

**BYLAWS OF THE FACULTY OF THE SCHOOL OF  
MEDICINE  
VIRGINIA COMMONWEALTH UNIVERSITY**

**ARTICLE I  
NAME**

The name of this organization shall be the Faculty of the School of Medicine of Virginia Commonwealth University

**ARTICLE II  
PURPOSE**

The purpose shall be to establish, in conformity with the mandate of Article VI of the Bylaws of the Faculty of Virginia Commonwealth University, an orderly instrument whereby each member of the Faculty of the School of Medicine will be guaranteed the right to freely express opinions and concerns about any and all matters vital to the welfare of the University and to the proper function of this School, and through which the Faculty can effectively participate in the formation of policies for the School of Medicine. The Faculty of the School of Medicine Bylaws recognize and conform to University Policies and the University Council Shared Governance Statement.

**ARTICLE III  
MEMBERSHIP**

Membership in the Faculty of the School of Medicine shall include all fulltime, part-time and emeritus University teaching and research and clinical faculty who hold appointments in the School of Medicine. This membership includes the right to attend and participate in faculty meetings.

Affiliate faculty and faculty at geographically distributed campuses hold "faculty status" with separate appointment guidelines that are consistent with their mission to the VCU School of Medicine. Faculty status provides them voice, but not vote, in general faculty meetings of MCV campus, eligibility to serve on faculty committees, and to serve as student advisors. Faculty status does not carry with it eligibility for tenure. Each member of the faculty is guaranteed the right to freely express opinions and concerns about any and all matters vital to the welfare of the University and to the proper function of the School, and through which the Faculty can effectively participate in the formation of policies for the School of Medicine.

Voting membership in the Faculty of the School of Medicine shall include Faculty of the University who hold active tenured, tenure track, or Term appointments in a School of Medicine department, and who are employed at least 50% time by a School of Medicine department, by the VA, or by MCV Physicians. MCVP only affiliate faculty are voting members on all matters relevant to clinical faculty.

**ARTICLE IV**  
**RIGHTS AND RESPONSIBILITIES OF THE FACULTY**

The faculty has the right and responsibility for teaching, conducting research and providing service in the professional and graduate programs of the School of Medicine. The faculty, through established school wide committees, has the advisory responsibility for development and participation in decisions for new degree programs, new course offerings, modifications of existing course, and degree requirements. Faculty participate in a) setting standards for admission, retention, and graduation of students and determining which students are eligible for graduation, b) formal and informal decision-making processes concerned with educational functions and policies at various administrative levels, and c) committees and processes related to faculty appointments, reappointments, promotions and tenure.

**ARTICLE V**  
**GENERAL FACULTY MEETINGS**

**Section 1: Purpose**

1. To promote the exchange of ideas among the Faculty and communication between the Faculty and the School of Medicine Administration.
2. To take action upon significant policy changes that do not conflict with the responsibilities of the University Administration or Board of Visitors.

**Section 2: Meetings**

1. At least two regular meetings, with two weeks' advance notice, shall be held during each year. The Dean has the authority to call special meetings with at least one week's advance notice. The Dean shall call a special Faculty meeting upon the written request of five (5) per cent of the voting eligible Faculty members.
2. Five (5) per cent of the voting eligible Faculty members constitute a quorum at all General Faculty Meetings.

**ARTICLE VI**  
**OFFICERS**

## **Section 1: The Dean**

The Dean shall be appointed by the Board of Visitors on nomination by the University President. The Dean shall report to the Vice President for Health Sciences.

### **The Dean shall:**

1. Be Chief Executive Officer of the Faculty of the School of Medicine
2. Be Chief Academic Officer with ultimate authority and responsibility for overseeing the conduct and quality of medical education and graduate programs.
3. Be available to engage with faculty, students, and staff.
4. Run an office that functions as a service for the benefit of Faculty, Staff, and Students and instruct Senior Associate Deans to ensure their work units are similarly service-oriented.
5. Be responsible, in concert with the Faculty, for the professional and graduate programs of the School of Medicine at all its campuses and sites, the curricula of the School and the educational progress of the students through their graduation.
6. Be responsible for other instructional programs of the School of Medicine, such as postgraduate training and continuing medical education.
7. Recommend to other University leaders those resources needed to support and foster excellence in the educational, research and service endeavors of the School of Medicine as well as the other VCU Health Science Schools and promote innovative research and actively foster research endeavors of the Faculty.
8. Foster and guide excellence in clinical care and service.
9. Transmit recommendations from departmental chairs for appointments and promotions of School of Medicine Faculty Members to the Vice President for Health Sciences after consultation with the involved chair and the School of Medicine Promotions and Tenure Committee.
10. Assure the appropriate input of the Deans of other VCU Schools in the appointment and promotion of medical school faculty teaching or engaged in interdisciplinary research in their respective schools.
11. Appoint a Search Committee for all Department Chair appointments that fairly represents School of Medicine stakeholders, including Department faculty, and whose membership reflects our commitment to inclusion and diversity. The involved Department will nominate members for the Search Committee. Committee membership will include approximately one-third, or at minimum two, Faculty members from the Department.
12. Appoint standing and temporary committees as may be desirable, giving notice of these appointments at a General Faculty Meeting.

13. Preside, as Chair, at meetings of the Executive Committee and of the General Faculty. Prepare, and submit in advance, an agenda for these meetings, in conjunction with the School of Medicine Faculty Secretary.
14. Authorize an Associate Dean to act on the Dean's behalf.
15. Circulate appropriate information to members of the Faculty at intervals throughout the year.
16. Appoint senior academic and administrative personnel at each of its campuses and sites.
17. Implement these Bylaws

## **Section 2: The Department Chair**

The Department Chair serves as the chief representative of that department within the institution.

### **The Department Chair shall:**

1. Report to the Dean
2. Be responsible for assuring that the School of Medicine and University commitments to shared governance are reflected in the governance of the Department.
3. Be responsible for the administrative affairs of the Department
4. With the concurrence of the Department's Faculty, recommend students for admission to graduate study under the general policies established by the University Graduate Council.
5. Have a special obligation to build, in cooperation with the Faculty, a Department strong in teaching, research and service as well as patient care, where appropriate.
6. Make provision for appropriate resources to foster excellence in the educational, research and service endeavors of the School of Medicine and other Health Science Schools, whether in Richmond or at other VCU sites and campuses.
7. Utilizing either an internal appointment or national search, appoint a Division Chair to serve in an interim or permanent role.

## **Section 3: The Secretary**

A Secretary of the Faculty shall be elected by a majority of the voting eligible Faculty of the School of Medicine and shall hold office for three years, from July 1 to June 30 of each of the three years. The Dean shall appoint a Nominating Committee composed of at least three members of the Faculty one month preceding the election of the Secretary. The Nominating Committee shall solicit nominations from each faculty member and will report to the Dean. A secret ballot listing the nominees shall be provided to all eligible voting faculty. Election shall be by a majority of those voting.

With secretarial assistance provided by the Dean's office, the Secretary shall:

1. Keep an accurate list of voting members of the Faculty.
2. In conjunction with the Dean, prepare and submit an agenda for the twice yearly meetings.
3. Keep the minutes of all meetings of the School of Medicine Faculty.
4. Distribute copies of the minutes of the previous meeting to voting members of the Faculty before the next regularly scheduled meeting.
5. Handle/manage official correspondence from the Faculty to the Executive Committee of the Faculty.

## **ARTICLE VII** **EXECUTIVE COMMITTEE OF THE FACULTY**

### **Section 1: Membership**

The membership shall include:

1. The Dean and the Chairs of all Departments within the School of Medicine.
2. Two members representing the faculty at large, one from a basic science department and one from a clinical department.

A Nominating Committee composed of eligible voting faculty shall be appointed by the Dean to create a slate of at large faculty representatives. The nominating committee shall solicit nominations from each faculty member of the school. A secret ballot listing the nominees shall be distributed to all eligible voting faculty and election shall be by a majority of those voting. The basic science nominee and clinical nominee shall be listed on separate slates. Faculty will vote for one candidate on each slate. The term of office shall be for three years. Election will take place before the end of each academic year and those elected will take office on July 1 of that calendar year. Replacement of a faculty-at-large member who leaves or resigns will be by special election conducted as previously described and the elected member will serve for the incomplete term. Faculty-at-large members elected to fill an incomplete term may be elected to a subsequent term.

3. The President of MCV Physicians
4. The Secretary of the Faculty
5. The Chief Executive Officer of the VCU Health System.
6. The Associate Deans of the MCV and Inova Campuses of the School of Medicine.
7. A member at large from the Inova campus of the School of Medicine, elected by his/her peers in manner similar to that described for the election of MCV campus member at large faculty.

8. The elected representatives of the School of Medicine to the Virginia Commonwealth University Graduate Council.

### **Section 2: Meetings**

1. The Dean or a Senior Associate Dean of the School of Medicine shall serve as Chair.
2. This Committee shall meet no less than eight times a year. Additional meetings may be called by the Dean or by two thirds of the committee members when necessary.
3. A majority of members shall constitute a quorum.
4. A specified alternate of any member may attend meetings as a substitute and may vote, provided that this person is also a voting member of the School of Medicine faculty.

### **Section 3: Purpose and Duties**

1. The duties of the Executive Committee are to guide and advise the Dean in all matters related to the function of the School of Medicine and to participate in the formulation of policy. The Committee should be sensitive to the immediate and long-term needs and goals of the School of Medicine, providing advice and recommendations when appropriate to the Dean regarding operational, administrative, and major policy issues.
2. The members who serve on the Executive Committee shall have the duty to transmit to the Committee the concerns of their constituents and they shall also regularly inform their constituents of the Committee's deliberations at regular Departmental faculty meetings and other communication vehicles.

## **ARTICLE VIII** **CURRICULUM COUNCIL**

### **Section 1: Membership**

Curriculum council membership shall consist of the following voting members of the committee:

- Council chair, appointed by the Dean
- Chair representative from the basic sciences (term of two years), appointed by the Dean
- Chair representative from the clinical sciences (term of two years), appointed by the Dean
- Two Vice- Chairs of the committee, each representing either the pre-clinical or the clinical phase of the curriculum
- Twelve faculty representatives (by a vote of the faculty) (term of four years) distributed as follows:
  - 2/3 Clinical Faculty with at least one faculty member

representing each alternative clinical site with significant student activity (eg. INOVA and the VA hospital)

- 1/3 Basic Science Faculty

- Four medical students one from each class. These will rotate from among the four curriculum representatives voted by each class. When one representative is absent, the VP for Curriculum from the Medical Student Government may vote in their place.
- Pre-clinical and Clinical Deans of Medical Education

Nonvoting members include:

- Senior Associate Dean for Medical Education and Student Affairs (ex-officio),
- Assistant Dean for Curriculum (ex-officio)
- Assistant Dean for Professional Instruction and Faculty Development
- A representative from the Center for Human Simulation and Patient Safety
- A representative from the Department of Assessment, Evaluation and Scholarship
  
- A representative from the library
- A representative from the Division of Assessment and Evaluation studies.
- Vice-President for Curriculum from the Medical Student Government

**Ad hoc members** are invited for specific expertise and discussions. The Chair of the Curriculum council shall form subcommittees as they deem necessary to complete the work of the curriculum council.

### **Section 2: Meetings**

- 1) The Committee shall meet once a month on the fourth Thursday of each month.
- 2) A quorum shall consist of 50% of the voting faculty members plus one student.

### **Section 3: Authority**

The Council is authorized to design, manage, integrate and evaluate the medical curriculum to ensure a coherent and coordinated curriculum. Procedures for the Council are delineated in the School of Medicine Curriculum Council Policy.

## **ARTICLE IX** **PARLIAMENTARY AUTHORITY**

Meetings shall be conducted according to the latest edition of Roberts Rules of Order Newly Revised insofar as they are not inconsistent with these Bylaws.

## **ARTICLE X** **RELATIONSHIP WITH** **OTHER DOCUMENTS**

These Bylaws shall be read in conjunction with the School of Medicine faculty policies and other University policies and procedures that apply to the Faculty. In the event of any conflict between these Bylaws and the School of Medicine faculty policies, the School of Medicine faculty policies shall control.

**ARTICLE XI**  
**AMENDMENT**

These Bylaws may be amended provided that.

1. The proposed amendment has been distributed to the Faculty at least two weeks before the General Faculty Meeting at which it will be introduced and,
2. The amendment is then introduced and discussed at a General Faculty Meeting and,
3. The amendment is then approved by two-thirds majority of those responding to a mail ballot following the amendment's valid introduction.

**ARTICLE XII**  
**REGULAR REVIEW**

The School of Medicine Office of Faculty Affairs will have oversight of this document. These Bylaws shall be reviewed no less often than every five years.

Revised and approved: July, 1994.  
Revised and approved: December, 1998  
Revised and approved: XXXXX, 2007  
Revised and approved: March, 2015

Revised and approved May, 2019

Revised and approved Note that this document now incorporates all prior amendments.