY MEMBERSHIP

The faculty of the COM, hereafter designated as the faculty, shall be comprised of the

President of the University of Arkansas System, the Chancellor of UAMS, and those persons holding academic appointments in the College of Medicine.

## ARTICLE IV

### FACULTY RESPONSIBILITIES AND AUTHORITY

#### A. Faculty Responsibilities

Full-time, compensated faculty members owe primary professional loyalty and support to the University of Arkansas for Medical Sciences and to its College of Medicine, avoiding inappropriate conflicts of interest and conflicts of commitment. The interest, time and efforts of faculty members should be devoted primarily to teaching, providing excellent patient care, counseling students, pursuing research and other scholarly work, serving on UAMS and COM committees, performing administrative duties and carrying out other required functions. The teaching, research and service duties of each academic department shall be regarded as the joint responsibility of all of its faculty members.

#### B. Faculty Authority

As delegated by the Board of Trustees, and required by the Liaison Committee for Medical Education, the responsibility and authority for academic policy within the UAMS College of Medicine rests with the faculty.

##### 1. Vesting of Authority

Faculty authority shall be vested in the faculty as defined above. Faculty members who are compensated by the COM, wholly or in part, will have voting rights.

##### 2. Primary Authority

The Faculty has primary policy-making authority in matters directly concerning the academic programs of the College of Medicine including, but not limited to, the:

- a. establishment and maintenance of standards of academic and professional performance
- b. construction and approval of courses of instruction and curriculum
- c. formulation of criteria for the admission and academic standards of the students in College of Medicine
- d. policies for the selection of awardees for academic scholarships

- e. preservation of faculty members' and students' academic rights and responsibilities
- f. recommendation of an appropriate calendar for the College of Medicine
- g. formulation and application of criteria determining professional standards of the faculty including, but not limited to, such matters as tenure, promotion and termination
- h. recommendation of an appropriate departmental and committee structure of the faculty

### 3. Delegation of Authority

The General Faculty may delegate authority to any representative body of the faculty. The Executive Committee acts for the General Faculty between meetings of the General Faculty.

### 4. Exercise of Authority

Policy may be proposed by the General Faculty, councils, committees, or the Dean. The Dean holds the responsibility to determine the level of approval required of proposed policies or policy changes. Some policies are of such broad importance to the College that their approval must be sought from the General Faculty, whereas some policies are appropriately considered and approved by councils and committees. All policies approved by the General Faculty, councils and committees shall be transmitted to the Dean as the chief administrative officer of the College.

## ARTICLE V

### ORGANIZATION

- A. The faculty of the College of Medicine, in order to fulfill its responsibilities, shall be organized into:
  - 1. The Office of the Dean
  - 2. The Departments and Divisions of the College
  - 3. The Standing Committees of the College. These are in the general areas of Academic Affairs, Research Affairs, Clinical Affairs, and Administrative Affairs, and all additional committees that directly report to the Dean.
- B. The Office of the Dean

1. The Dean is the chief administrative and academic officer of the COM. He/she shall provide leadership in such a manner as to enhance the academic and intellectual environment of the College.
2. The Dean shall advocate the policies of the COM at all academic and public levels and shall be responsible for keeping the faculty informed of decisions, activities and plans made at all campus, university-wide and governmental levels which affect the operation of the COM.
3. The Dean is responsible for the recruitment and recommendation of appointments of departmental chairs. The Dean establishes periodic review of the achievements and performance of chief administrators and chairs.
4. The Dean shall appoint Executive Associate Deans ("Vice-Deans"), Associate Deans, Assistant Deans, and Directors to assist him/her in administering the programs of the College.
5. The Dean or his/her designee shall confer regularly with the Council of Departmental Chairs and committees of the College.
6. The Dean shall appoint standing committees of the College except where other procedures are herein specified and such operational committees as are necessary to aid him/her in the performance of his/her duties. The Dean shall appoint those institutional committees required by external agencies.
7. The Dean shall review the progress of the College with the faculty, at least annually.
8. The Dean serves as the chair of the General Faculty assembly and may preside at other more limited meetings of the faculty.

C. The Departments and Divisions of the College

1. Existing Departments and Divisions:
  - a. The Departments of the UAMS College of Medicine are:
    - Department of Anesthesiology
    - Department of Biochemistry and Molecular Biology
    - Department of Biomedical Informatics
    - Department of Biostatistics
    - Department of Pediatric and Special Needs Dentistry
    - Department of Dermatology
    - Department of Emergency Medicine

- Department of Family and Preventive Medicine
- Department of Geriatrics
- Department of Internal Medicine
- Department of Medical Humanities and Bioethics
- Department of Microbiology and Immunology
- Department of Neurobiology and Developmental Sciences
- Department of Neurology
- Department of Neurosurgery
- Department of Obstetrics and Gynecology
- Department of Ophthalmology
- Department of Orthopaedic Surgery
- Department of Otolaryngology/Head and Neck Surgery
- Department of Pathology and Laboratory Medicine
- Department of Pediatrics
- Department of Pharmacology and Toxicology
- Department of Physical Medicine and Rehabilitation
- Department of Physiology and Cell Biology
- Department of Psychiatry and Behavioral Sciences
- Department of Radiation Oncology
- Department of Radiology
- Department of Surgery
- Department of Urology

b. The Divisions of the College of Medicine are:

1) Freestanding Divisions

- Division of Genetics

2) Divisions within Departments

With the approval of the Dean, each Department may set up such internal divisions or sections as may be useful in carrying out their Departmental or College missions.

2. Formation or dissolution of a Department or Freestanding Division may be undertaken in the following manner:

Formation or dissolution of a Department or Freestanding division may be initiated by the Dean, by a petition from the involved faculty group or unit to the Dean, or by a petition from the Council of Departmental Chairs to the Dean. Subsequent procedures will be followed as noted for formation of a new division or department.

The proposed Department or Freestanding Division.

A positive recommendation will be forwarded to the General Faculty at their next meeting for a vote. The decision of the General Faculty will be final.

The following will be considered by the involved bodies in their deliberations:

- a) It is desirable, but not necessary, for the division or department to have a separate residency or fellowship training program, if clinical, or a separate graduate degree program, if basic science.
  - b) A national precedent for divisional status for the involved scientific area will have been established, or a need for a new area can be clearly justified.
  - c) For upgrading an established division to departmental status, it is desirable that:
    - 1) The residency or graduate degree program, if present, be accredited
    - 2) A critical mass of faculty is present to justify full divisional or departmental status, and
    - 3) The financial resources to support a full division or department seem reasonably likely for the immediate future.
  - d) The establishment of the new department or division can be shown to benefit the involved department(s) and the College of Medicine.
3. The Chief Officer of each department and of each freestanding division is its Chair. Chairs are responsible to the Dean and to their faculty for the conduct of fiscal, academic and personnel affairs within their departments or divisions. They communicate the needs and aspirations of their faculty to the rest of the College. They are responsible for providing leadership toward achievement of excellence in teaching, clinical, research and service activities within their departments or divisions.
  4. Leaders of divisions/sections within Departments are responsible to their departmental chairs, as well as to the divisional faculty for the conduct of appropriate academic and clinical affairs.
  5. Clinical departmental chairs, divisional heads, and other faculty may serve simultaneously as service chiefs of units within the teaching hospitals wherein they practice medicine.

6. Departmental chairs and divisional heads may appoint other officers (vice-chairs, assistant heads, and the like) as needs arise. These positions will report directly to the chief officer of the unit.

D. The Standing Committees of the College

In the spring of each year, departmental chairs are asked by the Dean to recommend faculty members to serve on College committees. Except for committees where this document describes another method, the Dean will choose faculty to serve on committees.

Unless otherwise specified, the committees listed below report all recommendations directly to the Dean or his/her designee; he/she in turn decides whether to implement the recommendations directly, refer the matter to other committees, councils, or the General Faculty for consideration, or return the issue to the original committee for further deliberation and development.

It is the responsibility of the Chair of each of the Standing Committees to confer with the Dean and determine the appropriate creation and distribution of the minutes of each Committee.

A quorum for meetings of the General Faculty and of the Council of Departmental Chairs shall consist of those members who are present at the time and place of the regularly scheduled meetings and at the time and place of any additional meetings called at least one week in advance.

1. Executive Committee

Purpose: This is the senior advisory committee to the Dean on all major policy decisions of the College of Medicine. It is responsible for academic policy-making when necessary between semiannual meetings of the General Faculty.

Membership:

- a. Three (3) members are elected for staggered three-year terms by the Council of Departmental Chairs.
- b. Chairs of the Research Committee, Curriculum Committee, and the GME committee (3).
- c. One (1) member representing the VA, elected for a three-year term by the faculty members at the VA.

- d. One (1) member, elected for a three-year term, by the full-time faculty based primarily at the Arkansas Children's Hospital.
- e. One (1) member, elected for three-year terms, by the full-time faculty with clinical responsibilities and based primarily at the UAMS Little Rock campus.
- f. One (1) member, elected for three-year terms, by the full-time faculty in a basic science department, Biostatistics, Biomedical Informatics, or Humanities and Bioethics and based primarily at the UAMS Little Rock campus.
- g. One (1) member, elected for three-year term, by the full-time faculty based primarily at UAMS COM Northwest regional campus.
- h. One (1) member, elected for three-year term, by the full-time faculty based primarily at Regional Program sites other than the Northwest campus
- i. Senior leadership: Vice Dean Academic Affairs, VD Research, VD finance and admin, VD for GME, VD for clinical affairs, AD for faculty affairs and development, AD for student affairs, AD for strategic program development, AD for Child Health

Those members who are elected shall serve for three-year terms. The three-year terms will be staggered so that at least two new members are elected each year. The Dean serves as the permanent, non-voting chair of the Executive Committee.

## 2. Council of Departmental Chairs

Purpose: The Council of Departmental Chairs (CDC) directs its deliberations primarily to program formulation and implementation in the College of Medicine, and advises the Dean on all matters which it considers significantly related to the efficient and effective function of the College's administrative and academic missions. One of the main goals of the CDC is to keep its members informed broadly about college-level, campus and University events of importance.

Membership. Each chair of an established department or freestanding division within the College of Medicine shall be a member, with full voting privileges. The Dean and the Chair of the CDC may invite others to take part in CDC

meetings as appropriate.

The Chair-elect of the CDC shall be elected from among the membership annually, and shall rise to the position of Chair the following year.

3. College of Medicine Appeals Board

Purpose: This Board represents a formal mechanism whereby any person (faculty member, housestaff member, student) may obtain a review of a complaint by an impartial group. This procedure shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather it shall be used for a hearing and due process for those who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment by a person or persons. Attempts shall be made to resolve the complaint through informal means before it is submitted to the College of Medicine Appeals Board. If unsuccessful and deemed advisable by the Dean, a Board will be convened to hear the appeal.

Membership: The Appeals Board shall typically be composed of 24 faculty members representing the spectrum of the College's departments and freestanding divisions and shall also be representative of Assistant, Associate, and Full Professors. The Dean shall appoint a third of the membership of the Appeals Board annually, with each member serving a three-year term. Terms may be renewed.

4. College of Medicine Promotion and Tenure Committee

Purpose: Throughout the year, the Committee reviews all requests from department chairs and freestanding division chiefs regarding the academic appointments for newly hired faculty members at the ranks of Associate Professor and Professor. The Committee also reviews, annually, all requests from the College's faculty members for promotion, tenure, off campus duty assignment (sabbatical), emeritus status, and distinguished professor status. The Committee will entertain requests for sabbaticals and the latter two honorary titles throughout the year as well. The Committee shall make recommendations, as appropriate, for changes in the faculty policies for appointments, promotions and tenure. All recommendations from the Committee are submitted to the Dean,

Membership: The Committee will be composed of 20 members, each of whom holds the rank of professor. The membership will include representation of each of the 4 pathways with the representatives of the Clinical Educator, Clinical Scientist, and Basic Scientist being tenured. Only tenured committee members will vote on faculty being considered for tenure. The Dean appoints the committee's members for four- year terms, making five new appointments

annually. The Dean considers the distribution of the College's faculty across the compensated academic pathways and attempts to ensure that the Committee's membership, by academic pathway, is proportional to that of the faculty as a whole. Annually, the Chair-elect of the Committee is appointed by the Dean from among the five Committee members who are entering their third year of service on the Committee. This individual serves as Chair during his/her fourth year of service on the Committee. The Associate Dean for Faculty Affairs and Development serves as the Executive Secretary of the Committee and does not vote. Members of the staff of the College's Office of Faculty Affairs support the work of the Committee.

#### Departmental Faculty Promotion and Tenure Committees

The Chair of a department or freestanding division is responsible for recommending to the Dean each year those faculty who shall be offered reappointment, promotion, tenure and/or off-campus duty assignment (sabbatical). The UAMS COM Criteria and Guidelines for Faculty Appointments, Promotions and Tenure, approved by the COM faculty, shall be used in making recommendations.

Each chair shall appoint a promotion and tenure advisory committee within the department or division comprised of at least three members of the full-time faculty to assist the chair or division head in making decisions regarding whether to support faculty members' requests for promotion and/or tenure. Consistent with the College's Guidelines on Appointment, Promotion and Tenure, this promotion and tenure advisory committee will register, by vote of each member, its opinion as to whether a faculty member has met the College's criteria for promotion and/or tenure. The results of the voting process shall be shared with the chair or division chief and subsequently with the College Promotion and Tenure Committee. The chair or division chief may express to the College Promotion and Tenure Committee his/her individual recommendation of support, or lack thereof, for a faculty member's requests, regardless of the outcome of the advisory committee's vote. In an uncommon circumstance, wherein a department or freestanding division's senior faculty is unusually small, this promotion and tenure advisory committee may be constituted from among appropriately experienced senior faculty from additional departments or divisions with the approval of the Dean.

#### Faculty members' responsibilities in the promotion process

- a. Faculty members hold the responsibility for preparing the evidence of their contributions to the College in fulfillment of the criteria for promotion and/or tenure. This evidence shall be reviewed by the departmental or divisional promotion and tenure advisory committee, as described below, and by the department chair or free-standing division chief. Recommendations in support or denial of a faculty member's request for

promotion and/or tenure shall be provided to the College Promotion and Tenure Committee in writing. A faculty member who receives a negative recommendation from his/her departmental or divisional advisory committee and/or from his/her chair or division chief may nominate himself/herself for promotion and/or tenure to the College Promotion and Tenure Committee.

- b. Faculty members hold responsibility for preparing requests for off-campus duty assignments (sabbaticals). These shall be reviewed and approved or denied, in compliance with the process and criteria described in the College's Guidelines on Appointment, Promotion, and Tenure.

## 5. Research Council

The Research Council has umbrella responsibility for research development and coordination within the College of Medicine. The primary activities of the Research Council include: 1) review of applications for intramural pilot and bridging grants, 2) annual review of Core Facilities, 3) administration of the Honor's Research Program for medical students, and 4) working with the Dean and Vice-Dean for Research to identify strategic priority areas for investment and monitoring progress on achieving COM research goals. The Research Council reviews proposed campus policies and revisions to existing policies that have the potential to impact the College's research mission.

Membership: Research Council members and the Chair are appointed annually by the Dean with consultation from the Vice Dean for Research. The membership is representative of the breadth of research conducted within the College of Medicine with a balance of basic, clinical and translational investigators. The membership includes seventeen voting and seven non-voting ex officio members. Ex officio members include the Vice Dean for Research, the Vice Dean for Finance and Administration, the Director of the Office of Research and Sponsored Programs, the IRB Director, the Director of Research Compliance, the Director of the Research Support Center, and the Director of Grants Accounting.

## 6. Dean's Lectureships and Alumni Awards Committee

Purpose: The Committee serves to enhance the academic environment within the COM and throughout UAMS by inviting four renowned scholars, annually, to address the community through formal lectures and to visit with faculty, fellows, and students. The Committee also selects the recipient of the Dean's Distinguished Faculty Lectureship and the Dean's Distinguished Alumni Award. Each of these awards is given on an annual basis to a faculty member selected for his or her accomplishments in academic medicine (clinical or basic research). The Distinguished Lectureship recipient is chosen from among current UAMS faculty and the Distinguished Alumnus award is chosen from

among UAMS alumni.

**Membership:** This Committee is typically composed of 9 senior faculty members appointed by the Dean, with representatives from both clinical and basic science departments. Each appointee shall serve a three-year term. The Dean also appoints the Chair of this Committee.

7. Educational Faculty Awards Committee

**Purpose:** The Committee determines the winners of the several major teaching awards which are selected by faculty members each year (additional award winners are selected by students).

**Membership:** The Committee is appointed annually by the Dean and is made up of at least four senior basic scientist faculty members and at least four senior clinical faculty members. The chair is the Vice Dean for Academic Affairs who serves *ex officio* without voting rights.

8. Medical Student Admissions Committee

**Purpose:** Members are responsible for the implementation of the admissions policies of the College of Medicine including the evaluation of applicants' files, supplementary interviews as needed, and the decision required to select: 1) an entering freshman class, 2) special students, and 3) students at advanced standing. This Committee has the final responsibility for accepting students into the M.D. degree program of the College of Medicine. The list of admitted students is sent to the Dean of the College (or designee) who notifies the admitted applicants.

**Membership:** Fifteen (15) members are appointed by the University of Arkansas Board of Trustees from a list submitted by the Dean, subject to the approval of the Medical Sciences Chancellor and the President of the University. Act 310 of 1975 specifies that six (6) of the said members shall be members of the Medical faculty. Eight (8) of the members, at least four (4) of whom shall have faculty appointments in the University of Arkansas College of Medicine, shall be appointed from each of the four (4) congressional districts and shall be apportioned on the basis of two members from each congressional district, with one member appointed from the State-at-Large (Act 515 of 2013). A quorum shall consist of eight (8) of the fifteen admissions board members, and faculty members must constitute the majority of voting members at all meetings.

9. Curriculum Committee

**Purpose:** The curriculum committee is responsible for the overall design, management, and evaluation of the medical school curriculum. The committee

works to ensure coherent and integrated policies and coordinated activities that fulfill the academic goals of the College of Medicine and are in compliance with LCME standards.

The curriculum committee, acting on behalf of the Faculty, has the authority to direct and coordinate the following:

- Ensure that the design and delivery of the educational program are in compliance with all applicable accreditation standards;
- Create, review, and revise, as needed, the overall undergraduate medical education goals and objectives of the College;
- Sequence the various segments of the curriculum within and across periods of study;
- Determine the methods of pedagogy and student assessment to be used in the College;
- Develop and evaluate learning objectives of individual courses and clerkships;
- Ensure that program-wide standards for the design and delivery of the educational program occurs at all educational sites.
- Evaluate the content and workload in each course, clerkship, and discipline to identify unwanted omissions and redundancies; and
- Evaluate the effectiveness of the educational program in an on-going fashion

Membership: Members of the Curriculum Committee are elected by vote of departmental faculty members. Each basic science department will elect one member (Neurobiology and Developmental Sciences, Biochemistry and Molecular Biology, Physiology, Medical Humanities, Pathology, Pharmacology and Toxicology, and Microbiology). Each clinical department that plays a major role in a required clerkship will elect one member (Family and Preventive Medicine, Geriatrics, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry and Surgery). Clinical departments that do not play a major role in a required clerkship will elect a shared representative according to the following schedule: One member elected by the faculty of departments forming Specialties Group A (Neurosurgery, Neurology, Ophthalmology); One member elected by the faculty of departments forming Specialties Group B (Orthopedic Surgery, Urology, Otolaryngology, Anesthesiology); Group C - One member will be elected by the combined vote of the faculty of the following departments: Dermatology, Radiology, Rehabilitation Medicine, Emergency Medicine. All course and clerkship directors not otherwise members of the Curriculum Committee shall serve as ex officio members without voting rights. Representation from the Northwest Arkansas campus shall consist of the Regional Associate Dean as an ex officio member with voting rights, but other members of the Northwest campus faculty may serve on the curriculum committee if elected by their Department. To represent the student body, one member of each class will be elected by their class to serve a one year term on the Curriculum Committee. The Executive

Associate Dean for Academic Affairs will be an ex-officio member without vote and will serve as the Chair of the Committee. Membership on the Curriculum Committee for all other non-student members will be for a term of three years. Medical students serve a term of one year and have voting rights. Election of faculty members will be staggered with 1/3 of the membership being elected each year. The Chair may appoint additional ex-officio, non-voting members of the committee.

The Chair of the Curriculum Committee may appoint subcommittees as deemed necessary to fulfill the tasks of the Curriculum Committee. At a minimum, these will consist of Academic Standards Subcommittee and an Evaluation Subcommittee.

10. Medical Student Promotions Committee

Purpose: The Student Promotions Committee shall evaluate and make recommendations for each student in accordance with the guidelines established and approved by the faculty. The Vice Dean for Academic Affairs will appoint the Chair. The Committee shall evaluate unusual problems and assure that the guidelines are applied in a fair and equitable manner. They shall recommend promotion, non-promotion, probation or dismissal for cognitive (scholastic) and/or non-cognitive (non-scholastic) reasons. The Student Promotions Committee will also have the special responsibility of reviewing the entire academic records of senior medical students in order to ascertain that each student has met all requirements for the degree of Doctor of Medicine. This certification serves as the validation presented by the Dean of the College of Medicine to the Chair of the Board of Trustees during the Commencement ceremony. Students may appeal a decision of the Student Promotions Committee to the Dean. The Dean may appoint an ad hoc committee to review the situation and make recommendations to the Dean or the Dean may decide the appeal directly. The Dean is responsible for the final decision.

Membership: The make-up of the Committee, and the alternate list, consists of any member of the faculty who teaches in an M1, M2, M3, or M4 course, both basic science and clinical. Therefore, if any member cannot attend a meeting, he/she can reach out to any teaching faculty member and ask that they serve as an alternate. In August of each year, the Vice Dean for Academic Affairs shall select twelve faculty members to constitute the Promotions Committee for the next academic year. These twelve faculty members shall be selected from a pool made up of all freshman, sophomore, and junior course faculty, as well as the Senior Primary Care Selective Course directors in Little Rock. Initially, four members shall be selected by random drawing from each of three groups: (Group A) the freshmen course faculty, (Group B) the sophomore course faculty, and (Group C) the remaining course and clerkship faculty. Each member shall be randomly assigned to the Committee for a term of one, two, three, or four years.

Subsequently, one person from each of these three groups shall rotate off of the Committee each year, and be replaced by another faculty member from the same group, selected by the Vice Dean for Academic Affairs by random drawing. The individuals from this pool not assigned to the Committee that year will be alternates. If the faculty member's Department Chair wishes to do so, he/she can substitute another faculty member from the Department for the course or clerkship faculty assigned as a member or alternate. If, a course or clerkship is eliminated or added, or other unusual circumstances occur to change the makeup of the Committee or the pool of faculty eligible to be on the Committee, the Vice Dean for Academic Affairs, or designee, shall have the right to assign any faculty member to the Committee in order to ensure a twelve member Committee and sufficient alternates. The Vice Dean for Academic Affairs shall appoint the Chair of the Committee. The Chair of the committee shall have voting rights. The Vice Dean for Academic Affairs shall serve ex officio as a member of the committee without vote. If a member of the Committee cannot attend a meeting, he/she will be asked to contact a member of the alternate pool to arrange for a substitute. If he/she is unable to arrange for a substitute, the Vice Dean for Academic Affairs shall appoint an alternate from the full-time faculty for that particular meeting. All Promotion Committee members must be members of the full-time faculty.

Any faculty member who feels there could be the appearance of a conflict of interest, such as having provided clinical care to the student, having given a failing course grade, having a financial or business relationship, or having a first degree family relationship with the student, in the evaluation of any student coming before the Promotions Committee must recuse him/herself during the discussion and subsequent decision making concerning that student. If possible, a faculty member with such a conflict should identify the conflict at the time the Committee is called together so that a different faculty member can be assigned, thereby ensuring a quorum at the meeting.

Students may appeal a decision of the Student Promotions Committee to the Dean. The Dean may appoint an ad hoc committee to review the situation and make recommendations to the Dean or the Dean may decide the appeal directly. The Dean is responsible for the final decision.

#### 11. Committee for Alleged Discrimination Against Medical Students

Purpose: This committee represents a formal mechanism for student complaints alleging discrimination.

Membership: The Committee is appointed by the Dean and is constituted of nine faculty members and nine students. As needed, a Grievance Panel is constituted from among the members of this Committee according to the procedure detailed in the UAMS policy relating to discrimination complaints

brought by students.

12. M.D./Ph.D. Advisory Committee

Purpose: This committee is responsible for reviewing applications, interviewing applicants, recommending scholarship awards and advising the Director about programming and strategic growth of the MD/PhD Program.

Membership: The committee is composed of faculty members with a balanced number of basic, clinical, and translational physician scientists and researchers, plus the Vice Chancellor for Research (ex officio) and the Dean of the Graduate School (ex officio). The Dean appoints the committee's members with consideration of their interest and commitment to MD/PhD training and to maintaining balanced representation among basic, clinical and translational science researchers.

13. College of Medicine Scholarship Committee

Purpose: The purpose of the Committee is to select medical students for the College of Medicine Scholarship Awards.

Membership: The Committee is composed of five members, appointed by the Dean. One of the members serves as the Committee's chair, with this role also appointed by the Dean. In addition, the Assistant Dean for Admissions serves as an ex officio member. There are no specified term limits.

14. Graduate Medical Education Committee

Purpose: The graduate medical education committee (GMEC) is an Institutional Requirement for sponsoring institutions accredited by the Accreditation Council for Graduate Medical Education (ACGME). The GMEC is required in order to review and monitor institutional and program compliance with ACGME requirements. The GMEC is used to identify, develop, or revise institutional policies and procedures in order to provide oversight of ACGME requirements. In addition, the GMEC is responsible for reviewing and monitoring program actions and can serve as support and guidance for the resident forum.

Membership: GMEC voting membership includes the Designated Institutional Official (DIO), at least six program directors/associate program directors, a safety/quality officer, a program coordinator, the Veteran's Affairs educational director, the Chief Medical Officers from University of Arkansas for Medical Sciences and our large children's hospital affiliate, a community representative, an EdD, the Institutional Coordinator, the Assistant Dean for Housestaff Affairs, a College of Medicine departmental chair representative, and two peer-selected residents. GMEC program directors/associate program directors, departmental chair representative, and community representative members are appointed by the DIO. A GMEC member is appointed by the DIO to serve a two-year term as

GMEC Chair. The DIO also appoints a Chair-Elect who presides over the committee in the Chair's absence and prepares to assume the role of Chair.

**Additional Standing Committees**

Other standing committees may be formed by the Dean independently or on advice of the Executive Committee. These committees shall be periodically reviewed by the Council of Departmental Chairs and may be abolished by a two- thirds vote of the General Faculty assembly.

<b>Table 1.3-1   Standing Committees</b>					
List all major standing committees of the medical school and provide the requested information for each, including whether members are <i>all appointed</i> (A), <i>all self-nominated/peer-nominated/peer-selected</i> (S), or <i>both appointed and self-nominated/peer-nominated/peer-selected</i> (B), and whether the committee is charged with making <i>recommendations</i> (R), <i>is empowered to take action</i> (A), or <i>both</i> (B).					
Committee	Reports to	Total Voting Members	Total Faculty Voting Members	Membership Selection (A/S/B)	Authority (R/A/B)
Executive Committee	Dean, College of Medicine	21	21	B	B
Council of Department Chairs	Dean, College of Medicine	44	44	A	B
College of Medicine Appeals Board	Dean, College of Medicine	24	24	A	B
College of Medicine Promotion and Tenure Committee	Dean, College of Medicine	20	16-20*	B	B
Research Council	College of Medicine Office of Research	17	17	B	R
Dean's Lectureships and Alumni Awards	Dean, College of Medicine	9	9	A	B

Committee					
Educational Faculty Awards Committee	Dean, College of Medicine	8	8	A	B
Medical Student Admissions Committee	Dean, College of Medicine	15	Must be at least 10	A	A
Curriculum Committee	Dean, College of Medicine	20	17	S	A
Medical Student Promotions Committee	Dean, College of Medicine	12	12	S	B
Committee for Alleged Discrimination Against Medical Students	Dean, College of Medicine	18	9	A	R
MD and PhD Advisory Committee	Dean, COM and Dean of Graduate School	13	13	B	R
Scholarship Committee	Dean, College of Medicine	6	5	A	B
Graduate Medical Education Committee	The Board of Trustees of the University of Arkansas	22	14	A	B

ARTICLE VI

FACULTY

MEETINGS

- A. The General Faculty shall meet no less than twice during each academic year. There will be a limit of two hours each meeting, but this limitation may be suspended for a particular meeting by a majority of the members present. The exact time of each of these meetings shall be determined by the Dean and a notice of the meeting and its agenda, proposed motions, and related material shall be distributed to the faculty, ideally, at least five days prior to the scheduled meeting. Meetings will be open to all members of the faculty, as defined by Article IV, B.
- B. The Dean and/or the Executive Committee of the College of Medicine will recommend items for the agenda. New items for faculty consideration which arise from the floor, if supported by two thirds of the faculty present at the meeting, will be carried forward for consideration at the next faculty meeting.
- C. The latest edition of Robert's Rules, or its equivalent, shall be followed during all meetings. Votes other than to introduce new agenda items from the floor will pass by a simple majority.
- D. Mail or e-mail votes cast by the General Faculty may be taken when necessary for reasons of accuracy or urgency. This is also true of the College's standing committees.
- E. A special meeting of the General Faculty may be called by the Dean, the Chair of the CDC, or in writing by six (6) members of the Executive Committee.
- F. A special meeting of the General Faculty may be called if a group of at least ten percent of the full-time faculty makes such a request in writing to the Dean. It is then the Dean's responsibility to call the meeting, distribute the group's written agenda in a timely fashion, and preside over the special meeting.
- G. Minutes of the General Faculty Meetings will be made available to the faculty.

## ARTICLE VII FACULTY

### DUE PROCESS

A formal appeal mechanism is available through the College of Medicine for academic promotion\tenure\reappointment issues.

Those who feel that their complaints have not been addressed in a fair manner through this mechanism may appeal further to the UAMS Chancellor, using published campus procedures.

- A. Appeals for promotion\tenure\reappointment

The full description of faculty promotion and tenure process, including any appeals, is available in the College's Office of Faculty Affairs. All appeals which pertain to

faculty promotion, tenure, off-campus duty assignment, appointment or non-reappointment must be presented to the Dean in writing within ten (10) working days after notification of the Promotion and Tenure Committee's determination. The Dean will decide any subsequent appeal directly.

- B. Appeals for unfair, inequitable or improper applications of College rules, procedures or policies

The appeals mechanism for students is described in the Policy on Academic Disciplinary and Grievance Procedures, for housestaff in the Housestaff Manual of the University Hospital of Arkansas. Classified and unclassified personnel have a grievance and appeal mechanism through the UAMS Director of Human Relations. The appeals mechanism for faculty is described in the College of Medicine Faculty Grievance Procedure maintained by the College's Office of Faculty Affairs.

#### ARTICLE VIII AMENDMENTS TO THE COM BY-LAWS

The By-laws of the College of Medicine may be amended by a two-thirds vote of the members present at a meeting of the General Faculty or electronically.