BYLAWS OF THE CONSTITUTION OF THE UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE, GAINESVILLE CAMPUS

Unanimous Vote on January 5, 2016

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BYLAWS OF THE CONSTITUTION OF THE UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE, GAINESVILLE CAMPUS

Preamble

The College of Medicine seeks to ensure maximum communication between the College Faculty and the College and the University's Administration. The purpose of the COM by-laws is to define a set of procedures by which faculty can identify and effectively contribute to the affairs of the College and to provide a means by which the faculty can fulfill their shared governance responsibility including the determination of certain matters, defined and agreed upon by the Trustees, relating to academic policy, including matters of curriculum and tenure and promotion. The College of Medicine is organized by department, each led by a Chair who reports to the Dean of the College. The Dean is the University's agent for the execution of the College's mission. The department chair is the faculty's agent for execution of the department's mission. As part of the College, the Faculty Council provides a formal structure for communication between the College's Faculty and the College's Leadership as well as across all academic and clinical units of the College. Realizing that this structure exists to foster communication and realizing the dynamic nature of our academic, clinical, and research missions, the structure outlined in the Bylaws will, from time to time, need to be modified. The Faculty Council shall be organized to obtain direct representative input from each of the College's departments. The Faculty Council shall have the authority to call meetings of the Faculty, to preside at such meetings, and to serve or to have its representatives serve as members or ex officio members of the standing committees of the College and the Health Science Center.

ARTICLE I — STRUCTURE OF THE FACULTY COUNCIL

The Faculty Council carries out its mission through three levels:

A. The Steering Committee (Officers)
B. Working Groups
C. Liaisons to other COM and University committees.

ARTICLE II — MEETINGS, TERMS, ELECTIONS AND PROCEDURES

Section 1: Meetings

A. Running of Meetings: The President, or in the President's absence, the President-Elect or Past President, shall preside at all general monthly meetings of the Faculty Council, Steering Committee meetings, and shall serve as the representative to the Executive Committee of the College of Medicine. If the President, Past President, and the President-Elect are absent, the Vice President shall preside or attend at the meetings.

B. Council Meetings: The Faculty Council meets monthly. The Faculty Council shall meet additionally by the call of the Faculty Council President or on the written request of any five members of said Council. The meeting schedule is found on the Faculty Council Web site and will be posted no less than two weeks before any official meeting and one week before any emergency meeting.

C. Council Meeting Voting: The faculty in attendance shall constitute a quorum. A majority vote will be defined as fifty percent plus one member in attendance.

D. Council Meeting absence and alternate: Any elected departmental representative, if unable to attend a Faculty Council meeting, should select an alternate from the department to attend the meeting as a voting participant.

Section 2: Terms

A. Officer Limits: No officer, having served a full term, shall succeed himself or herself in the same office. Rarely, an officer may serve one extra year for unusual circumstances (to balance the rotation of officers or to replace an officer resigning mid-term. A majority vote of Faculty Council members and officers is needed to confirm the changes.

B. Resignation of an Officer: If an officer (Vice President, Secretary or Treasurer) resigns his/her position, nominations and an election can be held at any time to fill the remainder of year and for a 3 year term. If the Past President resigns, no election needs to be held; the immediate previous Past President will fill the role. In addition, under extraordinary circumstances, the Steering Committee has the power to appoint an individual, who has had substantive prior experience in the Faculty Council Steering Committee, as an Advisor (non-voting member) to the Steering Committee. If the President Elect resigns, there are two options. During the first 6 months of the term, nominations and election may be held for a new President Elect, who will assume the President's office at the normal time. During the last 6 months of the term, nominations and an election for new President Elect should be held, but the President Elect will not assume the President position until January 1 for a 1.5 year term, with the current President serving 1.5 years and the Past President serving 1.5 years. Either option must be approved by a majority vote of the Faculty Council. Finally, if the President resigns during their term, the Vice President or the Past President can finish the term as President with a supportive majority vote from the Faculty Council.

C. Membership: The Faculty Council consists of one elected representative from each department, and ex-officio members, which include the Dean or his/her designate(s). The Dean or designee is not a voting member of the Faculty Council. From the Faculty, four officers (President, Vice President, Treasurer and Secretary) shall be elected for three-year terms. The President serves for 3 years as the President Elect, President and Past President successively. Officers may continue to be current department representatives or step down, allowing their department to elect a new representative. The Departments of Epidemiology and Biostatistics, residing in both the College of PHHP and COM, are expected to have one COM FC representative each.

Section 3: Elections

A. Officer Elections: An electronic ballot, organized by the Steering Committee and sent by the faculty council administrative staff to the COM faculty at large as per Article IV, shall be circulated no later than May 1, and used to elect the officers. Elections will conclude no earlier than May 15. The results of the election will be announced to the COM Faculty by email and posted on the COM Faculty website http://facultycouncil.med.ufl.edu/ . The new officers' terms begin immediately following the June Faculty Council Meeting in order to plan activities for July. Each member of the faculty shall be entitled to vote for Faculty Council officers. Nominations for officers will be solicited by the FC president during the month of April or earlier. The nominees for officer positions receiving the highest number of votes shall be declared elected.

B. Department Representative Elections: The departmental representatives are elected at the departmental level by departmental faculty. Departmental representatives shall serve a three-year term. The terms shall be staggered by electing one-third of the representatives each year on a 3 year rotation. Representatives' terms start immediately after the June Faculty Council Meeting. If a department representative seat becomes open, departments may call an election and fill the remaining term at any time during the year. Each member of the faculty shall be entitled to vote for the approval of their own departmental representative. The results of the elections will be announced to the COM faculty by email and posted on the COM Faculty Council website. The new representatives' terms begin immediately after the June Faculty Council Meeting. There are no term limits on department representatives.

C. Tie votes: In the event of a tie in the election for a Faculty Council Officer, the Faculty Council President shall cast the deciding vote. Departmental elections for departmental Faculty Council representatives that result in a tie, need to have the tie resolved; Faculty Council recommends to the department faculty that a new election be held.

Section 4: Procedures

A. Standing Committees**:** The President, with the approval of the Faculty Council, shall appoint standing committees and other committees as may be deemed necessary.

B. Ex-officio members appointed: The President, with the approval of the Faculty Council, shall appoint ex-officio members of the Faculty Council for the purpose of dealing with special situations. Ex-officio members, which may include the Dean or his/her designate(s), may enter into the discussions of the Faculty Council, but they shall not be counted in determining if a quorum is present. The Dean may make a motion and but not cast a vote. A Dean's designate(s) shall not have the privilege of making motions or voting.

C. Annual Leadership Review**:**

   i. The performance of the Department Chairs shall be reviewed yearly, beginning in January. The Steering Committee of the Council shall coordinate and participate in the review with the Dean.

ii. The performance of the Senior Associate Deans or other associate dean positions shall be reviewed on a periodic schedule (3 years) orchestrated by the College of Medicine Faculty Council. The Steering Committee of the Council shall coordinate and participate in the review with the Dean.

iii. The performance of the Dean of the College shall be reviewed as orchestrated by the College of Medicine Faculty Council. The Steering Committee of the Council shall coordinate and participate in the review with the Senior VP for Health Affairs.

iv. These reviews shall be held between January 1 and July 1. In general, it is the duty of the Past President to oversee the review process.

ARTICLE III — WORKING GROUPS

Faculty Council Working Groups provide the COM faculty a means of direct participation in College's governance. Working Groups are the vehicles for providing the faculty, either directly or indirectly through the Faculty Council, a means of determination, providing recommendations, or providing consultations on specific matters as needed. The Faculty Council must approve the creation and dissolution of any Working Group. The Working Groups are charged with making their recommendations to the Faculty Council, the Dean of the College and the Senior Vice President of the Health Science Center. If a Chair for the Working Group is not identified by the Faculty Council, the Working Group will elect its own chair from its membership.

ARTICLE IV — MEMBERSHIP

The voting faculty of the College of Medicine shall consist of personnel holding the academic rank of Faculty, as defined in the University of Florida Constitution, Article III, Section 1. The voting faculty also shall include University employees who hold the academic titles of "Senior Associate In", "Associate In", and "Assistant In" unless their primary assignment is in administrative support areas of the College of Medicine instead of in the direct pursuit of the teaching, research, and academic service missions of the University.

ARTICLE V — FEES

The Faculty Council no longer collects dues or fees. The treasurer manages and facilitates annual expenses (refreshments, faculty awards, and annual plaques for retiring officers). Funds are provided by the Dean's office through the Senior Associate Dean for Faculty Affairs and Professional Development.

ARTICLE VI — COMMITTEES OF THE FACULTY COUNCIL

Section 1: The Standing Committees of the Faculty shall be as follows:

A. Steering: The six officers of the Faculty Council and the Advisor, if any, constitute the Faculty Council Steering Committee that, with input from the Faculty Council and Working Groups, sets the agenda for meetings and represents the Faculty Council in regular meetings with the Dean. The Faculty Council Officers are elected by a vote of the College of Medicine Faculty.

B. Working Groups: the Working Groups are the vehicles for providing recommendations to the Faculty Council. The creation or dissolution of any Working Group will be governed by the processes outlines in the Bylaws of the Faculty Council.

C. College Committees: The College of Medicine committees support the conduct of the business of the Faculty Council and College of Medicine. Their nature, function, membership, and operations are enumerated below. To provide liaisons between the College committees and the Faculty Council, the Faculty Council shall elect members of the faculty to serve on each relevant College of Medicine committee. A complete list of committees and members will be maintained on the Faculty Council's website.

D. The Faculty Council Steering Committee will review the Constitution and Bylaws and make recommendations for modification as necessary. They shall review any proposed changes and advise the Faculty Council about proposed changes. A Faculty Council majority vote is required for a change in Bylaws, whereas amendments to the Constitution require a two-thirds vote of the general voting faculty, as outlined in ARTICLE XII of the Constitution.

Section 2: Committee Voting

A simple majority of each Committee shall constitute a quorum thereof. Each Committee may select its own secretary.

Section 3: Committee Chair Report

The Chair of each Committee shall make a report to the Faculty Council as requested by the Faculty Council President.

Section 4: Committee Terms

The terms of office of the members of any Committee shall begin and end on July 1.

ARTICLE VII — STANDING COM COMMITTEE REPRESENTATIVES

Section 1: Faculty Council Membership in COM Committees

The Faculty shall maintain standing representatives or members to the following committees and Working Groups and to other organizations or committees as may be deemed advisable by the President and the Faculty Council.

A. Executive Committee of the College of Medicine - The President of the Faculty Council shall serve as the representative, or in his absence, the President-Elect or Past President shall serve.
B. Executive Fiscal Affairs Committee (EFAC) – An elected member of the Faculty Council shall serve as representative.
C. Faculty Group Practice (FGP) – The President of the Faculty Council shall serve as Faculty representative.
D. Compensation Committee: Two members are nominated from the Faculty Council, and may be Faculty Council members (department representatives or officers) or from the Faculty at large.
E. Faculty Council members may be requested to represent the general faculty in various College level endeavors such as search committees, grievance committees, strategic and other workgroups where faculty input and representation is appropriate for shared governance.

Section 2: Other COM Committee Appointments

The President of the Faculty Council may appoint a representative to other College of Medicine committees for a term not to exceed two years. These appointments are to be approved by the Faculty Council by a simple majority vote at a regular Faculty Council meeting. These representatives shall be appointed by the President of the Faculty Council with the approval of the members of the

Faculty Council. Each representative shall report on the activities of his or her committee or organization as otherwise deemed necessary by the Faculty Council or the representatives.

Section 3: COM Committee Review

The Faculty Council shall periodically review the membership of College committees and make recommendations for Faculty Council membership in these committees to the administration of the College.

ARTICLE VIII—OFFICER DUTIES

Section 1: President

A. President: Oversees the faculty council
   i. Organizes the Annual Calendar and keeps the council on track
   ii. Monthly Meeting Agenda
   iii. Monthly Steering Committee Meeting Agenda
   iv. Meets with the Dean individually and with the steering committee
   v. Attends COM Executive Meeting
   vi. Mentors the President Elect
   vii. Liaison with University Faculty Senate
   viii. Initiates Call for Nominations to University Faculty Senate
B. President Elect: Hands-on training to prepare for year as President
C. Past President
   i. Mentor President and President Elect
   ii. Assist with Annual Chair and Leadership Evaluations
   iii. Reviews the COM Constitution and Bylaws

Section 2: Vice President

A. Oversees Elections
B. Facilitates University Faculty Senate Elections
C. Oversees Working Group Activities

Section 3: Secretary

A. Records and reviews meeting minutes and agendas
B. Advises on Faculty Council web page

Section 4: Treasurer: handles the finances of the Faculty Council

ARTICLE IX — FACULTY COUNCIL CALENDAR

Section 1: Monthly Scheduled Meetings

A. Faculty Council Meeting
   i. Faculty Council, ex-officio members and guests.
   ii. Monthly, (First Tuesday, 5:00 PM) Hugh Hill Conference Room or other designated room
B. Steering Committee Meeting
   i. Faculty Council Officers, and Advisor (if any)
   ii. Monthly (third Monday of each month, or TBA, 5:00 PM), meeting Location TBA
C. Officers Meeting with Dean
   i. Faculty Council Officers and Dean
   ii. Monthly (Second Thursday each month, noon meeting), Dean's office

D. Faculty Council President with the Dean
   i. Faculty Council President with Dean
   ii. Monthly meeting, Dean's office, time variable
E. COM Executive meeting
   i. Faculty Council President or designee
   ii. Monthly, (3rd Thursday of the month, 7:30 to 11:00 AM) FGP & Executive Meeting, Shands Board Room or M112

Section 2: Periodic meetings and Annual Events

A. Annual Faculty Meeting (State of the College): In collaboration with the Dean, near the beginning of the Fall Semester, an Annual Meeting of the Faculty shall be scheduled. The order of business shall be as follows:
   i. Report of the Faculty Council (by the President)
   ii. Report of the Dean of the College of Medicine
   iii. Report of the Senior Vice President, Health Affairs
   iv. Reports from others, invited by the Faculty
   v. Miscellaneous or New business
B. Other College wide meetings: In addition to the Annual Meeting of the Faculty, other general meetings may be called by the President of the Faculty Council on the direction of the Faculty Council, or upon the written request of 25 faculty or by the Dean of College of Medicine. Notice of the general meeting, specifying the purposes thereof, shall be mailed by the Secretary of the Faculty Council to all members of the faculty no fewer than 15 days before such meeting.
C. Call for Officer Nominations and Elections (April)
D. Call for Department Representatives elections (April)
E. Call for Nominations and election for University Faculty Senate Members (April)
F. Call for Nominations for Lifetime Achievement Award (January). Faculty Council also may nominate at least one individual for the Paulus Award to the Senior Associate Dean for Faculty Affairs and Professional Development. These awards are given in April at the Faculty Recognition gathering.
G. Faculty Recognition gathering (April)
H. Officers Meeting with Faculty Council Jacksonville (periodically)

ARTICLE X — AMENDMENT OF BYLAWS

These Bylaws may be altered or amended by a majority vote of the Faculty Council by an electronic mail ballot, provided a written copy of the proposed amendment is filed with the Secretary and notice thereof is given in writing to the members no fewer than 15 days before the voting deadline. These Bylaws may be amended at any meeting of the Faculty by the unanimous consent of the members present if the vote is preceded by notice of the amendment in writing (electronic) to the members no fewer than 15 days before the meeting.

APPENDIX XI — DORMANT OR INACTIVE FACULTY COUNCIL COMMITTEES

A. Admissions Review Committee (ARC): The ARC is a committee in waiting. If there is a concern with the admission process, the FC President, in discussion with the Dean, shall appoint the ARC.

The ARC shall be composed of five members from the University of Florida COM Faculty, with three of these members to be appointed by the Faculty Council and two members to be appointed by the Dean. All five faculty members of the ARC are to be familiar with the policies and procedures of the Medical Selection Committee. The five committee members will vote for a member to serve as chair.

i. No member of the ARC should currently be serving on the Medical Selection Committee.
ii. Any faculty member of the College of Medicine may request a review of a candidate's acceptance or rejection.
iii. When a dispute cannot be resolved within the Medical Selection Committee through its usual procedures, any member of the Medical Selection Committee, including the Chair of the Medical Selection Committee, the Dean, or a Faculty member of the College of Medicine, can request a review by the ARC.
iv. After receiving such a request, the FC president working with the Dean will appoint the ARC. The ARC will, within five working days, meet and initiate a review process. The recommendation of the ARC will be formally presented to the Medical Selection Committee Executive Committee (under certain conditions, the whole Medical Selection Committee) and to the party that requested the review. The report is then to be considered by the Medical Selection Committee Executive Committee for a final binding vote (disposition).
v. The Chair of the Medical Selection Committee will be invited to present an annual report to the College of Medicine Faculty Council reviewing the Medical Selection Committee's procedures, policies, and reviews conducted by the Admissions Review Committee.
vi. The Dean shall present the slate of members of the Medical Selection Committee to the College of Medicine Faculty Council for the Council's consideration and review on an annual basis.
vii. Applicant files and information will be held to the highest levels of privacy in accordance with FERPA, state regulations and University standards.

B. Mentoring Committee: Currently Dormant.