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# BY-LAWS

## SCHOOL OF MEDICINE

### UNIVERSITY OF MISSOURI-KANSAS CITY

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#### **PURPOSE**

Academic governance within the University of Missouri, Kansas City-School of Medicine shall comply with the Faculty Bylaws of the University of Missouri-Kansas City [UM System CRR 300.020 1990]. Accordingly, these Bylaws of the Faculty of University of Missouri-Kansas City School of Medicine are created to more specifically delineate the nature and form of academic governance within the School of Medicine. These bylaws shall serve to foster a positive and productive academic environment.

#### **A. School of Medicine Faculty**

##### **1. Membership**

The School of Medicine Faculty shall consist of all individuals holding academic faculty appointments approved by the Dean. These include: Tenured, Tenure-Track, Non-Tenure Track, Lecturers, Instructors, Visiting, Emeritus, Adjunct titles and Courtesy appointments. Those holding the above appointments, with the exception of the Lecturer and Instructor appointments, will hold the rank of Assistant Professor, Associate Professor, or Professor (with or without clinical, research or teaching modifiers)

##### **2. Initial Appointment**

Initial Faculty appointments shall be approved by the Dean, following consultation with the Vice Dean and Associate Dean for Academic Affairs, via a process that is consistent with germane departmental, SOM (School of Medicine), and university guidelines for appointments and promotion.

##### **3. Voting Faculty**

###### **a. Campus Wide Elections**

For the purpose of campus-wide issues, the Voting Faculty shall consist of all UMKC-SOM faculty employed by the University  $\geq 0.75$  Full Time Equivalent) plus all Department Chairs, Associate Deans, and Assistant Deans plus all Course and Clerkship Directors, and Residency and Fellowship Program Directors, and all members of the SOM Faculty Council. This cohort also participates in the evaluation of the Dean of the School of Medicine.

**b. School of Medicine-Only Elections**

For the purpose of issues restricted to the SOM, the Voting Faculty shall consist of all individuals eligible for campus-wide elections plus individuals with any university employment carrying their primary faculty appointment within the SOM.

**c. Resolutions of Questions of Eligibility**

Should questions of eligibility for voting arise, they shall be adjudicated by the School of Medicine's Vice Dean in consultation with the Coordinating Committee (executive committee), as necessary.

**4. Responsibilities of School of Medicine Faculty**

The School of Medicine Faculty working with the Dean and Governance Councils shall define and implement the mission and goals of the School of Medicine including:

- a. Creating, restructuring and dissolving departments.
- b. Organizing and modifying the curricula.
- c. Setting and evaluating requirements for student admission, promotion, academic separation, and graduation.
- d. Approving candidates for all Masters, Doctoral, Professional degrees, and Graduate Certificates granted by the School of Medicine.
- e. Providing an educational environment and guiding policies conducive to the professional and academic development of our students.
- f. Devising and evaluating policies for the appointment, promotion, tenure, sabbaticals, and dismissal of School of Medicine faculty which are consistent with the Collected Rules and Regulations of the University.
- g. Supporting and facilitating the ability of the School of Medicine faculty to serve as educators, scientists and clinicians.
- h. Developing and implementing the strategic plan for the School of Medicine.  
Considering other matters brought to its attention by the Dean or Coordinating Committee.

**5. Meetings of the School of Medicine Faculty**

- a. The School of Medicine Faculty Council shall meet at a frequency determined by the UMKC-SOM Faculty Council Bylaws.
- b. The time and date of each meeting, and the agenda, shall be made available in advance to all SOM Faculty.
- c. School of Medicine Faculty Council Meetings are open to all SOM Faculty, and thus shall serve as official meetings of the SOM Faculty.

## **B. Administration**

### **1. The Dean**

- a. The Dean of the School of Medicine shall be appointed by the Chancellor of UMKC following a search process conducted in a manner consistent with relevant policies and procedures of the University and SOM.
- b. The Dean shall be the presiding/principal officer of the School and reports directly to the Chancellor. The Dean shall act as executive officer and representative of the School of Medicine Faculty. Regarding educational policy, the Dean shall prepare plans for the consideration and approval of the School of Medicine Faculty and shall carry those plans into effect. The Dean shall also perform such other duties as properly fall within the scope of the office.

### **2. Other Administrative Officers**

The Dean shall designate other administrative officers.

## **C. Councils and Committees of the School of Medicine**

### **1. Governance**

- a. The governance of the UMKC School of Medicine follows a council model. The organizational units within the School of Medicine are the Council of Docents, Council on Curriculum, Council on Evaluation, Council on Selection, Honor Council, Graduate Medical Education Council, Diversity Council, Graduate Council, Faculty Council and the Coordinating Committee. Standing or ad-hoc councils may be created as necessary by the governance councils with the approval of the Dean.
- b. Responsibilities and jurisdiction for each of these councils and committees are defined in the bylaws and/or policies and procedures developed for that council. The responsibilities and jurisdiction of the Council of Docents, Council on Curriculum, Council on Evaluation, and Council on Selection are limited to programs leading to the combined BA/MD or MD-only degrees. The Honor Council, Diversity Council and Faculty Council's responsibilities and jurisdiction span the breadth of academic programs at the SOM (i.e. programs leading to the M.D., Master's, and Ph.D. degrees, and Graduate certificates). The Graduate Council's responsibilities and jurisdiction are limited to programs leading to Master's and Ph.D. degrees, and Graduate certificates. The Graduate Medical Education Council's responsibilities and jurisdiction is restricted to postgraduate training programs sponsored by the UMKC School of Medicine and which take place at the clinical affiliate institutions.
- c. All final actions by the Council of Docents, Council on Curriculum, Council on Evaluation, Council on Selection, Honor Council, Graduate Medical Education Council, and Diversity Council require review and endorsement by the Coordinating Committee before these actions become effective. Thus, the Coordinating Committee provides checks and balances

to the activity of these Councils. If a specific recommendation of a given Council is disapproved by the Coordinating Committee, that Council may review the recommendation, modify their argument in support of their recommendation, and return the recommendation to the Coordinating Committee for final adjudication. The Coordinating Committee is advisory to the Dean. The final decision-making power rests with the Dean who may decide whether or not to follow the recommendations of the Coordinating Committee.

- d. The Graduate Council serves in the role of “Coordinating Committee” for the committees developed to support Graduate Programs at the School of Medicine. Thus, final actions by the Graduate Programs Student Progression Committee, the Allied Health Committee on Progression, and the Curriculum and Admissions Committee for each program or department conferring Graduate Degrees or certificates require endorsement by the Graduate Council. The Graduate Council reports its actions to the School of Medicine’s Coordinating Committee, but these actions do not require the Coordinating Committee’s endorsement. Actions of the Graduate Council are subject to review by UMKC’s School of Graduate Studies and the review and approval of the Dean of the School of Medicine. Similarly, the Faculty Council reports its actions to the SOM’s Coordinating Committee, but its actions do not require Coordinating Committee endorsement. Actions of the Faculty Council are reported to the Coordinating Committee for informational purposes only and to the Dean for approval.
- e. Faculty representation on governance councils of the School of Medicine is obtained both by election, and by direct appointment by the Dean of the School of Medicine to ensure continuity of experience and balance of representation. Direct appointments to major councils by the Dean shall be made with the advice and counsel of the Coordinating Committee and the Council to whom the direct appointment is being made. The composition and process of election to Councils is articulated within the bylaws, and/or policies and procedures, for each of the councils. A Committee on Committees exists for the purpose of identifying candidates to stand for election to the councils/committees at the school and to recommend the names of faculty to be considered for appointed positions. This committee shall be chaired by the Associate Dean for Academic Affairs and includes all Associate Deans from the hospital affiliates, the Chairperson of the Faculty Council and the Chairperson of the Graduate council.
- f. All Councils and Committees operate under Robert’s Rules of Order. An agenda is circulated at each meeting. Minutes are recorded and circulated to all members and copies sent to the Coordinating Committee, and Dean. A faculty member who may also hold the title of Assistant or Associate dean chairs governance councils. The Chairperson of a Council has one vote relating to Council business. The chairperson prepares the agenda but all members have the privilege of placing items on the agenda.
- g. The Coordinating Committee and the Councils, under Robert’s Rules, may function in executive session and execute confidential minutes. The regular minutes shall show such an

exception and state the problem to be discussed and the reason for confidentiality. Other than this exception, records are made available to all faculty members. When required by concern for discretion any chairperson of the Councils may call for executive session of the Coordinating Committee, restricting membership to the Vice Dean and the Associate and Assistant Deans. Again, the regular minutes shall show cause, reason and source for the call for the confidential session.

## **2. Ad Hoc Committees**

The Dean may create any ad hoc committee deemed necessary to assist in the administration of the School of Medicine. Similarly, any SOM Council or Committee, identified above, may appoint an ad hoc committee. The convener of the ad hoc committee is responsible for communicating the charge to the committee (purpose, duration, reporting requirements).

## **3. Promotion**

Three medical school faculty promotion committees exist: (1) the Regular Faculty Promotion and Tenure Committee; (2) the Non-Regular Physician Promotion Committee; and (3) the Non-Regular Non-Physician Promotion Committee. Individual departments within the school may also maintain departmental committees which conduct reviews prior to review by these school-wide committees. Guidelines regarding the composition of these committees are provided in the Faculty Council Bylaws, and specific guidelines regarding promotion and/or tenure are developed by the individual committees. Recommendations from the Non-Regular Physician Committee and Non-Regular Non-Physician Promotion Committee are forwarded to the Dean for decision whereas recommendations from the Regular faculty promotion committee are forwarded to the Dean for review and subsequent referral with letter of recommendation to the Volker Campus Promotions and Tenure Advisory Committee. The final decision on all promotions rests with the Chancellor of the University who will provide written notification of the final decision to each candidate no later than July 1.

## **D. Departments of the School of Medicine**

1. The Faculty of the School of Medicine shall be organized into departments and, in appropriate instances, into divisions within the departments. Departments within the school include Anesthesiology, Biomedical & Health Informatics, Biomedical Sciences, Community & Family Medicine, Emergency Medicine, Humanities and Bioethics, Internal Medicine, Neurology, Obstetrics & Gynecology, Ophthalmology, Oral Surgery, Orthopedic Surgery, Pathology, Pediatrics, Psychiatry, Radiology, and Surgery.

2. Subject to the regulations of the University of Missouri-Kansas City, departments shall be dissolved by a majority vote of the Voting Faculty of the department present and voting. However, this question can only be presented to the Voting Faculty by referral from the Dean.

3. Changes in the name of academic departments are subject to the regulations of the University of Missouri-Kansas City and may only occur following a majority vote of the Voting Faculty of the department with consent and approval of the Dean.
4. Divisional Status: The establishment of Divisions within a Department shall be at the discretion of the Department Chairperson after consultation with faculty members of the Department and with the concurrence of the Dean after consulting with the Coordinating Committee.
5. Department Chairpersons: Department Chairpersons shall be appointed by the Dean. Department chairs who also hold appointments at School of Medicine hospital affiliates are appointed and removed by a process clearly articulated within the respective Institutional Affiliation Agreements. For departments which are based exclusively within the School of Medicine, such appointments shall be made after appropriate consultation with an ad-hoc Selection Committee and/or department faculty appointed by the Dean; however, the final decision is made by the Dean.
6. The appointment as Chair is subject to periodic review by the department faculty, and the Dean shall review all Chairs annually.

#### **E. Amendments to the Bylaws**

These bylaws may be amended by the following processes:

1. Either the Dean, or a petition from faculty approved by the Faculty Council, may propose an amendment to these bylaws.
2. In the event an amendment is proposed, the Dean shall appoint an ad hoc Bylaws Review committee to review the proposed amendment and to report their findings back to the Dean.
3. If the Dean and the ad hoc Bylaws Review Committee find the amendment is not in conflict with the Academic Plan, they shall provide their recommendations to the Voting Faculty and the proposed amendment shall be communicated in written or electronic form to the Voting Faculty.
4. The proposed amendment shall be discussed at a regular or special meeting of the Faculty Council. Modification, rejection, or consent to table or move the proposed amendment forward may occur as a result of this meeting.
5. Following this meeting, an electronic ballot of the Voting Faculty shall be conducted. Adoption of the proposed amendment shall require an affirmative/favorable vote of at least two-thirds of the votes cast.
6. Distribution: The Dean shall keep a copy of these bylaws and upon their amendment shall post the amended bylaws on the SOM website and the UMKC Faculty Senate website.

Approved November 2017