



THE UNIVERSITY OF ARIZONA
College of Medicine
Phoenix

Faculty Bylaws

The University of Arizona College of Medicine – Phoenix

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I. Introduction	4
A. Vision.....	4
B. Mission	4
C. Purpose	4
II. General Provisions	5
A. Administration	5
1. Dean’s Responsibilities:	5
2. Delegation of Responsibilities:.....	5
B. Faculty	6
1. Membership:.....	6
2. Faculty Responsibilities:.....	6
C. Meetings	7
1. Notice of Meetings:.....	7
2. Voting and Quorum:	7
3. Regular Meetings:.....	7
4. Special Meetings:	8
5. Record Keeping:	8
6. Departments	8
III. Establishment of Committees.....	8
A. General Provisions	8
1. Policies	8
<i>a. Membership</i>	8
<i>b. Student Representation</i>	8
<i>c. Appointment or Election</i>	8
<i>d. Terms of Office</i>	9
<i>e. Vacancies</i>	9
<i>f. Chair</i> :.....	9
<i>g. Meetings and Voting</i>	10
<i>h. Quorum</i>	10
<i>i. Participation</i>	10



<i>j. Annual Report</i>	10
<i>k. Ad Hoc or Ex-officio Members</i>	10
<i>l. Subcommittees</i>	10
B. Permanent Committees	10
1. Admissions Committee	11
2. Appointment, Promotion and Tenure (AP&T) Committee	11
3. Curriculum Committee	11
4. Honor Code Committee	12
5. Nominating Committee	12
6. Research Senate Committee	12
7. Student Appeals Committee	13
8. Student Progress Committee	13
C. Standing Committees	14
1. Faculty Advisory Council	14
2. Honors and Awards Committee	14
D. Ad Hoc Committees	15
IV. Amendments	15

I. Introduction

A. Vision

As outlined in our five-year strategic plan, the vision of the college is to improve the health of communities through distinction in personalized medical education, translational research and patient care within a culture of inclusive excellence.

B. Mission

The University of Arizona College of Medicine – Phoenix (College) inspires and trains exemplary physicians, scientists and leaders to optimize health and healthcare in Arizona and beyond. We are uniquely positioned to accelerate the biomedical and economic engines in Phoenix and the State by leveraging our vital relationships with key clinical and community partners.

C. Purpose

The purpose of these bylaws is to:

1. Define guidelines and procedures for the organization and governance of the College of Medicine – Phoenix, ensuring that the faculty and administration operate within the framework of shared governance. This governance model ensures that all parties understand their roles and responsibilities concerning the College's mission.
2. Provide a structured mechanism for the faculty to contribute to the leadership and policy-making processes of the College and the overall strategic direction of the College. This structure promotes active involvement from all stakeholders in upholding the College's mission and strategic objectives.
3. Establish a forum for discussion, whereby faculty members can express concerns, share opinions and formulate positions on issues affecting the College, with the goal of reaching consensus and formally communicating recommendations to the administration. This process strengthens collaboration and ensures transparency in decision-making.
4. Outline clear mechanisms by which the faculty serves in an advisory capacity to the College administration, ensuring that faculty input is sought in key areas of the College. This advisory role reinforces the principle of shared governance and accountability across all levels of the College.
5. Ensure compliance with the constitution and statutes of the State of Arizona, the policies of the Arizona Board of Regents (ABOR) and the regulations of the University of Arizona. The faculty and administration will work in concert to ensure that the College's governance and operations align with these regulations and advance the institutional goals of the University.



6. Promote mechanisms by which the opinions, needs and concerns of students are solicited, known to the faculty and considered in the formulation of policies and procedures that affect their academic progression, well-being and success.
7. Foster collaboration across all stakeholders to achieve the College's mission. This collaborative approach ensures that the College remains responsive to the needs of the community, the evolving landscape of healthcare and the challenges of medical education.
8. Ensure transparency, accountability and equity in governance, promoting a culture of inclusive excellence where all voices are heard and decisions are made in the best interest of the College, students, faculty and the community it serves.

II. General Provisions

A. Administration

1. Dean's Responsibilities:

The dean of the College of Medicine – Phoenix is the chief academic and administrative officer. As such, the dean is responsible for the administration, planning and overall operation of the College, in alignment with the directives and policies established by the:

- University president,
- Senior vice president of health sciences (UAHS),
- University provost, and
- Arizona Board of Regents (ABOR).

The Dean's primary responsibilities include:

1. **Strategic Leadership:** Leading and coordinating the strategic plan for the College to ensure alignment with the broader goals of the University of Arizona.
2. **Accreditation and Compliance:** Ensuring the College maintains accreditation by the appropriate accrediting bodies and complies with all applicable standards.
3. **Resource Management:** Overseeing the allocation of resources across all units to ensure the mission of the College is achieved.
4. **Collaboration with UAHS, Provost and ABOR:** Working with the University president, the senior vice president for Health Sciences, provost and Arizona Board of Regents to ensure that the College's policies and operations are in alignment with the overall mission and strategic direction of the University of Arizona and its governing bodies.

2. Delegation of Responsibilities:

The dean may delegate responsibilities to the vice deans, senior associate deans, associate deans, assistant deans, department chairs or other appropriate administrators to assist in fulfilling the administrative and academic functions of the College.

B. Faculty

1. Membership:

All individuals holding faculty titles in the professorial tracks (e.g., tenure, clinical scholar, clinical series, research series, educator scholar and professor of practice) will have voting rights and be eligible to serve on College committees. Those holding the designation of adjunct, specialty instructor or faculty physician will not have voting rights nor be eligible to serve on College committees.

The University president and the senior vice president for health affairs will be ex-officio members of the voting faculty. All other administrators who hold faculty titles, including the dean, vice deans, senior associate deans, associate deans and assistant deans, will be members of the voting faculty. All faculty with voting rights will vote on appropriate committee membership as outlined in section II.C and on proposed amendments to the bylaws as provided in section IV.

2. Faculty Responsibilities:

The faculty and designated committees will be responsible for the governance of the College, subject to the constitution and statutes of the State of Arizona, and the policies and regulations of the Arizona Board of Regents (ABOR), UAHS and the University of Arizona. These committees will act as advisory bodies to the Dean and other College leaders, providing recommendations and guidance in the following areas:

1. Curriculum and Degrees:

- Formulate recommendations regarding the curriculum and the awarding of degrees to ensure that the College's educational programs meet accreditation standards and align with the University of Arizona's and College's missions.

2. Academic and Non-Academic Policies:

- Establish academic and non-academic policies in collaboration with the Dean's Office. These policies will adhere to the guidelines established by the University and ABOR and will ensure consistency across academic programs.
- Handle appeals related to student progress, and violations of College and University policies, ensuring that such matters are addressed in alignment with both institutional and ABOR policies.

3. Admissions:

- Evaluate and select students to be admitted to the College of Medicine – Phoenix, ensuring that the admissions process aligns with the College's mission and values, while adhering to the standards set by the University and ABOR.

4. Research Strategies:

- Formulate research strategies that support the College's research goals, promoting interdisciplinary collaboration and advancing the biomedical research agenda of the University of Arizona. This includes



advising on initiatives that enhance research funding, infrastructure and partnerships with clinical and community organizations.

5. Faculty Appointments, Promotions and Tenure:

- Provide recommendations to the dean regarding faculty appointments, promotions and the award of tenure. These recommendations will be made in accordance with University of Arizona and ABOR policies, ensuring fairness, transparency and alignment with the mission of the College.
- Ensure that all faculty appointment and promotion processes are conducted in a manner consistent with the University's guidelines and ABOR's standards for faculty excellence and development.

6. Collaboration with UAHS and ABOR:

- Collaborate with UAHS, the Office of the Provost and ABOR to ensure that College governance and academic policies are in full alignment with the institutional priorities and strategic goals of the University of Arizona. This collaboration ensures that the College remains compliant with the statutes and policies set forth by ABOR and contributes to the broader mission of healthcare education and research within the state.

C. Meetings

1. Notice of Meetings:

The presiding officer of the College meetings will be the dean or designee, who will provide notice of all meetings to all faculty at least two weeks in advance of a regular meeting, and no less than 48 hours prior to a special meeting, except in extraordinary circumstances. The presiding officer will conduct all such meetings. Notice will be given by email utilizing the official University of Arizona email address, or to another designated email address supplied by the faculty member to the Office of Academic and Faculty Affairs. Notice by email will be deemed delivered when sent. The notice will include the agenda.

2. Voting and Quorum:

When voting is required on a matter brought to the voting faculty, it will take place following a regular or special faculty meeting addressing the issue on which voting is required. The faculty meeting will serve as the principal forum for discussion of any issues on which voting is required. Voting will be conducted by confidential, secure electronic means, such as email or web-based voting. When the presiding officer gives notice of a meeting, they will include notice of the date(s) and the manner in which such voting will occur.

Voting will remain open for at least two weeks, except under extraordinary circumstances. A simple majority of all votes cast will constitute an affirmative vote when the total number of votes cast represents a quorum as required below. Proxy voting will not be allowed.

Five percent (5%) of the voting faculty will constitute a quorum for the purpose of voting. A quorum is not required to conduct business at a faculty meeting.

3. Regular Meetings:

The voting faculty will meet not less than twice each year at a time and place announced by the presiding officer.

4. Special Meetings:

A special meeting may be called either by the dean or upon request in writing by at least twenty (20) members of the voting faculty. The meeting notice must include the reason for calling a special meeting. No business will be transacted except as stated in the notice calling the meeting.

5. Record Keeping:

The College will maintain a record of the agenda and minutes for all meetings for faculty to review.

6. Departments

The academic units of the College shall be departments. The chair of each academic unit will establish committees within the department to carry out the functions of the unit (e.g., Appointment, Promotion and Tenure (AP&T) Committee).

III. Establishment of Committees

A. General Provisions

1. Policies

Unless otherwise stated in these bylaws, all College committees will adhere to a single set of policies to ensure that all faculty and students are bound by the same obligations and enjoy the same rights.

a. Membership

All members of the voting faculty are eligible for appointment or election to committees. Each committee must have at least one (1) elected faculty member as part of its membership.

b. Student Representation

All permanent and standing committees will include student representation where appropriate as outlined in their membership. The selection of student representatives will follow the procedures established by the student government unless otherwise specified.

Students will be appointed for a term of office of one (1) year. It is renewable each year until they graduate.

c. Appointment or Election

Open committee seats will be appointed or elected each spring. Terms of office will begin on July 1 following the spring general faculty meeting.

Open **appointed** seats will be filled based on the recommendation of the committee and approved by the dean or designee. Every effort will be made to fill the seat based on the membership criteria and recommendations of the



committee. If unable to identify a recommended appointee willing to serve, the dean or designee will appoint to the open seat with an appropriate faculty member.

Elections for committees will be conducted annually, with the Nominating Committee overseeing the process to ensure eligibility and fair and balanced representation across the College.

For open **elected** seats, the Nominating Committee will send a call for nominations each spring to fill the vacant seats. Faculty may self-nominate. The Nominating Committee will present available open seats at the spring general faculty meeting. Any member of the voting faculty may make a nomination from the floor during the appropriate time during the spring general faculty meeting.

An individual faculty member may be nominated for any number of committees, but placement on the ballot will be limited to two (2) committees, designated by the nominee.

Voting will be conducted as described in section II.C.2. Nominees receiving the largest number of votes will be elected, providing the individual meets the requirements for membership of the committee.

In the interests of broad participation in faculty governance, an individual faculty member will be limited to membership (appointed or elected) on two (2) College committees.

d. Terms of Office

The term of office for the faculty will be three (3) years. Continuation of the term is dependent on meeting the committee member expectations as defined in the committee description and their charter.

Appointed and elected faculty members may serve a maximum of two (2) consecutive terms on a committee. Following the term limit, a minimum of a one-year break in service is required before serving again on that committee.

e. Vacancies

When a vacancy occurs on a committee outside the standard appointment or election timeline, the dean or designee will appoint a faculty member to fill the vacancy on an interim basis until the next regular spring election. For a vacancy held by an elected faculty member, the dean or designee will work with the Nominating Committee to review the prior election results to identify the nominee with the next largest number of votes to determine their willingness to serve.

The vacant position will then be filled through the standard appointment or election process the following spring. If the remaining term is greater than or equal to half of a full term, it will count toward the term limits for the member filling the vacancy.

f. Chair:

The chair of each committee will be appointed by the dean from the appointed/elected members with committee assent.

At the start of each academic year, the committee members will put forth a recommendation of no more than 3 members based on committee vote. The nominee must be a current member of the committee. No one from outside the committee may be appointed as chair. The final approval of the dean or designee is required.

The term of office for the chair will be one (1) year. A committee member can continue to serve as chair, if selected, for as many years as they serve on the committee.

g. Meetings and Voting

Committees must hold at least two (2) in-person meetings each academic year with and at least 25% of all meetings conducted in person.

Official committee business must be conducted and voted on in a closed session. A quorum of members should be physically present whenever feasible.

As needed, committee members should recuse themselves from voting if they have a conflict of interest (COI). Refer to the [Policies webpage](#) for official COI policies

h. Quorum

A quorum will consist of a simple majority of committee members unless otherwise specified in the committee's charge.

i. Participation

To ensure that committees maintain sufficient representation to conduct committee business in a timely fashion, members who are unable to consistently attend committee meetings or participate in committee business may be removed by a majority vote of the committee.

j. Annual Report

Each committee will provide an annual written report of updates, accomplishments or data accrued. This report will be posted online. Notice of the posted report will be placed on the fall faculty meeting agenda and a representative will be present at the respective faculty meeting to answer questions related to the report

k. Ad Hoc or Ex-officio Members

Committees may include time-limited ad hoc or ex-officio members as needed to fulfill the obligations of the committee. These members act in a defined and time-limited capacity, details which must be outlined in their locally held committee charter and reviewed at least annually. Ex-officio members will be considered non-voting members.

l. Subcommittees

Permanent and standing committees may create subcommittees as needed.

To form a subcommittee, a proposal must be submitted by the parent committee to the dean or designee. The proposal must include its purpose and membership. Subcommittee membership must include at least 80% of the committee's members and may have up to 20% ad hoc members. Subcommittees will be time-limited to one (1) year, after which they must submit a proposal to the parent committee to continue with the final approval of the dean or designee.

B. Permanent Committees

Permanent committees are in place as part of the College processes and functions as noted in the bylaws. Permanent committees will meet as often as required to conduct committee business.

1. Admissions Committee

Charge:

The Admissions Committee will be responsible for considering recommendations of subcommittees, reviewing and final selection of applicants for admission to the MD, MD/PhD Pathway Scholars Program and Early Assurance Program at the University of Arizona College of Medicine – Phoenix.

Membership:

The committee will include twenty-two (22) members as follows:

- Twelve (12) appointed faculty.
- Four (4) elected faculty.
- Three (3) appointed student members.
- Three (3) appointed non-faculty members at large.

Ex-officio member:

The associate dean(s) of Admissions will serve as an ex-officio member of the committee.

2. Appointment, Promotion and Tenure (AP&T) Committee

Charge:

This committee will review and advise the dean regarding each proposed faculty appointment, promotion and tenure award above the level of assistant professor. Other related duties may be assigned by the dean.

Membership:

The committee will include thirteen (13) elected faculty members:

- Eleven (11) at the rank of professor with at least three (3) who currently hold tenure status.
- Two (2) associate professors*.

*Associate professors may vote on associate ranks only.

3. Curriculum Committee

Charge:

The Curriculum Committee will work with the chief academic officer or designee to advance educational goals, review all components of the curriculum, establish the policies - including policies regarding assessment of student performance, criteria and its achievement of the program's objectives - necessary to meet accreditation requirements and assure decisions related to the academic program are in alignment with the University of Arizona College of Medicine - Phoenix policies and LCME accreditation standards.

Membership:

This committee will include eighteen (18) members:

- One (1) faculty member will be appointed from the block directors and co-block directors.
- One (1) faculty member will be appointed from the course directors.
- One (1) faculty member will be appointed from the theme directors.
- One (1) faculty member will be appointed from the clerkship/clinical required course directors.

- One (1) faculty member will be appointed from student affairs or student services.
- One (1) faculty member will be appointed from the simulation, doctoring, scholarly project or COD leadership.
- Four (4) additional basic science at large faculty members will be elected*.
- Four (4) additional clinical at large faculty members will be elected*.
- Four (4) students (one from each class) will be appointed.

*Efforts will be made in collaboration with the Curriculum Committee, Faculty Affairs and the Nominating Committee to maintain balance of faculty membership among basic medical scientists, clinical research scientists and clinicians.

4. Honor Code Committee

Charge:

The Honor Code Committee reviews student violations of the Honors Code and makes recommendations for disciplinary actions. This committee is also responsible for upholding the standards of academic integrity across the College.

Membership:

The committee will include eleven (11) members:

- Two (2) appointed faculty.
- One (1) elected faculty.
- Eight (8) appointed students.

5. Nominating Committee

Charge:

The Nominating Committee shall call for nominations for committee membership from the faculty-at-large. In accordance with the College's [Diversity Mission and Inclusive Excellence Statement](#), and to ensure shared governance of the College, the Nominating Committee will deliberate and decide which nominees will be placed on the ballot and fill mid-term vacancies to ensure diversity of committee composition.

Membership:

This committee will include fourteen (14) members:

- One (1) standing member from each of the following five (5) groups:
 - a. Department chairs
 - b. Appointment, Promotion and Tenure Committee
 - c. Curriculum Committee
 - d. Research Senate Committee
 - e. Student Progress Committee
- Nine (9) elected faculty.

6. Research Senate Committee

Charge:

The Research Senate Committee advises the dean on matters related to the research mission of the College. As such the committee can recommend: 1) initiatives that increase and improve the effectiveness of basic, translational and clinical research and training, including strategic programs and infrastructure; 2) plans that increase community awareness of

biomedical research initiatives that impact on healthcare and 3) educational, public relations, advocacy and fundraising opportunities for research.

Membership:

This committee will consist of ten (11) faculty members:

- One (1) elected Banner – University Medical Group employed research-based faculty*.
- One (1) elected Phoenix Children’s employed research-based faculty*.
- One (1) elected Phoenix VA Health Care System employed research-based faculty*.
- Five (5) elected U of A College of Medicine – Phoenix employed and federally funded research-based faculty*.
- Three (3) standing members (with voting rights) to include
 - a. Faculty director of scholarly projects
 - b. Faculty director of graduate training programs
 - c. Faculty director of the MD/PhD program.

* Research-based faculty should have a demonstrated record of research productivity.

Ex-officio member:

The vice dean of Research will serve as an ex-officio member of the committee.

Ad-hoc members:

The following staff will serve as non-voting, ad hoc members of this committee:

- Director of research
- Senior director of clinical research operations
- Director of research education
- Vice dean of finance and administration

7. Student Appeals Committee

Charge:

The Student Appeals Committee will consider appeals of final decisions of the Student Progress Committee. Decisions of this committee are binding and cannot be appealed further within the College.

Membership:

This committee will include six (6) members:

- Five (5) elected faculty.
- One (1) appointed senior student.

No member of the Student Appeals Committee will serve simultaneously as a member of the Student Progress Committee.

8. Student Progress Committee

Charge:

The Student Progress Committee will have jurisdiction to consider all cases of unsatisfactory academic or non-academic performance, including discipline. The committee will have broad discretion to address issues related to a student’s

academic progress and disciplinary matters and to formulate plans for progression and discipline in a manner consistent with College policy. The committee will also certify that students have met the criteria for promotion to the next academic level and have met the criteria for graduation and receipt of the MD degree. The committee will serve as the appeals committee when a student seeks a review of a decision by the vice dean or senior associate dean of Undergraduate Medical Education or associate dean of Student Affairs regarding the student's qualification for automatic dismissal and for grade appeals.

Membership:

This committee will include twelve (12) members:

- Four (4) appointed faculty.
- Four (4) elected faculty.
- Four (4) appointed students (one from each class).

No member of the Student Progress Committee will serve simultaneously as a member of the Student Appeals Committee. Due to conflict-of-interest policies, directors of blocks, courses and clerkships may not serve on this committee.

Ex-officio member:

The associate dean of student affairs will serve as an ex-officio member of the committee.

C. Standing Committees

1. Faculty Advisory Council

Charge:

The Faculty Advisory Council is advisory to the Dean, providing a voice for the faculty in the governance of the College. The Faculty Advisory Council will meet no less than quarterly each year and advise the dean on matters related to the mission of the College or of interest to the faculty.

Membership:

This committee will include:

- Seven (7) elected faculty members.

Current or past department chairs and deans may not serve on this committee within 12 months of ending their senior leadership role.

2. Honors and Awards Committee

Charge:

The Honors and Awards Committee is a standing committee of the College that is responsible for maintaining an inventory of honors and awards at the College, focusing primarily on faculty awards. The committee will review nominations and select awardees for College awards. The committee will advise the dean on the addition and/or removal of awards offered at the College. The committee will also review external requests from the Association of American Medical Colleges (AAMC) and other organizations for nominees. The committee will request nominations for

institutional and external awards from appropriate stakeholders, including departments and centers. The committee will review the nominees and supporting documents to provide a recommendation to the Dean.

Membership:

This committee will include:

- Eleven (11) elected faculty members.

D. Ad Hoc Committees

Ad hoc committees may be established by the dean or by a majority vote of the voting faculty. Such committees will exist only to perform such functions as specified in the charge to the committee. The committee will automatically dissolve after acceptance of the final committee report by the faculty or dean that created the committee for a particular purpose.

IV. Amendments

Proposed amendments to the bylaws will be circulated to members of the voting faculty at least two (2) weeks prior to any meeting at which such amendments will be considered. Voting will be conducted in the same manner as other matters on which a vote is required. Amendments must be approved by a quorum of the voting faculty (as described in section II.C.2).