



BYLAWS OF THE FACULTY
THE UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE – PHOENIX
As amended

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PART 1: VISION AND MISSION

Vision – The University of Arizona College of Medicine – Phoenix will serve as the nationally recognized, collaborative model of how to recruit, develop and retain students, researchers, innovators, and healthcare leaders who catalyze transformational healthcare outcomes. In doing so, the College will facilitate Arizona’s realization of being a world-class healthcare and research state.

Mission Statement – The University of Arizona College of Medicine – Phoenix 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.

The purpose and intent of these Bylaws is to:

- Define guidelines and procedures for the organization and governance of the College of Medicine – Phoenix (COM-P) so that members of the faculty understand their responsibilities and can perform their duties with respect to education, research, and service to the COM-P.
- Provide a forum in which matters of concern to the faculty or administration may be discussed, opinions and positions formulated, and consensus reached and formally expressed.
- Outline mechanisms by which the faculty functions in an advisory capacity to the Administration in matters of mutual interest.
- Provide avenues for a collaborative approach to achieving the mission of the COM-P.

PART 2: GENERAL PROVISIONS

A. Administration

The Dean of the College of Medicine is the Chief Academic and Administrative Officer of the COM-P and is responsible for the implementation of its policies and compliance with accreditation requirements. The Dean may delegate responsibilities to other appropriate administrators, including the Vice, Associate, Assistant Deans, and Department Chairs, to assist in discharging these duties within the COM-P.

B. Faculty

1. Membership

All individuals holding faculty titles in the professorial tracks will have voting rights. The President of the University 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 Dean, Associate Deans and Assistant Deans, will be members of the voting faculty. All faculty with voting rights will vote on appropriate committee membership as provided in Part 3 and on proposed amendments to the Bylaws as provided in Part 4. The designated committees of the faculty will:

- a. Formulate recommendations regarding the curriculum and awarding of degrees.
- b. Formulate policies concerning academic and non-academic conduct of students, including criteria for promotion, procedures for grading, awarding student honors, handling student progress and appeals of decisions related to student progress, and violations of COM-P and university policies, consistent with university policies.
- c. Evaluate and select students to be admitted to the COM-P.
- d. Formulate strategies and support the efforts of the research goals of the COM-P
- e. Formulate recommendations to the Dean regarding faculty appointments, promotion and the award of tenure.

2. Meetings

- a. Notice of meetings: The presiding officer of the COM-P 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 e-mail utilizing the official University of Arizona e-mail address, or to another designated email address supplied by the faculty member to the Office of Faculty Affairs. Notice by e-mail will be deemed delivered when sent. The notice will include the agenda.
- b. Voting: 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 e-mail or web-based voting. When the presiding officer gives notice of a meeting, s/he will include notice of the date(s) and 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 in Part 2, Section B, 2 (c). Proxy voting will not be allowed.
- c. Quorum: 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.
- d. Regular meetings: The voting faculty will meet not less than twice each year, including a regular spring meeting, at a time and place announced by the presiding officer. The COM-P will maintain a record of the discussions at such meetings for faculty to review. In addition, the meetings will be available by video streaming.
- e. Special meetings: A special meeting may be called either by the Dean, or upon request in writing by at least ten (10) 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.
- f. The COM-P will maintain a record of the discussions at meetings for the faculty to review. Minutes will be disseminated via email following all meetings.

3. Departments

- a. Academic units of the COM-P shall be Departments. The Chair of each academic unit may establish committees within the unit to carry out the functions of the unit. Clinical departments may have an Executive Committee constituted by Chairs of participating affiliated hospitals. The Executive Committee of the Department will carry out the departmental responsibilities for the multiple hospital affiliates to the COM-P.
- b. The Dean will appoint all Chairs. The Chair of each department or the Chair of the Executive Committee for those departments with multiple affiliates shall report to the Dean and shall function as the chief administrative officer of that department.

PART 3: Standing Committees

A. General Provisions

1. Membership

All members of the voting faculty are eligible for appointment or election to committees.

2. Student Representation on Committees

There will be student membership on the Curriculum Committee, Student Progress Committee, Student Appeals Committee, Honor Code Committee, and Admissions Committee. Student members will be chosen according to procedures established by the student government, unless otherwise specified.

During the initial years of accreditation, students will be selected to fill only those slots which are consistent with their status, with the exception of the Admissions Committee. Students enrolled in COM-P may serve on the Admissions Committee until such time as there are fourth year students in the newly accredited college.

3. Timing of Election or Appointment

Members of the Standing Committees will be elected or appointed following the regular spring faculty meeting. Terms of office will begin on July 1 following the election. The terms of office of the Standing Committee members will be three years, except where otherwise noted. Committees may include additional members, who will serve in an advisory (non-voting) capacity, as described in the committee's operational rules, except in the case of the Admissions Committee which will include at-large, non-faculty members who will be voting members. If the committee determines that it requires additional input from a specific group or segment of the faculty, it may create one or more subcommittees. Such subcommittees should be described in the Standing Committee's operational rules.

For all committees in the initial committee structure of the newly accredited college, initial terms of office will be staggered.

4. Vacancies

When needed, the Nominating Committee or the Dean (consistent with the original selection process) will appoint a member of the faculty to fill a vacancy on a Standing Committee.

5. Standing Committees Procedures

- a. Meetings: Standing committees will meet as often as required to conduct the business of the committee. The committee will keep minutes of its meetings, recognizing and assuring the confidential nature of decisions related to Admissions; Appointment, Promotion and Tenure; and Student Progress.
- b. Quorum: A simple majority of the voting members of the committee, unless otherwise stipulated, shall constitute a quorum.
- c. Chair: The chair of each standing committee will preside at committee meetings and solicit and prepare the agenda.
- d. Terms: Faculty members may serve a maximum of two terms on a committee, after which a minimum of one year break in service is required before serving again, unless otherwise noted or waived by the Dean for good cause.
- e. Report to Faculty: Each committee will provide either a written or oral report to the faculty at the spring faculty meeting.

B. Standing Committees

1. Admissions Committee

- a. Membership: There will be twenty-two (22) members of the Admissions Committee, consisting of sixteen (16) faculty, three (3) students, and three (3) at-large non-faculty members.
- b. Ex-officio members: The Associate Dean of Admissions will serve as an ex-officio member of the committee.
- c. Term: The faculty members will serve terms of three (3) years, renewable one time. The at-large members will serve a term of one (1) year, renewable three (3) times. The student members will serve a term of one (1) year and will not be renewable.
- d. Chair: The chair will be a faculty member appointed by the Dean or designee and will be a voting member of the committee. The chair will have a term of office of three (3) years, which can be renewed without limit.
- e. Selection: The faculty members, non-faculty at-large members and student members shall be appointed by the Dean or designee.
- f. Charge: The Admissions Committee will be responsible for considering and selecting applicants for admission to the MD program at the COM-P. Its decisions regarding such selections will be final and not subject to administrative or other review within COM-P.
- g. The committee may establish subcommittees as needed.

2. Curriculum Committee

- a. Membership: There will be seventeen (17) members, consisting of thirteen (13) faculty and four (4) students (one student from each class).
 - i. Four (4) faculty members will be appointed from the Block Directors and Co-block Directors.
 - ii. One (1) faculty member will be appointed from the Course Directors.
 - iii. One (1) faculty member will be appointed from the Theme Directors.
 - iv. Three (3) faculty members will be appointed from the Clerkship/Clinical required course group.
 - v. Four (4) additional at-large faculty members will be elected.
- b. Term: The term of office for the faculty shall be three (3) years. The term of office for students will be one (1) year and may be renewable for up to three (3) additional years.
- c. Chair: The chair and vice-chair serve as voting members. Chair and vice-chair will be appointed by the Dean or designee and will have no term limits.
- d. Selection: The faculty at-large members will be nominated by the Nominating Committee and elected by the faculty. The Dean or designee will appoint the faculty members representing the different aspects of the curriculum.
- e. Charge: The Curriculum Committee will work with the Chief Academic Officer or designee to advance educational goals, to review all components of the curriculum, and to make recommendations regarding curricular policies to the Educational Policy Committee.
- f. The committee may establish subcommittees as needed.

3. Educational Policy Committee

- a. Membership: There will be seven (7) faculty members, including the chair. The Committee will consist of the Vice Dean for Academic Affairs, two (2) faculty members from the Block Directors or Co-Block Directors, one (1) faculty member from the courses, one (1) faculty member from the themes, and two (2) faculty members from the Clerkship Directors or Clerkship Site Directors.

- b. Term: The term of office will be three (3) years.
- c. Chair: The chair will be the Vice Dean for Academic Affairs who will serve without term limit and will be a voting member of the committee.
- d. Selection: The faculty members, other than the Vice Dean, will be nominated by the Nominating Committee and elected by vote of the following faculty – Block Directors, Co-Block Directors, Course Directors, Theme Directors, Transitions Director, Intersessions Director, Electives Director, Clerkship Directors and Clerkship Site Directors. The Nominating Committee will determine the slate of nominees according to the designated committee membership groups.
- e. Members of the Educational Policy Committee may also serve concurrently on the Curriculum Committee.
- f. Charge: The Educational Policy Committee will 1) establish the policies necessary to meet accreditation requirements, including policies regarding assessment of student performance and criteria and its achievement of the program’s objectives, and 2) make decisions regarding any proposed changes to the curriculum such as changes in academic calendars and lengths of curricular units.

4. Honor Code Committee

- a. Membership: There will be eleven (11) members, consisting of three (3) faculty and eight (8) students (two from each class).
- b. Term: The term of office will be three (3) years for the faculty. The term of office for the students shall be one (1) year but may be renewable for two additional years.
- c. Chair: The chair will be one of the voting faculty members on the committee and will be appointed by the Dean or designee. The term of the chair will be two years.
- d. Selection: The faculty will be appointed by the Dean or designee.
- e. Charge: The Honor Code Committee will investigate and make recommendations regarding alleged violations of the Code of Scholastic Conduct (Code) to the Student Progress Committee. The committee will also conduct a periodic review of the Code and make recommendations to change the Code to the Student Progress Committee for consideration and implementation.

5. Student Progress Committee

- a. Membership: There will be twelve (12) members consisting of eight (8) faculty members and four (4) student members (one student from each class). No member of the Student Progress Committee may serve simultaneously on the Student Appeals Committee. Due to conflict of interest policies, directors of blocks, courses and clerkships may not serve on this committee.
- b. Term: The term of office for the faculty will be four (4) years. The term of office for the student will be one (1) year but may be renewable for up to three (3) additional years.
- c. Chair: The Dean or designee will appoint the chair from among the faculty members on the committee.
- d. Ex-officio membership: The Associate Dean for Student Affairs will serve as a non-voting ex-officio member of the committee.
- e. Selection: Four (4) faculty members will be appointed by the Dean or designee. Four (4) faculty members will be nominated by the Nominating Committee and elected by the faculty.
- f. Charge: The Student Progress Committee will have jurisdiction to consider all cases of unsatisfactory academic or non-academic performance, including discipline; recommendations by the Honor Code Committee that disciplinary action be taken against a student following a finding that a student has violated the Honor Code; and other matters affecting a student’s progress in the COM-P. 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 COM-P 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 review of a decision by the Associate Dean for Student Affairs or the Vice Dean for Academic Affairs regarding the student's qualification for automatic dismissal and for grade appeals.

6. Student Appeals Committee

- a. Membership: There will be six (6) members, consisting of five (5) faculty members and one (1) senior student member. The faculty members should, but are not required to, have served on the Student Progress Committee prior to serving on the Student Appeals Committee.
- b. Term: The term of office for faculty will be three (3) years. Students will serve one (1) year terms, renewable for 3 terms.
- c. Chair: The chair will be appointed from among the committee of voting faculty members by the Dean or designee.
- d. Selection: The faculty members and student members will be appointed by the Dean or designee. No member of the Student Progress Committee will serve simultaneously as a member of the Student Appeals Committee.
- e. 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 COM-P.

7. Nominating Committee

- a. Membership: There will be eight (8) faculty members constituted as follows: One member from the Council of Chairs; one member from the Curriculum Committee; one member from the Research Senate Committee; one member from the Appointment, Promotion and Tenure Committee; one member from the Student Progress Committee; one member from Maricopa Integrated Health System; one member from Phoenix Children's Hospital; and one member from Banner Good Samaritan.
- b. Term: The term of office for members of the Nominating Committee will be three (3) years.
- c. Chair: The chair will be elected by the members of the committee and will serve a term of two years.
- d. Selection: Selection will be made by the designated committees or council. Members from the hospital affiliates will be appointed by the Dean or designee.
- e. Charge: The Nominating Committee shall call for nominations for committee membership from the faculty at-large in the spring at least one month prior to the annual spring faculty meeting and will prepare the recommended slate for the members of committees to be presented at the annual spring meeting. Nominations may also be taken from the floor during the annual spring meeting.

8. Appointment, Promotion and Tenure Committee

- a. Membership: There will be twelve (12) faculty members, all holding the rank of Professor. Six members must be tenured or have qualifications that would result in tenure (as vetted by the Dean and chair of the Appointment, Promotion and Tenure Committee) if they were employed by the University of Arizona.

- b. Term: The term of office will be three (3) years with approximately one-third of the committee ending terms yearly.
- c. Chair: There will be a non-voting Chair who will have no term limit. The Chair will be appointed by the Dean.
- d. Selection: The Dean will solicit from the Nominating Committee the names of candidates to replace those rotating off each year, and the Nominating Committee will provide twice as many names as there are vacancies to be filled. New members will be selected by the Dean from the list provided.
- e. Charge: This committee will review and advise the Dean regarding each proposed faculty appointment, promotion, and/or tenure above the level of Assistant Professor.

9. Council of Chairs

- a. Membership: Each Department Chair or Chair of the Executive Committee for those clinical departments with multiple hospital affiliates will serve on the Council of Chairs.
- b. Term: There will be no terms.
- c. Chair: The Dean will preside over the Council.
- d. Charge: The Council will be responsible for representing the interests of each department to the Dean, ensuring adherence to the policies and procedures of the COM-P, aligning goals of each department to the mission of the College and providing input into the Strategic Plan of the College. The Council will be advisory to the Dean.

10. Research Senate Committee

- a. Membership: The Committee shall consist of a minimum of twelve (12) members but not to exceed 16 members. Moreover, at least 60 percent of the committee membership should be faculty within the College of Medicine-Phoenix or its affiliated institutions. Standing members of the committee will include four (4) basic scientist faculty; four (4) clinical scientist faculty, the Associate Dean for Research (Chair, non-voting); the Deputy Dean, Finance and Administration; the Associate Director, Facilities and Planning; and the Director, Scholarly Projects.
- b. Term: Three (3) years staggered annually to allow turnover of one-third of the members each year.
- c. Chair: The Associate Dean for Research will serve as the Chair. Chair is a non-voting member.
- d. Selection of faculty members: Faculty members will be nominated by the Nominating Committee and appointed by the Dean.
- e. Charge: The Research Senate Committee reviews research activities and initiatives for the college. The committee serves as an advisory body to the Dean and makes recommendations to the Dean to: 1) support initiatives to increase basic, translational, and clinical research; 2) support plans that increase community awareness of research initiatives that impact on healthcare; 3) implement program changes and activities for improving the effectiveness of research activities; and 4) support the educational, public relations, marketing and fundraising opportunities for research.
- f. The committee may appoint subcommittees as needed.

C. Ad hoc Committees

Ad hoc committees may be established by the Dean or by a majority vote of the voting faculty. Such committee 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.

PART 4: 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 amendment 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 Part 2, Section 1, 2 (c)).