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 11, 2022, December 1, 2025
(October 9, 2014 and May 28, 2015 procedural revisions)

ARTICLE I

PURPOSE AND OVERVIEW

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.

The mission of the COM is to improve health and increase knowledge through innovative teaching, groundbreaking research, state-of-the-art patient care and outstanding service to Arkansas, the nation and the world.

The College offers the M.D. degree and a number of graduate medical education residency and fellowship programs.

ARTICLE II

FACULTY MEMBERSHIP

The faculty of the COM, hereafter designated as the faculty, shall be comprised of the Chancellor of UAMS, and those persons holding academic appointments in the College of Medicine. Specific categories of academic appointments are specified in the University of Arkansas system policies and in the College Promotion and Tenure guidelines.

ARTICLE III

FACULTY RESPONSIBILITIES AND AUTHORITY

A. Faculty Responsibilities

The interest, time and efforts of faculty members should be devoted primarily to providing excellent teaching, patient care, research and other scholarly work, mentorship, service to UAMS, the COM and the community and carrying out other required functions. The teaching, research and service duties of each academic department shall be a shared responsibility of its faculty members. All faculty members owe professional loyalty and support to the University of Arkansas for Medical Sciences and to its College of Medicine, avoiding conflicts of interest and conflicts of commitment.

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 dean, relevant medical school administrators, and the faculty.

1. Vesting of Authority

Faculty authority shall be vested in the faculty as defined above.
Primary faculty members who are employed 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. formulation and application of criteria determining professional standards of the faculty including, but not limited to, such matters

as tenure, promotion and termination

3. Delegation of Authority

The faculty may delegate authority to any representative body of the faculty.

4. Exercise of Authority

Policy may be proposed by the General Faculty, Executive Faculty, councils, committees, or the Dean. The Dean holds the responsibility to determine the proper group or body required to approve 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 IV

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.

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 appointment of departmental chairs. The Dean shall appoint Executive Associate Deans, Associate Deans, Assistant Deans, and Directors to assist him/her in administering the programs of the College. The Dean shall conduct or

delegate periodic performance evaluation of all of these appointed positions.

4. The Dean or his/her designee shall confer regularly with the Executive Faculty and committees of the College.

5. The Dean shall appoint members of standing committees of the College except where other procedures are herein specified. The Dean can also create 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.

6. The Dean shall review the progress of the College with the faculty, at least annually.

7. 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 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 Neuroscience
- Department of Neurology
- Department of Neurosurgery
- Department of Obstetrics and Gynecology
- Department of Ophthalmology
- Department of Orthopaedic Surgery and Rehabilitation Medicine
- Department of Otolaryngology/Head and Neck Surgery
- Department of Pathology and Laboratory Medicine
- Department of Pediatrics
- Department of Pharmacology and Toxicology
- 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

2) Divisions within Departments

With the approval of the Dean, each Department Chair 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 within the College of Medicine

Formation or dissolution of a Department may be initiated by the Dean or by a petition from the Executive Faculty to the Dean. The UAMS Provost and Chief Academic Officer must approve any such change and the procedures for forming or dissolving a Department must also comply with any relevant University of Arkansas system policies. The General Faculty will be informed of any such changes.

The following will be considered when there is a proposal to form a new Department:

a) The proposed Department should have a commitment to the education of trainees at all levels.

b) A national precedent for departmental status for the involved scientific area will have been established, or a need for a new area can be clearly justified.

c) A critical mass of faculty is present to justify full departmental status.

d) The financial resources to support a full Department seem reasonably likely for the immediate future.

e) The establishment of the new Department can be shown to benefit the College of Medicine.

3. The leader of each department 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. They communicate the needs and aspirations of their faculty to the Dean and 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.

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 Department chairs, divisional heads, and other faculty may serve simultaneously as service chiefs of units within the teaching hospitals wherein they practice medicine.

6. Department 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 department chair or division chief.

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 (or his designee Executive Associate Dean or Associate 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.

A quorum for meetings of the General Faculty and of the Executive Faculty 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.

Below are listed the standing committees of the College, their charge/purpose and membership. The operating policies of each standing committee will be determined and published by that committee.

1. Dean's Advisory Committee

Purpose: This is the senior advisory committee to the Dean on major policy decisions of the College of Medicine. It is responsible for providing advice and input to the Dean.

Membership:

The membership of the Dean's Advisory Committee shall consist of:

- 3 faculty members of clinical departments elected by the general faculty (these should not be Department Chairs)
- 2 faculty members of basic science departments elected by the general faculty (these should not be Department Chairs)
- 2 house staff members elected by the Resident Council
- 2 medical students elected by the student body
- Deans and other COM leaders may be invited to meetings on an as needed basis to provide content expertise but will not be standing members of the committee

Those faculty 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. Student and house staff members are elected for a one-year term.

2. Executive Faculty

Purpose: The Executive Faculty (EF) directs its deliberations primarily to strategic planning, as well as program formulation and implementation in the College of Medicine. It advises the Dean on all matters which it considers important for the efficient and effective function of the College. It also serves to keep its members informed broadly about college-level, campus and University events of importance. The Dean may elect to form subcommittees or working groups from within the Executive Faculty.

Membership. Each chair of an established Department within the College of Medicine shall be a member, as well as all Executive Associate and Associate Deans. All members have full voting privileges. The Dean and the Chair of the EF may invite others to take part in EF meetings as appropriate.

The Chair-elect of the EF 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, house staff 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 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. As needed, a Panel is constituted from among the members of this Committee according to the procedure detailed in the UAMS policy to hear complaints as noted above and make recommendations to the Dean.

4. College of Medicine Promotion and Tenure Committee

Purpose: Throughout the year, the Committee reviews all requests from department chairs regarding the academic appointments for newly hired faculty members at the ranks of Associate Professor and Professor. The Committee, or one of its approved subcommittees, also reviews, annually, all requests for promotion, tenure, emeritus status, and distinguished professor status. The Committee shall make recommendations, as appropriate, 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 all the principal tracks and pathways. 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 Promotion and Tenure Advisory Committees

Purpose: The Chair of a department is responsible for recommending to the Dean each year those faculty who shall be offered reappointment, promotion, and/or tenure. The UAMS COM Criteria and Guidelines for Faculty Appointments, Promotions and Tenure, approved by the COM faculty, shall be used in making recommendations. The Departmental Promotion and Tenure Advisory Committee shall assist the Chair in assessing suitability for Promotion and/or Tenure of faculty and will make recommendations to the College's Promotion and Tenure Committee.

Membership: 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 and subsequently with the College Promotion and Tenure Committee. The department chair does not serve on the departmental promotion and tenure committee but considers it recommendations when putting faculty forward to the College. The chair 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 with the approval of the Dean.

5. Research Council

Purpose: The Research Council has responsibility for evaluating and making recommendations towards research operations within the College of Medicine. The primary activities of the Research Council include: 1) working with the Dean, Executive Associate Dean for Basic Research, and CTSA director to evaluate progress and making recommendations towards achieving COM research goals, 2) review of applications for intramural funding, and 3) bilateral communication of information related to the research mission of COM between leadership and faculty. Sub-committees may be assembled as needed. Research Council will convene every other month. Meeting minutes will be maintained and important communications will the disseminated to COM faculty by the COM Office of Research.

Membership: Members of Research Council will be appointed by the Dean for two-year appointments. Membership will include: Executive Associate Dean for Basic Research (co-Chair), TRI/CTSA director (co-Chair), COM Associate Dean of Finance and Administration or designee (ex officio member, non-voting), VCRI or designee (ex officio member, non-voting), Basic Science Department representatives, and Clinical Department representatives. Department chairs will nominate Research Council representatives. Attention will be paid to make sure that membership reflects the entire spectrum of research performed within the College of medicine.

6. Dean's Lectureships and Alumni Awards Committee

Purpose: The Committee serves to enhance the academic environment within the COM and throughout UAMS by recommending to the Dean four renowned scholars, annually, to address the community through formal lectures and to visit with faculty, fellows, and students. The Committee also recommends the recipient of the Dean's Distinguished Faculty Lectureship and the Dean's Distinguished Alumni Award to the Dean. 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 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. 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 UAMS 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 UAMS 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.

8. Undergraduate Medical Education Curriculum Committee

Purpose: The UME 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
- 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 non-clinical department will elect one member (Neuroscience, Biochemistry and Molecular Biology, Physiology, Medical Humanities, Pathology, Pharmacology and Toxicology, and Microbiology and Immunology). 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, and one elected member of the Northwest campus faculty. To represent the student body, one member of each class at the Little Rock campus and one member representing the M1/M2 years and one member representing the M3/M4 years at the Northwest Arkansas campuses 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 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.

9. Medical Student Promotions Committee

Purpose: The Student Promotions Committee is responsible for evaluating and monitoring the progress of each student in the College to ensure that each student is performing at an acceptable level of performance for progression in the curriculum. The SPC reviews all students' academic progress and discusses students who may not be making adequate progress. The SPC makes decisions as to whether each individual student can advance based on the promotions criteria set by the faculty. The SPC is authorized to make exceptions to the promotions criteria when appropriate while ensuring that the criteria are applied in a fair and equitable manner to all students. 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: Each academic year, the Executive Associate Dean for Academic Affairs shall select twelve faculty members to constitute the Promotions Committee for the next academic year. The Executive Associate Dean for Academic Affairs shall appoint the Chair of the Committee. The Chair of the committee shall have voting rights. The Executive Associate Dean for Academic Affairs and Associate Dean for Student Affairs shall serve ex officio members of the committee without vote. If a member of the Committee cannot attend a meeting, he/she may ask another member of the full-time teaching faculty to serve for that meeting. The Executive Associate Dean has the authority to appoint any member of the full-time faculty to serve on the committee at a meeting in order to ensure a quorum. All Promotion Committee members must be members of the full-time faculty.

10. 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.

11. M.D./Ph.D. 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 Executive Associate Dean 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.

12. 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.

13. Graduate Medical Education Committee

Purpose: The College of Medicine (COM) Graduate Medical Education Committee (GMEC) is a standing committee required by the Accreditation Council for Graduate Medical Education (ACGME) for all ACGME-accredited Sponsoring Institutions. The COM GMEC is responsible for overseeing the quality and effectiveness of graduate medical education (GME) programs and ensuring compliance with ACGME Institutional, Common, and Program Requirements. The COM GMEC provides institutional oversight of all ACGME-accredited residency and fellowship programs by monitoring program quality, addressing concerns related to the learning and working environment, and

ensuring that all programs support the professional, educational, and personal development of residents and fellows.

Membership: To meet ACGME requirements, membership of the COM GMEC must include the DIO, at least two ACGME-accredited program directors, two peer-selected residents/fellows, and a quality improvement/patient safety officer. Additional COM GMEC members include the VA educational officer, Chief Medical Officers (CMOs) from UAMS and the affiliated children's hospital, the Assistant Dean for House staff Affairs, a departmental chair, two associate program directors, and two program coordinators. COM GMEC members serve three-year rolling terms. The Chair serves a two-year term, preceded by two years as Chair-Elect. The DIO appoints the Chair for a two-year term.

Additional Standing Committees

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

ARTICLE V

FACULTY MEETINGS

A. The General Faculty shall meet no less than twice during each academic year. 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 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 will compile the agenda; the Executive Faculty of the College of Medicine may recommend items for the agenda.

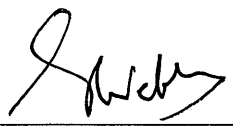
C. The latest edition of Robert's Rules, or its equivalent, shall be followed during all voting procedures. Votes will pass by a simple majority.

D. Mail, online or e-mail votes cast by the General Faculty may be taken when the Dean believes it necessary for reasons of accuracy or urgency. This is also true of the College's standing committees.

ARTICLE VI

AMENDMENTS TO THE 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.



12-15-25

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Date