BYLAWS OF THE FACULTY
OF THE
COLLEGE OF MEDICINE
THE UNIVERSITY OF VERMONT
AND STATE AGRICULTURAL COLLEGE

As Approved by
The College of Medicine Faculty
DATE 09/20/2012
Effective Date: September 21, 2012

Article 1
ORGANIZATION

The Faculty of the College of Medicine (herein referred to as "College") includes all professors, associate professors, assistant professors, instructors and research associates on the salaried and volunteer pathways of the College. The Faculty is further subdivided into departments, each administered by a department Chair. Departments and their title, and areas of responsibility, are determined by the Board of Trustees of the University of Vermont and State Agricultural College (herein referred to as "University") upon recommendation of the Dean,
the Provost and the President. Departments may be further
divided into divisions, sections or units. For the purpose of
this document, the term “section” is used as a proxy for all
such additional terms.

Article II
OFFICERS AND THEIR DUTIES

Section 1. The officers of the Faculty of the College consist
of the Dean; the Associate Deans; the Assistant Deans; the
Secretary of the Faculty; and the Chair, Vice-Chair and Section
Chiefs of the departments of the College.

Section 2. The Dean is responsible for the effective
administration of the College. S/He is responsible for the
programs of study in the College, with regard to their purposes
and content, the effectiveness of instruction, the counseling
and advising of students, and the supervision of the Faculty of
the College. The Dean presides over meetings of the Faculty.
With advice from the Chairs, the Dean makes recommendations to
the Provost for all matters of Faculty status, including
appointment, reappointment, promotion and dismissal. The Dean
prepares a budget for the College for submission to the Provost
and subsequently to the President and Board of Trustees. The
Dean also administers the budget after its adoption. The Dean
appoints all College committees and is an ex officio member of
each. Some committee members are elected by the Faculty, and
others serve at the discretion of the Dean.

Section 3. The Senior Associate, Associate and Assistant Deans
are responsible to the Dean for the effective performance of
such duties as may be assigned to them by the Dean. In the
absence of the Dean, each will assume such duties ordinarily
performed by the Dean as may be assigned to him/her by the Dean
or Provost.

Section 4. The Secretary of the Faculty is appointed by the
Dean and keeps a record of the meetings of the Faculty, and
performs such other duties that are assigned by the Faculty or
the Dean.

Section 5. Each department is administered by a Chair who is at
liberty to appoint a Vice-Chair(s) and/or Section Chiefs.
Qualifications, appointments and responsibilities are outlined
in Article IV of these bylaws and in the University and
University Officers’ Manual (Section 303.1.1-7).
Article III

DUTIES OF THE FACULTY

Section 1. The Faculty is responsible for defining policies and formulating rules and regulations pertaining to all academic matters in the College, including instruction, research and service, provided that these are consistent with the policies and rules and regulations of the University. The Faculty is also responsible for enforcing the policies and the Rules and Regulations of the Faculty, and of the University Faculty Senate.

Section 2. The Faculty sets standards for admission, advancement and graduation, provided that such standards are not lower, nor less specific, than those set by the University Faculty Senate, the Board of Trustees of the University, and the administrative officers of the University.

Section 3. The Faculty has the responsibility to:

(a) Define the objectives of the educational programs of the College;

(b) Develop courses and curricula consistent with those
(c) Assess the progress of medical students enrolled in the College, assess their qualifications as future doctors of medicine, and counsel and advise the students as regards postgraduate training, practice and research;

(d) Encourage and support all programs of education, research and service, including those educational programs relating to undergraduate, graduate, and postdoctoral students;

(e) Recommend to the University Faculty Senate the students qualified to receive degrees;

(f) Develop postgraduate programs;

(g) Integrate the programs of the College with those of the University, and foster effective coordination of effort;

(h) Maintain adequate records and reports of students, staff, and programs.

Section 4. The Faculty may delegate certain of these functions to committees or individuals who will be responsible to the Faculty for proper execution of their assigned duties.
Article IV

ACADEMIC DEPARTMENTS

Section 1. Duties of Academic Departments. It is the function of each department to develop appropriate programs of instruction, research and service, within the framework set by the Faculty as a whole as defined in Article III of these bylaws. It is the additional function of each department to assure that its instructional programs are as effective as possible, and to recommend to the Faculty, or to the appropriate officer or committee of the Faculty, changes that might improve the performance of the department. It is the duty of the department to integrate its programs into those of the College and University. Further, it is the duty of each member of the department to safeguard, properly use and maintain all University property assigned to the department.

Section 2. Jurisdiction. Each department has jurisdiction over matters that concern primarily its own internal policy as long as those policies are consistent with the policies of the College and University. Matters involving other departments, or policies of the College or University, are to be referred to the Dean or Provost for appropriate action.
Section 3. Chairs of Academic Departments

(a) Appointments. Eligibility for appointment as Chair of a department is established by academic achievement in the same or related fields. An initial appointment as Chair is made by the Provost upon recommendation of the Dean who is advised by a selection committee appointed by the Dean. Reappointments to the position of Chair are made annually by the Dean with approval by the Provost via procedures described in the University and University Officers’ Manual (Section 303.1.4).

(b) Duties of Chair. The Chair of each department is responsible to the Dean for the effective administration of all academic activities assigned to the department, including teaching, research and service. Accordingly, the Chair oversees the department-specific courses (both graduate and undergraduate) of instruction with regard to purpose, content, and effectiveness; and supervises members of the department in the performance of their
responsibilities in research and service. The Chair monitors the quality of work being done by students matriculating through the department; counsels and advises them regarding their work; and provides written warnings to students whose performance is unsatisfactory. At periodic intervals, as determined by the Dean and/or University, the Chair submits student grades and evaluations to appropriate College and/or University authority for all students enrolled in courses for which the department is responsible.

The Chair ensures faculty participation and quality of instruction in centrally administered courses that require the expertise of the department.

The Chair makes recommendations to the Dean with regard to appointments, reappointments, promotions, dismissals and other changes in status of faculty in the department as specified in the College Faculty Handbook and Standards and Guidelines for Faculty Appointment, Reappointment, and Promotion.

The Chair prepares a budget for his/her department and
administers it after its adoption.

It is the duty of the Chair to safeguard all University property assigned to his/her unit and to see that it is properly used and maintained.

Article V

MEETINGS OF THE FACULTY

Section 1. The Faculty of the College meets upon call by the Dean at least three times annually. One meeting is held near the close of the academic year at which time candidates for graduation are recommended to the University Faculty Senate for granting of all degrees by the Board of Trustees. Upon petition by fifty or more members of the Faculty, special meetings must be called by the Dean.

Section 2. Notice of meetings. Notice of meetings is given to members of the Faculty at least seven days before any meeting. However, emergency meetings may be held with no less than twenty-four hours notice by paper or electronic mail, telephone or word of mouth; and, provided that no business affecting the future policy of the College in a major way is transacted at
such emergency meetings.

Section 3. Quorum. One-sixth of the salaried members of the College of Medicine Faculty will constitute a quorum for purposes of voting; however, a lesser number may adjourn a meeting.

Section 4. Voting privileges. All individuals having a Faculty appointment in the College are eligible to vote.

Article VI

COLLEGE ADVISORY COUNCIL

The College Advisory Council consists of the Dean who serves as chair, the Chair of each department, the Senior Associate Deans, and other individuals by invitation of the Dean.

The College Advisory Council meets at least monthly and acts in an advisory capacity to the Dean on all matters that may be referred to it by the Dean, the College, and the Faculty; or by senior University leadership.

Article VII
Section 1. The standing committees of the Faculty consist of
the Committee on Admissions, the Committee on Advancement, the
Committee on Fitness, the Medical Curriculum Committee, the
Faculty Standards Committee, and the Nominating Committee. Each
of these committees reports periodically, but at least annually,
to the Faculty and is responsible for adopting its own
procedures for carrying out its duties as set forth herein. Ad
hoc committees may be appointed by the Dean, or elected or
appointed by the Faculty, to deal with specific problems or
projects as need dictates. At the discretion of the Dean,
additional ex officio, non voting members may be appointed to
any of the standing committees. Upon the adoption of revised or
new Bylaws of the Faculty of the College, the Dean has the
authority to ensure that standing committees are properly
constituted in accordance with changes that have been made in
committee structure or function (e.g., the Dean may elect to
stagger terms of committee members to ensure asynchronous
turnover). A simple majority is a quorum for all committees.

Section 2. The Committee on Admissions determines criteria for
eligibility for admission, subject to the approval of the
Faculty, and selects qualified students for the study of medicine according to the standards contained within the Rules and Regulations of the Faculty, and the University. Applications for advanced placement and readmission to the College are also considered by this committee.

The Committee on Admissions consists of a chair, who is the member of the Office of the Dean responsible for admissions, and other members of the Faculty appointed to three year terms by the Dean. The Dean solicits nominations from department Chairs. In addition, the Dean may appoint non-faculty members to the committee not to exceed twenty percent of the total membership of the committee.

Section 3. The Committee on Advancement reviews the total performance of each student at regular intervals and determines whether classes of students should advance among the levels of the Vermont Integrated Curriculum (VIC) and sends to the College Faculty the names of candidates to be recommended for graduation. The committee also determines the course of action for individual students who fail to show sufficient academic progress during their studies. Decisions of the committee are final unless appealed to the Dean. In its procedures and
actions, the committee is governed by the Rules and Regulations of the Faculty, which are contained in the Medical Student Handbook.

Faculty members of the Committee on Advancement are appointed to three year terms by the Dean who solicits nominations from department Chairs. The committee consists of nine faculty members who are not involved in performing summative student assessment (i.e., assigning grades) in the VIC. To the extent possible, faculty members represent nine different departments. Additional committee members include the Senior Associate Dean for Medical Education and the Associate Deans for Clinical Education and Student Affairs who are ex officio, non voting members; as well as one student from each medical student class who is elected by majority vote of his/her class and serves for the duration of his/her matriculation. Student members of the committee are voting members except when a member of his/her class comes before the committee. A chair is elected annually from the nine voting faculty members, and may serve multiple terms.

At meetings of the committee, a majority of its members constitute a quorum. Decisions and actions of the committee are
determined by a majority vote of its voting members present and voting. In the case of a tie, the motion does not pass.

Section 4. The Committee on Fitness investigates and recommends appropriate action in the event that a student's behavior brings into question his/her fitness for a career in medicine. Findings and recommended actions of the committee are final unless appealed to the Dean. The Committee on Fitness consists of five members who serve three-year terms (appointed by the Dean), one of whom is elected annually by the committee to serve as chair. The appointed members shall not be from among faculty who are involved in summative student assessment.

Section 5. The Medical Curriculum Committee (in previous Bylaws of the Faculty of the College named the Instructional Improvement Committee) provides integrated institutional responsibility for the overall design, management, and evaluation of a coherent and coordinated medical curriculum. As a representative committee, the Medical Curriculum Committee advances the best overall interests and educational objectives of the College as a whole. The Committee will be cognizant of national medical education priorities and requirements as established by the American Association of Medical Colleges, and
The American Medical Association through the Liaison Committee on Medical Education.

The Committee ensures logical sequencing of various segments of the curriculum, coordination of content within and across academic periods of study and use of methods of pedagogy and assessment appropriate for achievement of program objectives. To achieve this, the Committee evaluates course and program effectiveness, monitors content and student workload and reviews stated course and clerkship objectives. As a result of continuing curricular review, the Committee may implement changes to the medical education curriculum. The Medical Curriculum Committee is also responsible for routine revisions to the Rules and Regulations of the Faculty that result in improvement in administrative efficiency and compliance with state and federal laws, or standards of accreditation.

The Medical Curriculum Committee consists of a chair and 15 voting members of the Faculty who serve three year terms. Of these members, seven are appointed by the Dean and eight are elected by the faculty. Each department will nominate one faculty member to be on the ballot for elections to the Committee.
In addition, one student member, from each medical student class, with full voting rights, is annually elected by members of that student’s class. Elected student members must be in good academic standing to be eligible to serve. The member of the Office of the Dean responsible for administration of the curriculum serves as Chair of the Committee. Additional ex-officio, non-voting members may be appointed as needed.

Section 6. The Faculty Standards Committee reviews and makes recommendations to the Dean on all reappointments and promotions, and all appointments with tenure pending. The committee also reviews and makes recommendations to the Dean regarding all sabbatical leave requests.

The Faculty Standards Committee consists of two tenure pathway faculty members, three clinical scholar pathway faculty members, two research scholar pathway faculty members, one educator scholar pathway faculty member, and one volunteer pathway faculty member; to be consistent with the distribution of faculty within these pathways. These nine members are elected by vote of the Faculty for three year terms. Faculty who are research associates or instructors are not eligible to serve on
this Committee. Four additional members of the Committee are appointed by the Dean for three year terms, one from each pathway excepting the volunteer pathway. With regard to these four additional members, the Dean will attempt to ensure that there’s reasonable departmental representation across the College on the Committee beyond the nine described above. The Chair for this Committee is elected annually by its members, and may serve multiple terms.

The Dean instructs each eligible department to poll its membership to identify individuals who are willing to stand for election to the Faculty Standards Committee. Each department determines from among those so identified one person in each category of the Faculty relevant to that department whose name(s) is forwarded to the Dean. The list of nominees is submitted to all salaried faculty members, except that the volunteer faculty elects the volunteer faculty candidate. Election is by secret ballot. Those candidates receiving the highest number of votes by eligible category are elected.

Each of the nine elected faculty members serves for a term of three years except in the case where a faculty member is elected to complete the term of a faculty member who has resigned.
Section 7. The Nominating Committee has the responsibility to generate slates of candidates for University committees including, but not limited to, Standing Committees of the University Faculty Senate, Presidential Search Committees, Provost Search Committees, Dean Search Committees and Dean Review Committees. In the case of elections to Standing Committees of the University Faculty Senate, the full ballot is generated by the Nominating Committee. In the cases of Presidential, Provost, and Dean Search Committees, one-half of the ballot is generated by the Nominating Committee, and the other half is generated by the College Advisory Council.

It is the responsibility of the Dean to charge Chairs to poll department members to identify faculty to stand for election by the department. The elected faculty name is forwarded to the Dean to serve a three-year term on the Nominating Committee.

Section 8. Senatorial Elections. In cases where the College is asked to conduct elections for University Faculty Senate Committees, the Nominating Committee pro-actively seeks nominations from all Departments to place on the ballot, which is submitted to the University Faculty Senate to administer the election.
vote. The committee is responsible, together with staff from
the Office of the Dean, for developing the ballot from those
nominated.

Section 9. Search Committees for President, Provost or Dean;
Dean Review Committees. In cases where the College is asked to
present nominees, one half of the nominated ballot is proposed
by the Nominating Committee and one half by the College Advisory
Council.

Article VIII

ACADEMIC FREEDOM, TENURE, PROMOTION,
TERMINATION AND PERQUISITES

Section 1. The College Faculty Handbook governs all issues
regarding academic freedom, tenure, promotion, termination of
employment and perquisites regarding full-time officers of
instruction.

Section 2. All appointments, reappointments, promotions, tenure
decisions, termination of employment, or any other employment
matter will be treated, as defined by the most current
University policy, without regard to unlawful criteria including
race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, disability, age, positive HIV-related blood test results, status as a disabled or Vietnam Era Veteran, genetic information, or gender identity or expression, as these terms are defined under applicable law, or any other factor or characteristic protected by law.

Section 3. For any faculty member to qualify for appointment as a full-time officer of instruction, s/he meets all of the following requirements:

(a) S/He is an individual whose primary obligations are academic, related to teaching, research and service.

(b) S/He holds a position on the Faculty which is considered by the Dean as essential to the best interests of the College.

(c) S/He agrees that College duties take precedence over other responsibilities, involvement in the latter of which requires prior approval from the Dean.

(d) S/He is generally available for consultation to the
(e) S/He devotes full-time effort, as defined by the College and University exclusive of vacation or leave, to College teaching, research and service endeavors.

(f) If a physician, s/he may or may not by terms of his/her employment be allowed the privilege of engaging in the income-producing practice of medicine in an approved Medical Practice Group, the compensation from which is described in the College Faculty Handbook.

Section 4. Volunteer members of the Faculty of the College may be considered for certain perquisites as established by the Board of Trustees of the University.

Article IX

RULES AND REGULATIONS OF THE FACULTY

The Faculty makes rules and regulations to carry out the proper function of the College as defined in these Bylaws. These are cognizant of the College Faculty Handbook and the standards
contained in “Functions and Structure of a Medical School” as formulated by the Liaison Committee on Medical Education. All such rules and regulations shall be in accord with those of the University. As described above, the maintenance of the Rules and Regulations of the Faculty, and revisions thereof, is the responsibility of the Medical Curriculum Committee. The Rules and Regulations of the Faculty shall be contained within the College of Medicine Student Handbook.

Article X

AMENDMENTS TO BYLAWS

Section 1. The Bylaws of the Faculty of the College may be amended at any regular meeting of the Faculty by two-thirds vote of a membership quorum as defined in Article V Section 3 above. Written notice of any amendment and the subject matter thereof must be given in the notification of the meeting at which it is to be considered.

Section 2. The Bylaws of the Faculty of the College may be amended by an electronic ballot of the faculty providing that two-thirds of the members voting vote in favor of the amendment, and one-sixth of the salaried faculty return a ballot by the due
date. Written notification of the amendment is to be provided no less than twenty-one (21) calendar days before the close of balloting.

Section 3. These Bylaws of the Faculty of the College are to be reviewed for revisions a minimum of every five years. At such time, the Dean will convene an ad hoc committee of faculty to review and propose revisions that are to be voted on at a duly warned meeting of the College Faculty.