



THE UNIVERSITY OF ARIZONA

College of Medicine

Phoenix

THE UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE – PHOENIX

BYLAWS OF THE FACULTY

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| | |
|--|----|
| PART 1: VISION AND MISSION | 4 |
| Vision | 4 |
| Mission Statement..... | 4 |
| PART 2: GENERAL PROVISIONS..... | 4 |
| A. Administration | 4 |
| B. Faculty..... | 5 |
| 1. Membership..... | 5 |
| 2. Meetings | 5 |
| 3. Departments | 6 |
| PART 3: Committees | 6 |
| A. General Provisions | 6 |
| 1. Membership..... | 6 |
| 2. Student Representation on Committees | 6 |
| 3. Timing of Election or Appointment..... | 7 |
| 4. Vacancies | 7 |
| 5. Committee Procedures | 7 |
| 6. Permanent Committees..... | 8 |
| 7. Standing Committees..... | 8 |
| B. Permanent Committees..... | 8 |
| 1. Admissions Committee | 8 |
| 2. Curriculum Committee..... | 8 |
| 3. Honor Code Committee | 10 |
| 4. Student Progress Committee | 10 |
| 5. Student Appeals Committee | 11 |
| 6. Nominating Committee | 11 |
| 7. Appointment, Promotion and Tenure Committee | 12 |
| 8. Council of Chairs | 12 |
| 9. Research Senate Committee..... | 12 |



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| | |
|-------------------------------------|----|
| C. Standing Committees..... | 13 |
| 1. Honors and Awards Committee..... | 13 |
| 2. Faculty Council | 13 |
| D. Ad Hoc Committees | 14 |
| PART 4: AMENDMENTS | 14 |

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 are to:

- Define guidelines and procedures for the organization and governance of the College of Medicine – Phoenix (College) so that members of the faculty understand their responsibilities and can perform their duties with respect to education, research and service to the College.
- 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 College.

PART 2: GENERAL PROVISIONS

A. Administration

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



B. Faculty

1. Membership

All individuals holding faculty titles in the professorial tracks (e.g., Tenure, Clinical Scholar, Clinical Series, Research Scholar, Research Series, Educator Scholar and Professor of Practice) 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, Senior Associate Dean, Undergraduate Medical Education, 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, appeals of decisions related to student progress and violations of College and University policies, consistent with University policies.
- c. Evaluate and select students to be admitted to the College.
- d. Formulate strategies and support the efforts of the research goals of the College.
- 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 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 Faculty Affairs. Notice by email 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 email or web-based voting. When the presiding officer gives notice of a meeting, s/he 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 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.
- e. **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.
- f. The College will maintain a record of the agenda and minutes for all meetings. The agenda, minutes and recording will be posted online within 24 hours after the meeting. These will be available to view for 30 days. UAZ NetID is required for access.

3. Departments

- a. Academic units of the College shall be Departments. The Chair of each academic unit may establish committees within the unit to carry out the functions of the unit.
- b. The Dean will appoint all Chairs. The Chair of each Department shall report to the Dean and shall function as the chief administrative officer of that Department.

PART 3: 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.



3. Timing of Election or Appointment

Members of the 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 committee members will be three years, except where otherwise noted. Committees will have a charter that includes operational rules, procedures and processes. Committees may include additional members as described in the committee's charter and procedures. 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 committee's operational rules. Resources and support for sub-committees will fall under the parent committee.

For all newly formed committees, the initial terms of office of the membership will be staggered.

4. Vacancies

When needed, the Dean or designee will appoint a member of the faculty to complete the term of the vacancy based on the original nomination slate developed by the nominating committee.

5. Committee Procedures

- a. **Meetings:** 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 committee will preside at committee meetings and solicit and prepare the agenda. In instances where the chair is not appointed, the committee members will elect a chair from their committee membership, annually, unless otherwise stipulated.
- d. **Terms:** Faculty members may serve a maximum of two terms on a committee, after which a minimum of a one-year break in service is required before serving again, unless specified by the committee charter or if the Dean determines that good cause exists to waive the term limit.
- e. **Report to Faculty:** 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 faculty meeting agenda and a representative will be present at the respective faculty meeting.
- f. In order 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.



6. Permanent Committees

- a. 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.

7. Standing Committees

- a. Faculty may create standing committees by a majority of the voting faculty at any regular or special meeting of the campus. The voting faculty will determine the rules governing such committees at the time it creates a standing committee. Standing committees may be abolished by a majority vote of the voting faculty.

B. Permanent Committees

1. Admissions Committee

- a. **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, and Pathway Scholars Program at the UArizona College of Medicine – Phoenix.
- b. **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.
- c. **Ex-officio members:** The Dean of Admissions will serve as an ex-officio member of the committee.
- d. **Term:** The faculty members will serve a term 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.
- e. **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.
- f. **Selection:** Twelve (12) faculty members, including the chair, will be appointed and four (4) faculty members will be elected by the faculty and non-faculty at-large members; student members shall be appointed by the Dean or designee.

2. Curriculum Committee

- a. **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 College policies and LCME accreditation standards.

- b. **Membership:** There will be seventeen (17) members, consisting of thirteen (13) faculty and four (4) students (one student from each class).
 - i. Two (2) standing members (i.e., Chair and Vice-Chair) are appointed by the Dean.
 - ii. One (1) faculty member will be appointed from the block directors and co-block directors.
 - iii. One (1) faculty member will be appointed from the course directors.
 - iv. One (1) faculty member will be appointed from the theme directors.
 - v. One (1) faculty member will be appointed from the clerkship/clinical required course group.
 - vi. Seven (7) additional at-large faculty members will be elected.

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

- c. **Non-voting ex-officio members:** Educational leadership may serve as ex-officio members per committee's needs and requirements.
- d. **Term:** The term of office for the faculty shall be three (3) years. Continuation of the term is dependent on meeting the committee member expectations as defined in the committee functions and structures description. The term of office for students will be one (1) year and may be renewable for up to three (3) additional years.
- e. **Chair:** The chair and vice-chair will be standing members, appointed by the Dean, with voting rights. The term of office for both will be three (3) years, which can be renewed without limit.
- f. **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.
- g. **Quorum:** For the purposes of voting, a quorum is established as seven (7) faculty members.



3. Honor Code Committee

- a. **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 has jurisdiction to review the Code and make recommendations to change the Code to the Student Progress Committee for consideration and implementation.
- b. **Membership:** There will be eleven (11) members, consisting of three (3) faculty and eight (8) students (two from each class).
- c. **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.
- d. **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.
- e. **Selection:** The faculty will be appointed by the Dean or designee.

4. Student Progress Committee

- a. **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 Associate Dean for Student Affairs or the Senior Associate Dean of Undergraduate Medical Education regarding the student's qualification for automatic dismissal and for grade appeals.
- b. **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.
- c. **Ex-officio membership:** The Associate Dean for Student Affairs will serve as a non-voting ex-officio member of the committee.
- d. **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.
- e. **Chair:** The faculty members on the committee will elect the chair, subject to approval by the Dean.



- f. **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. Student members shall be appointed by the Dean or designee.

5. Student Appeals Committee

- a. **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.
- b. **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.
- c. **Term:** The term of office for appointed faculty will be three (3) years. Elected faculty will serve for staggered 2-year terms. Students will serve one (1) year terms, renewable for 3 terms.
- d. **Chair:** The chair will be appointed by the Dean or designee.
- e. **Selection:** Three (3) faculty members and one (1) student member will be appointed by the Dean or designee. Two (2) faculty members will be elected by the faculty. No member of the Student Progress Committee will serve simultaneously as a member of the Student Appeals Committee.

6. Nominating Committee

- a. **Charge:** The Nominating Committee shall call for nominations for committee membership from the faculty at-large. 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.
- b. **Membership:** There will be up to fourteen (14) faculty members constituted as follows: 1) standing members include 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 and 2) elected members include up to nine (9) members representing our employed, affiliate and community faculty.
- c. **Term:** The term of office for members of the Nominating Committee will be three (3) years.
- d. **Chair:** The chair will be elected by the members of the committee and will serve a term of two years.
- e. **Selection:** Selection of standing representatives will be made by the designated committee or council. Faculty members from the affiliates and community will be elected by the faculty.



7. Appointment, Promotion and Tenure Committee

- a. **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.
- b. **Membership:** There will be seven (7) faculty members at the rank of professor, at least two who currently hold tenure status. Ad hoc members may be invited by the committee as outlined in the charter.
- c. **Term:** The term of office will be three (3) years. Terms are renewable.
- d. **Chair:** There will be a voting chair, selected from the current committee members and appointed annually by the Dean or designee, after soliciting input from the sitting committee members.
- e. **Selection:** Members will be elected by faculty vote from the list provided by the Nominating Committee.

8. Council of Chairs

- a. **Charge:** The Council of Chairs will be responsible for representing the interests of each Department to the Dean, ensuring adherence to the policies and procedures of the College, aligning goals of each Department to the mission of the College and providing input into the strategic plan of the College. The Council of Chairs will be advisory to the Dean.
- b. **Membership:** Each UArizona Department Chair or UArizona-designated Chair at an affiliated institution will serve on the Council of Chairs.
- c. **Term:** There will be no terms.
- d. **Chair:** The Dean will preside over the Council.
- e. **Selection:** The Dean appoints all members and may invite ad hoc members.

9. Research Senate Committee

- a. **Charge:** The Research Senate Committee advises the Dean in all matters related to the research mission and strategy of the College. As such the committee functions to 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.



- b. **Membership:** The Committee shall consist of ten (10) faculty members who should have a demonstrated record of research productivity that includes two (2) standing members, the director of scholarly projects, the director of graduate training programs and one (1) non-voting chair. The associate dean from finance (or designee) will serve as ex-officio member. The chair may appoint subcommittees and additional ad hoc members as needed.
- c. **Term:** The term of office will be three (3) years.
- d. **Chair:** The associate dean for research will serve as the chair.
- e. **Selection:** Members of the Research Senate Committee are elected to open positions by the voting faculty.

C. Standing Committees

1. Honors and Awards Committee

- a. **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 advise the Dean on addition and/or removal of awards offered at the college. It will also review external requests from AAMC and other organizations for nominees. Nominees for external requests will commonly be submitted by a Department or Center. When only one nominee can be submitted by the College, the Honors & Awards committee will review the nominees (if more than one) and supporting documents in order to provide a recommendation to the Dean.
- b. **Membership:** The council will consist of six (6) members consisting of five (5) faculty and one (1) student. Ad hoc voting student members (4 student members, one from each class) may be invited by the chair as appropriate.
- c. **Term:** The term of office will be two (2) years.
- d. **Chair:** The chair will be elected by its committee members each year.
- e. **Selection:** Faculty members of the committee will be nominated by the Nominating Committee and elected by the voting faculty.

2. Faculty Advisory Council

- a. **Charge:** The Faculty Council is advisory to the Dean, providing a voice for the faculty in the governance of the College. The Faculty Council will meet quarterly and advise the Dean on matters related to the mission of the College or that are of interest to the faculty.
- b. **Membership:** The council will consist of six (6) members of the College faculty.



- c. **Term:** The term of office will be two (2) years.
- d. **Chair:** The chair will be elected by its council members each year.
- e. **Selection:** Faculty members of the council will be nominated by the Nominating Committee and elected by the voting faculty.

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.

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 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 part 2, section B.2.c).