

**BYLAWS OF THE COLLEGE COUNCIL  
UNIVERSITY OF UTAH SCHOOL OF MEDICINE**

Executive Committee Approval  
February 2, 2004

**Article I  
Officers of Administration**

**The Dean**

1. **Selection**: The Vice President for Health Sciences shall select the Dean from a panel recommended by a search committee of at least five (5) members, appointed by the Vice President for Health Sciences of the University, from the faculty of the School of Medicine. Other qualified members may be appointed as well. If the Vice President for Health Sciences and the Dean of the School of Medicine are a combined position, the President of the University shall appoint the search committee members and make the final selection of the Dean.
  
2. **Powers and Responsibility**: The Dean is the senior administrative officer of the University of Utah School of Medicine. The Dean shall report to the Vice President for Health Sciences of the University in a manner determined by the Vice President or by the President of the University if the Vice President for Health Sciences and the Dean of the School of Medicine are a combined position.

The Dean shall be chairman of the School of Medicine College Council, which convenes at least once a year or as major issues warrant, and of the Executive Committee of the College Council and ex-officio member of all other standing committees of the College Council.

The Dean shall be responsible for the review, analysis, and implementation of existing educational, research, and administrative programs of the School of Medicine.

The Dean shall appoint members of all committees of the School of Medicine, except for the standing committees whose composition is set forth in the bylaws of the College Council.

The Dean shall nominate to the President of the University all chairmen of the departments and chairs of freestanding divisions of the School of Medicine, after advice by appropriate search committees and recommendations by the Executive Committee of the College Council.

The Dean shall secure from the departmental chairmen and freestanding divisional chairs an estimate of their budgetary needs and shall then develop these into the proposed budget of the School of Medicine, which he shall then submit to the appropriate members of the staff of the Vice President for Health Sciences of the University. When changes in the budget are necessary, the Dean shall discuss them with the departmental chairman or divisional chairs concerned.

The Dean shall approve, in advance of their submission, all applications for grant monies for the support of teaching, training, and research sponsored by the School of Medicine.

The Dean shall appoint all associate and assistant deans.

## **Article II Standing Committees**

### **Executive Committee**

1. **Composition**: The Executive Committee shall be composed of the Dean; the chairmen of all departments and freestanding divisions of the School of Medicine; such official acting/interim chairmen as have been approved by the Dean; two (2) medical students (one from the preclinical years and one from the clinical years); and one graduate student or housestaff member. Each student/housestaff representative shall serve for one year.

The Dean of the School of Medicine shall act as chairman of the Executive Committee. In the absence of the Dean, the person designated by the Dean (usually an associate or assistant dean) shall act as chairman.

Associate and assistant deans of the School of Medicine may attend the meetings of the Executive Committee, without voting privileges. The Dean may invite other persons for specific purposes.

2. **Meetings**: The Executive Committee shall meet regularly at no less than monthly intervals, September through June, and at such other times as determined by the Dean.

Attendance at meetings of the Executive Committee shall be restricted to its members, associate and assistant deans, recording secretary (appointed by the Dean), and such other persons invited by the Dean for specific purposes.

Departmental chairmen, official acting/interim chairmen, student/housestaff representatives, and the Dean shall be voting members of the Executive Committee. When a voting member cannot attend, a substitute designated by the member and approved by the Dean shall have voting privileges. In the absence of the Dean, the person designated by the Dean shall act as chairman and shall have voting privileges. Quorum for action shall be a majority of the voting membership.

The Executive Committee shall act in closed session of the voting members when so requested by the Dean or by majority vote of its members in attendance or by specified requirement of these bylaws.

Minutes of the Executive Committee meetings shall be recorded by the recording secretary and shall be distributed in writing (preferably electronically) to its members.

Matters requiring a vote shall be presented to the Executive Committee as motions with appropriate seconds. A majority vote by voice or by hand is required to pass a motion, except as otherwise specified by these bylaws. Any voting member may demand a closed, written ballot.

An agenda shall be prepared by the Dean and distributed (preferably electronically) to the Executive Committee members in advance of all regular monthly meetings.

3. **Powers and Responsibility**: The Executive Committee, as a standing committee of the College Council, is responsible to it for its powers, but shall act as an autonomous body in execution of the major functions of the Executive Committee, which are to serve as a policy-formulating body and to instruct and assist the Dean in the implementation of policy decisions. In addition, the Executive Committee shall assist and counsel the Dean in his duties and responsibilities.

The policies formulated by the Executive Committee can be reviewed by the College Council at its regular meetings or at special meetings convened according to the bylaws. Summaries of the policy actions of the Executive Committee shall be submitted to the College Council membership at the College Council's regular meetings.

The Executive Committee shall also:

- a. Consider and act upon all matters pertaining to educational affairs that involve or determine School of Medicine policy.
- b. In concert with the Dean, prepare the agenda for regular and special meetings of the College Council.
- c. Except for volunteer faculty adjunct appointments, consider and make recommendations to the Dean regarding initial faculty appointments to the rank of instructor and above.
- d. Be presented in a closed session all faculty members being considered for the award of tenure after the School of Medicine Appointments, Promotion, Retention, and Tenure Committee has voted on the proposed action. The Executive Committee will discuss the proposed award of tenure and act in an advisory capacity to the Dean. The Dean may ask for a non-binding vote of the Executive Committee on each proposed award of tenure.
- e. Discuss all recommendations and reports referred to it by standing committees of the School of Medicine, and to respond on same, as indicated.
- f. Discuss and act upon, as indicated, all recommendations and reports submitted to it for a vote by ad hoc and other committees, by special panels and subcommittees, and by search committees. Such recommendations shall come before it as seconded motions.
- g. Perform such other functions as indicated elsewhere in these bylaws.

**Curriculum Committee**

1. **Composition**: The standing committee on curriculum of the School of Medicine shall consist of a medical school Curriculum Steering Committee to oversee and coordinate all four years of the curriculum and individual coordinating committees for years one, two, three, and four.

Membership on the medical school Curriculum Steering Committee and the individual coordinating committees shall be as follows:

Curriculum Steering Committee (15)

Dean of Curriculum

Dean of Student Affairs and Education

Four chairmen of the individual coordinating committees

Four medical students (MSI representative from the First Year Curriculum; MSII representative from the Second Year Curriculum; MSIII representative from the Third Year Curriculum; and MSIV representative from the Fourth Year Curriculum)

Two ad hoc members appointed by the Dean

One clinical department chairman

One basic science department chairman

Resident

First Year Curriculum Coordinating Committee (14)

Chairman (selected from a clinical department)

Dean of Curriculum

Seven first year course masters (to serve on a rotating basis)

Block I leader

Block II leader

Block III leader

One first year medical student

One second year medical student

Second Year Curriculum Coordinating Committee (14)

Chairman (selected from a clinical department)

Dean of Curriculum

Eight second year course masters (to serve on a rotating basis)

Block IV leader

Block V/VI leader

One second year medical student

One third year medical student

Third Year Curriculum Coordinating Committee (13)

Chairman (selected from a basic science department)

Dean of Curriculum

Family Practice clerkship director

Internal Medicine clerkship director

OB/Gyn clerkship director

Pediatrics clerkship director

Psychiatry clerkship director

Surgery clerkship director

Topics in Medicine course master

OSCE director

One third year medical student

One fourth year medical student

Resident

Fourth Year Curriculum Coordinating Committee (14)

Chairman (selected from a basic science department)

Dean of Curriculum

Medical Ethics course master

Public Health/Community Project course master

Eight faculty members from departments offering senior electives

One fourth year medical student

Resident

When the individual coordinating committees function as promotions committees for the corresponding years, the dean of student affairs shall serve as chairman of these committees. Other individuals may be invited for liaison purposes without voting privileges.

The Dean of the School of Medicine shall appoint all members of the Curriculum Steering Committee.

The chairman of the Curriculum Steering Committee will be appointed by the Dean and will be one of the members specified above.

Term of office of members and chairman will be unspecified and at the discretion of the Dean and faculty member.

Other individuals may be invited by the chairman for liaison purposes without voting privileges.

2. **Organization and Meetings**: The Curriculum Steering Committee shall function under parliamentary procedures as outlined in Robert's Rules of Order.
3. **Authority and Responsibility**: The Curriculum Steering Committee shall be the principal policy-making body for undergraduate medical education.

The purposes of the medical school Curriculum Steering Committee are to determine the content of the four year curriculum; to coordinate material taught across all four years of the curriculum; to assume responsibility for the quality of the curriculum; to evaluate the educational effectiveness of the curriculum as a whole; to authorize changes in the curriculum and in individual courses when determined to be necessary; to oversee faculty development activities related to education; to administer the educational budget of the medical school.

The purposes for each individual coordinating committee are to determine the content to be taught in each individual year; to review and evaluate courses taught in the individual year; to establish examination and academic schedules for each individual year; to implement policies established by the Curriculum Steering Committee, including mandating changes in individual courses; to act as a promotions committee for the corresponding year.

The chairman of the Curriculum Steering Committee shall be responsible for maintenance of appropriate communication and rapport with the standing committees of the College Council and with other committees of the School of Medicine, such as the Admissions Committee. The chairman of the Curriculum Steering Committee shall provide an annual report to the College Council in which is summarized all substantive actions and policy decisions of the committee and its subcommittees.

4. **Appeals**: The decisions of the Curriculum Steering Committee are to be considered final; however, upon the request of the Dean or of any three members of the Executive Committee, any item decided upon by the Curriculum Steering Committee shall be brought to the Executive Committee for discussion. A decision of the Curriculum Steering

Committee may be overridden by a three-quarters vote of the Executive Committee members in attendance, provided a quorum is present.

### **Appointments, Promotion, Retention, and Tenure Committee**

1. **Composition**: This committee shall include four tenured professors from basic science departments, four tenured professors from clinical departments, one “at large” tenured professor, one clinical professor and one research professor from any department, one fourth year medical student and one representative from the School of Medicine graduate students, housestaff or postdoctoral fellows. The chair of the committee shall be elected by the committee at its annual organizational meeting.
2. **Election**: The Dean shall appoint a nominating committee consisting of three faculty members in the rank of associate or assistant professor and one medical student.

The nominating committee shall submit nominations at the annual meeting of the College Council. The nominating committee shall also nominate at least one student in his last year of medical school and at least one representative from among the School of Medicine graduate students, housestaff or postdoctoral fellows to maintain student representation on the committee. Appropriate nominations may also be submitted from the floor.

Voting by the College Council shall be by closed ballot.

Faculty members thus elected shall serve three-year terms; the student members thus elected shall serve one-year terms.

3. **Function**: The Appointments, Promotions, Retention, and Tenure Committee shall consider the following actions:
  - a. All new appointments except visiting faculty positions and volunteer adjunct positions.
  - b. All promotions within all faculty tracks.
  - c. All tenure actions.
  - d. All reviews that recommend termination.
  - e. Tenure track retention reviews if requested by the faculty member or the department.
  - f. All appointment and retention files referred by the Dean.

Majority vote of the total membership of the committee shall be required for action.

### **Tenured Faculty Review Appeals Committee**

1. **Composition**: This committee shall include five faculty members, three tenured and two nontenured. Two of the tenured members shall be elected by the College Council and one nontenured faculty member will be elected by the College Council. The Dean will appoint one tenured faculty member and one nontenured faculty member to this committee. Members will serve for three years in a staggered manner. At the first meeting, the committee shall elect a chairperson from its membership.

No students will be members of this committee.

2. **Election**: The Dean shall appoint a nominating committee consisting of three faculty members in the rank of professor, associate professor or assistant professor.

The nominating committee shall submit nominations at the annual meeting of the College Council. Nominations will be made to replace faculty members of the Tenured Faculty Review Appeals Committee who are retiring from the committee.

Appropriate representatives in the categories outlined above will be nominated to maintain the composition of the committee, i.e., three tenured faculty, two nontenured. The Dean's appointment will be made from the regular faculty of the School of Medicine. Faculty members will be elected to serve three years.

Voting by the College Council shall be by closed ballot.

3. **Function**: This committee will hear appeals brought to its attention by faculty members being reviewed who disagree with the conclusions or recommendations made by the departmental Tenured Faculty Review Committee and any sanctions imposed by the department chair.

The Tenured Faculty Review Appeals Committee will review all documents provided by the department and, in addition, may ask participants to appear before it to solicit further information. In addition, the Tenured Faculty Review Appeals Committee may solicit new information from within the School of Medicine and from without.

Once the Tenured Faculty Review Appeals Committee has obtained all the information they deem necessary, they will review all documents including the department recommendation and assess it for fairness, completeness, feasibility of remedial action, and other substantive issues. After this review has been carried out, an evaluation and a recommendation will be made by the Tenured Faculty Review Appeals Committee and shall be forwarded to the Dean for final action.