

FACULTY ASSEMBLY BYLAWS OF THE CHARLES E. SCHMIDT COLLEGE OF MEDICINE

In recognition that the Faculty of the University has established the Florida Atlantic University Faculty Constitution and Bylaws to define faculty governance for the University ¹, the Faculty of the Charles E. Schmidt College of Medicine adopts these Bylaws to define the role of faculty governance within the College. The Faculty has approved these Bylaws with full acknowledgment that authority for operation of the University is vested in the President by law and by the policies enacted by the Board of Trustees. At the same time both the Administration and the Faculty agree that the Faculty plays an essential role in the development of policies and practices by which the University fulfills its academic mission. The goals of faculty governance and these Bylaws are to maintain the respect and the communication between Faculty and Administration that make it possible for the University to function. The administration, faculty and staff will work together to foster collegiality among all members of the College.

ARTICLE I. OBJECTIVE:

The Charles E. Schmidt College of Medicine is the unit of Florida Atlantic University organized to provide education in the biomedical sciences, to conduct research, to provide education to medical students, to educate other graduate students and to award degrees as approved by the Board of Governors. In addition, the College will also provide core College of Medicine curricula to students enrolled in the dual MD/PhD program in partnership with the Scripps Institute Kellogg School of Science and Technology.

ARTICLE II. FUNCTIONS:

The Faculty Assembly of the Charles E. Schmidt College of Medicine is established for the purposes of Faculty governance.

A. Educational Policy

The College of Medicine Faculty Assembly shall be concerned with matters of College educational policy, including curriculum, admissions, degree programs, and certificates. This document does not govern the curriculum for non-College of Medicine courses for the MD/PhD students of the Scripps Institute Kellogg School of Science and Technology.

B. Matter of General Faculty Interest

The Faculty Assembly shall consider matters within the College of general faculty interest which shall include, but not be limited to, equitable policies on faculty tenure, hiring, and promotion; student affairs; and administrative matters, including College organization.

C. Advisory to the Dean

The Faculty Assembly and its Committees shall be advisory to the Dean of the Charles E. Schmidt College of Medicine, with the exception of the Admissions Committee.

ARTICLE III. MEMBERS:

Collectively, the faculty of the Charles E. Schmidt College of Medicine will constitute the College of Medicine Faculty Assembly. The College Faculty Assembly will include all individuals who hold a faculty title with professorial rank, instructors, lecturers, adjuncts, guest faculty, visiting professors, and other instructors whose salary is supported by the College of Medicine. Only those faculty members with tenure, in tenure-earning positions, or in contract positions that are 0.5 FTE or greater with a primary appointment in the College of Medicine may vote, hold office, and serve on committees, except for the College of Medicine Curriculum Committee, Admissions Committee, the Medical Student Promotions and Professional Standards Committee (MSPPSC), and the subcommittee named the Committee of Appointments and Promotion (CAP) of the Promotion and Tenure committee, on which FAU College of Medicine community teaching faculty may serve.

Nonvoting Members: All faculty holding decanal titles and departmental chairs shall be ex-officio, non-voting members. Faculty on leave of absence will be considered non-voting members of the Faculty Assembly.

ARTICLE IV. OFFICERS:

The officers of the Faculty Assembly shall be a Chair, a Vice-Chair, and a Secretary.

A. Officers

Officers shall be members of the Faculty Assembly (excluding faculty with decanal titles and Departmental Chairs).

1. The Chair

- a. The Chair shall call all meetings of the Faculty Assembly.
- b. The Chair shall preside over meetings of the Faculty Assembly.
- c. The Chair shall represent the Faculty Assembly at meetings of the College's Deans and Chairs Committee by invitation of the Dean.
- d. The Chair shall represent the Faculty Assembly as a whole to the Dean and other College administrators.
- e. The Chair shall serve as one of the College Representatives to the University Faculty Senate.
- f. The Chair shall remind all departments to elect representatives to committees of the Faculty Assembly in March.
- g. The Chair shall appoint someone to act as official parliamentarian at all

Assembly meetings.

- h. The Chair shall distribute to each Faculty Assembly member a meeting notice and an agenda prior to each meeting of the Faculty Assembly, as described below.
- i. The Chair shall prepare and distribute ballots, paper or electronic, to all voting members for the election of officers.
- j. The chair shall conduct all Faculty Assembly meetings in accordance with *Robert's Rules of Order*.

2. The Vice-Chair

- a. The Vice-Chair shall preside in the absence of the Chair.
- b. The Vice-Chair shall consult and coordinate with the Chairs of Standing and Special Committees on a regular basis.

3. The Secretary

The Secretary shall be responsible for the following and for such other duties that are appropriate to the office:

- a. Minutes: The Secretary shall record and transcribe minutes for all meetings of the Faculty Assembly, record motions, actions, and decisions (according to *Robert's Rules of Order*), as well as attendance at Faculty Assembly meetings, and distribute copies of the minutes of the meetings of the Faculty Assembly to each member with the agenda for the next meeting.
- b. The Secretary shall coordinate and oversee the election of the College of Medicine members to the University Faculty Senate.
- c. The Secretary shall maintain records of the Faculty Assembly.

B. Term of Office

Officers shall serve two-year terms beginning with the fall semester and ending at the conclusion of the summer term. Officers remain eligible to serve subsequent terms upon re-election or re-appointment.

C. Nomination and Election

1. Nomination

The Chair shall call for nominations electronically prior to the meeting, from the floor, or by paper ballot for each office at the last meeting of the spring semester. Once the nomination is closed, no further nominations will be accepted.

2. Election

- a. The Secretary shall distribute a ballot, paper or electronic, to each voting member within one week of the nominations.
- b. A teller committee composed of one voting member selected by each candidate shall count the ballots or verify the electronic ballots.

- c. Election shall be by majority vote of the valid ballots returned.
- d. The Chair shall be elected first, followed by the Vice-Chair and then the Secretary.
- e. Elections shall be allowed in parallel if there is one nominee for each position.

ARTICLE V. AGENDA AND ORDER OF BUSINESS:

A. The Agenda

1. Meeting Notice and Agenda

Notice of a Faculty Assembly meeting shall be delivered to each member at least two weeks prior to the meeting, and the agenda at least three working days in advance of the meeting. Such notice and agenda may be provided electronically to each member's official FAU email address.

2. Submission of Items

Members of the Faculty may submit agenda items to the Secretary for the consideration by the Faculty Assembly Executive Committee (FAX Committee). Proposed agenda items should be submitted to the FAX Committee in advance of the FAX Committee meeting at which the agenda for the Faculty Assembly meeting is set (normally two to three weeks before the Faculty Assembly meeting).

3. Items by Petition

If at least thirty percent of the voting members submit an agenda item by petition, the Chair must include it on the Faculty Assembly agenda for the next meeting. Such agenda items should be submitted to the FAX Committee in advance of the FAX Committee meeting at which the agenda for the Faculty Assembly meeting is set (normally two to three weeks before the Faculty Assembly meeting).

4. Items Added from the Floor

Items added to the Faculty Assembly agenda from the floor may not be acted upon until the next Faculty Assembly meeting.

B. The Order of Business

The FAX Committee shall determine the order of business for each Faculty Assembly meeting when preparing the agenda. In addition to items requiring decision, the agenda for regular meetings shall normally include Announcements and Open Discussion.

ARTICLE VI. MEETINGS:

A. Regular Meetings

The Faculty Assembly shall hold at least two regular meetings each year, typically in the Fall and Spring Semesters.

B. Reports

At least one of the two meetings (usually the last meeting of the academic year) will include reports from Committees as requested by the FAX Committee.

C. Special Meetings

The Chair shall call special meetings when needed, or when thirty percent of voting members petition to have one, or upon the request of the Dean.

D. Quorum

The quorum for a Faculty Assembly meeting shall be forty percent of the faculty eligible to vote.

E. College-Wide Vote

A motion before the Faculty Assembly may be decided by ballot, paper or electronic, or a verbal or “show of hands” vote, subject to the following conditions:

1. Motion for ballot

Any main motion will be decided by electronic or paper ballot when four (4) or more members at the meeting request it.

2. Summary

The Chair shall appoint two members to provide a summary of the arguments, pro and con, to accompany the ballot.

3. Ballots

Voting shall be by electronic or paper ballot which shall be distributed by the Secretary to the voting members no later than four weeks after the discussion. The motion will pass after approval by a majority of those who return valid ballots, providing at least 40 percent of the voting members have returned valid ballots. A vote may take place at a meeting where a motion is made and approved, with such vote subject to the terms of the motion.

ARTICLE VII. COMMITTEES OF FACULTY ASSEMBLY:

SECTION 1. GENERAL REQUIREMENTS

All existing Committees, and future committees, of the Faculty Assembly of the College of Medicine shall be subject to the following:

A. Quorum

A simple majority of the voting members of a Committee, unless otherwise stipulated, shall constitute a quorum.

B. Announcement and Agenda

All Committees shall strive to hold meetings when all members can attend. Notice of meetings and their agenda shall be announced to all Committee members no less than five days before a meeting. In the event of the necessity for an “emergency” meeting, the agenda will be communicated electronically 24 hours prior to the meeting. Notice and agendas may be provided electronically.

C. Minutes

Committees shall keep minutes and forward those to the Vice-Chair of the Faculty Assembly in a timely manner as appropriate.

D. Reports

Each Committee shall report to the Faculty Assembly as requested by the FAX Committee, according to Article VI, B above.

E. Representation

Members representing Departments shall be responsible for carrying forward the viewpoints of all Department members and shall keep Department members informed of Committee business.

F. Administration Membership

Decanal faculty and Departmental Chairs may serve ex-officio, without voting, on Committees as assigned by the Dean.

G. Student Service on Committees

Students who serve on Committees must be currently enrolled and in good academic standing.

H. Other Ex-Officio Members

Ex-officio members, non-voting, may be added to Committees at the discretion of the Faculty Assembly or the Dean.

I. Committee Member Performance and Responsibility

If a Committee member is not meeting the performance standards of such Committee, then such member shall be subject to removal from the Committee, based upon the

decision of the Committee Chair in consultation with the Dean.

SECTION 2. STANDING COMMITTEES

A. Requirements

Unless stipulated otherwise under the requirements for a specific Committee, the following requirements apply to all Standing Committees.

1. Membership

Membership for each of the Standing Committees is specified below.

2. Date for Election to Membership

All Departments and other programs, where appropriate, shall nominate and vote for the election of their Committee representatives in March.

3. Terms

New members shall attend meetings of the Committee in March through June and in July shall assume “official” membership and serve two-year terms. Members remain eligible to serve subsequent terms upon re-election or re-appointment, except as otherwise described below.

For all new committees, initial terms of appointment shall be staggered such that one-half of the Committee shall be appointed for a one year term, and one-half of the committee shall be appointed for a two year term. At the termination of each of these appointments, all ensuing appointments shall revert to two year appointments.

4. Vacancies

In the event of a vacancy on a Committee, the Chair of the affected Committee, in consultation with the Departmental Chairs, shall elect a replacement to serve immediately to the end of the current term. In the event the remaining term is less than one year, that person will be eligible to stand for election to another term.

5. Meetings

Committees shall meet regularly, as necessary, but at least once each fall and spring semester. Dates of meetings should be announced to all members well in advance of such meetings.

6. Committee Officers

Each Standing Committee shall elect a Chair and other officers (Vice Chair and/or Secretary) who shall each serve two years. Such officers remain eligible to serve subsequent terms upon re-election or re-appointment, except as otherwise described below.

a. The Chair

The elected Chair of Standing Committees shall serve as a voting member of such committee, and shall:

- (1) preside at Committee meetings
- (2) solicit agenda items, then prepare and distribute the agenda
- (3) communicate with the Vice-Chair of the Faculty Assembly
- (4) serve on corresponding University Committees during his/her service, if approved by the Dean and the University and if consistent with University practice.
- (5) If the Chair is unable to fulfill his/her duties as chair, the Committee may elect a replacement from among the Committee members.

b. Vice-Chair

- (1) The Vice-Chair shall preside in the absence of the Chair.
- (2) The Vice-Chair shall consult and coordinate with the Chair of Standing Committee on a regular basis.

c. The Secretary

The Secretary of each Standing Committee shall:

- (1) take minutes, present them to such Committee for adoption at its next scheduled meeting and distribute them to each member of the Committee, the Vice Chair of the Faculty Assembly, the Dean of the College of Medicine, and others when appropriate;
- (2) pass all minutes and all Committee data to the newly elected Secretary at the first meeting of the Committee in the fall.

Note: Administrative staff ~~support~~ shall carry out the functions described in #1 & #2 in the following committees: COMCC, College of Admissions Committee and MSPPSC.

7. Administrative Titles

Recognizing that from time to time, administrative titles may change, all administrative titles delineated in this document shall reflect such changes, and shall not require a vote by the members of the Faculty Assembly.

8. Committee reports

The chairs of the Standing Committees shall provide to the Faculty Assembly a minimum of one annual Committee report which shall summarize the activity of such Committee over the prior period.

9. Nominations and election of Chair, Vice-Chair, and Secretary where specified, shall be from the floor, or by electronic or paper ballot at the last meeting of the Spring Semester.

10. Voting Procedure in Case of a Tie

In the event of a tie vote, the Dean shall cast the deciding vote.

B. The Committees

The following Standing Committees are established.

1. The Faculty Assembly Executive Committee (FAX Committee)

The structure and responsibilities of the FAX Committee shall include the following:

a. Membership

The membership of this Committee shall be voted on every two years and shall be comprised of the Chair, the Vice-Chair, the Secretary, and three College representatives to the University Faculty Senate (see Article VIII, below), who will be elected at large from the Faculty Assembly.

b. Chairs of Standing Committees may be invited as necessary to attend FAX Committee meetings, but they cannot vote.

The responsibilities of the FAX Committee shall include the following:

a. Agenda

The Committee shall set the agenda for Faculty Assembly meetings.

b. Elections

The Committee shall issue calls for nominations and prepare ballots, paper or electronic, for College-wide elections.

c. Advisory to the Dean

The Committee shall communicate to the Dean the views and/or concerns of the Faculty Assembly.

d. Advisory to the Faculty Assembly

The Committee shall initiate, discuss, evaluate, and recommend short and long-range plans and policies for the College to the Faculty Assembly.

e. Committee Officers

The Chair and the Secretary of the Faculty Assembly shall serve as the Chair and Secretary for this Committee.

f. Quorum

A quorum for this Committee shall consist of four members.

g. Frequency of Meetings

Meetings should occur at least 2-3 weeks before the meeting of the Faculty Assembly, or when deemed necessary, or at the request of the Dean.

The FAX Committee shall meet with the Dean upon request.

2. The College of Medicine Graduate Programs Committee

The structure and responsibilities of the College of Medicine Graduate Programs Committee shall include the following:

a. Membership

Each department shall be entitled to four representatives, with the goal of equal representation on the Committee. In the future, the number of representatives may be adjusted based on establishment of new departments. Members must meet the definition of “Graduate Faculty,” as defined in the

Graduate College Governance Document (September 23, 2009) at http://www.fau.edu/graduate/docs/Graduate_College_Governance_Document.pdf. The Vice-Dean for Research and Innovation and the Assistant Dean for Graduate Program shall serve as a non-voting *ex officio* member of the Committee. The Committee shall also elect a Secretary.

b. Approval of Courses and Programs

(1) The Committee shall review and report to the Faculty Assembly recommended changes to the graduate programs including new courses. This Committee should encourage new course development and provide feedback and guidance to faculty members who propose new courses.

(2) Recommendations for changes in the Integrative Biology Curriculum shall be made and considered in accordance with policies established by the Department of Biological Sciences in the Charles E. Schmidt College of Science.

c. Communication of Recommendations

The Committee shall communicate its recommendations in writing to the Dean or the Faculty Assembly, and the Department initiating a proposal for a new course or program within two weeks of its review.

d. Development of Policies and Procedures for graduate programs

The Committee shall review and recommend to the Dean and to the Faculty Assembly policies and procedures related to:

(1) Academic standards;

(2) Admissions.

e. Representation on Integrative Biology Admissions Committee

This Committee shall elect a member from its membership to serve as the College representative on the Admissions Committee of the Integrative Biology Ph.D. Program, subject to approval by the Dean and by the University.

f. Act as the Admissions Committee for the Master's Program in Biomedical Science

This Committee will review all applicants to the Master's Program in Biomedical Science and make recommendations to the Dean of the College of Medicine.

g. Awarding of Teaching Assistantships (TA) and Research Assistantships (RA)

The Committee will recommend the award of College TAs and RAs to qualified students to the Dean of the College of Medicine. The Committee will advise the Dean and faculty in advance when TA or RA openings become available. The award of TAs and RAs remains subject to College of Medicine and University policies.

h. Graduate Student Petitions

The Committee shall review and recommend to the Dean approval or, for cause, disapproval of graduate student petitions.

i. Representation to Graduate Council

The Chair of the Graduate Programs Committee will serve as a College of Medicine representative to the University Graduate Council, subject to approval by the Dean and by the University.

3. The Research Committee

The structure and responsibilities of the Research Committee shall include the following:

a. Membership

Each department shall be entitled to four representatives, with the goal of equal representation on the Committee. In the future, number of representatives may be adjusted based on establishment of new departments. For the Research Committee, membership eligibility requires a current Assignment of Responsibilities (AOR) in the “Research” category that is non-zero. Members must have a sustained record of peer-reviewed research activities. The Vice Dean for Research and Innovation shall serve as an *ex officio* non-voting member of the committee. The Committee shall also elect a Secretary.

b. Responsibilities

Responsibilities of the Committee shall include the review of policies regarding budget allocations, including allocations for equipment and infrastructure. The Committee will make recommendations to the Dean.

c. Communication of Recommendations

The Committee shall communicate its recommendations in writing to the Dean and the Faculty Assembly.

4. The College Promotion and Tenure Committee

The structure and responsibilities of the College Promotion and Tenure Committee shall be as follows:

a. Membership

Only full-time (defined as faculty with 0.5 FTE or greater appointments) Associate Professors or full Professors shall serve on the College Promotion and Tenure Committee. The Committee shall consist of four representatives from each Department (for a total of 8 members), including at least three tenured professors from each Department, with these six members designated as “Tenure Voters”. The Chair, who must be tenured, will be elected by the full Committee. A Vice-Chair, who also must be tenured, will be elected after the election of the Chair. The term of service is two years. No member shall serve more than two consecutive terms, unless no other member of the department is eligible to serve. http://med.fau.edu/pdfs/COM_Faculty_Handbook.pdf

In the event that the numbers of eligible tenured faculty in the departments decrease ~~change~~, thereby affecting the numbers of eligible committee members per department as described above, additional Committee members may be added in the following order:

(I) If a department does not have a sufficient numbers of eligible tenured faculty to serve on the committee, a new tenured faculty member may be nominated and elected from another College department.

(II) If the other department does not have a sufficient numbers of eligible tenured faculty to serve on the committee, a tenured faculty member may ~~can~~ be recruited, nominated and elected from another FAU College.

When an additional tenured committee member is needed as described above, the Chair of the P and T Committee will consult with the Chair of the department affected (who may consult with the Dean),

who will then contact the Chair of the other COM departments, or the Chair of a comparable department in another FAU College, to solicit nominations of tenured faculty to serve on the committee. The affected department will then vote to confirm the Committee membership.

Applications for Consideration

The Committee shall consider faculty portfolios and recommendations from the Departmental Promotion and Tenure Committees and the Department Chairs shall forward its final numerical vote according to University guidelines to the Dean. Any discussion or comments regarding the case under review will be held strictly confidential.

Following Departmental review and recommendation, the Committee will also review the curriculum vitae of new faculty who are offered “tenure as a condition of employment” to ensure they meet established criteria for tenure according to College and Universities guidelines. Following review, the Committee will forward its recommendations to the Dean.

c. Voting

The Chair shall make every effort to schedule meetings so that all members can be present. All eight members of the Promotion and Tenure Committee, including the Chair, will vote on promotions of non-tenure track faculty. Members who vote on promotions of tenure track faculty to Associate Professor or Full Professor shall be tenured or tenure track. Members who vote on tenure decisions of tenure track faculty to Associate Professor or Full Professor must be tenured. Table will be removed

d. Representation to University Committee

The Chair of the Promotions and Tenure Committee will serve as the College of Medicine representative to the corresponding University Committee, subject to approval by the Dean and the University. In the event the Chair is unable to serve, the Vice Chair will serve as the College representative, subject to approval by the Dean and the University.

e. Development of Policies and Procedures

The Committee shall recommend to the Faculty Assembly general policies and procedures affecting promotion and tenure. Except as required by University guidelines, the Committee shall keep no minutes of its deliberations on promotion or tenure cases. The Committee shall keep and publicize minutes of its discussions on other issues.

f. Election of Officers

All members of the Committee must be in attendance at meetings or cast their vote electronically.

g. Departmental Promotion and Tenure Committees

Departmental bylaws, criteria, or other documents covering Promotion and Tenure policies and procedures shall establish Departmental Promotion and Tenure Committees, consisting of the tenured faculty to review and vote on tenure cases, and the eligible department faculty to review and vote on promotion cases. The Departmental Promotion and Tenure Committees shall evaluate faculty within the candidate’s department according to departmental criteria for promotion and/or tenure. The Biomedical Science Department guidelines for Promotion and Tenure of Faculty posted at http://med.fau.edu/faculty/COM_BMS_Promotion_and_Tenure_Guidelines_2015.pdf, the Integrated Medical Science Department guidelines for Promotion and Tenure Faculty posted at http://med.fau.edu/imsd/pdf/IMSD_PT_Guidelines.pdf, and the Integrated Medical Science Department guidelines for Appointment and Promotion of

Clinical Affiliate and Affiliate Faculty posted at

http://med.fau.edu/imsd/pdf/IMSD_Clinical_Affiliate_Faculty_Appointment_and_Promotion_Criteria.pdf.

Faculty who serve on the College Promotion and Tenure Committee shall not be eligible to vote at the departmental level. Following departmental review and voting, the Chair of the Department shall provide an independent evaluation of the candidate. The Departmental and Chair recommendations shall then be considered by the College Promotion and Tenure Committee during review of the candidate. The College Promotion and Tenure Committee will forward its voting results and recommendations to the Dean, who shall then provide his/her own evaluation before submitting the faculty member's portfolio to the Provost and Chief Academic Officer (for cases that do not involve tenured or tenure track faculty) or the University Promotion and Tenure Committee (for cases that involve review of tenured or tenure-track faculty). The College Promotion and Tenure Criteria posted at http://med.fau.edu/faculty_staff/pdf/College_of_Medicine_Promotion_and_Tenure_Procedure.pdf, shall guide promotion and tenure actions for the College Promotion and Tenure Committee.

5. The College of Medicine Curriculum Committee (COMCC)

The Curriculum Committee is charged with the responsibility for reviewing, evaluating, and making policy recommendations for the medical education program as a whole, including curricular design and development, methods of pedagogy, methods of student assessment, and setting standards for student academic and professional achievement, based on the medical education mission of the College of Medicine. The Committee shall regularly review all aspects of the educational program and make revisions and recommendations when deemed necessary. The Committee shall meet at least monthly and provide the Dean with appropriate updates, reports and evaluations.

a. Membership

The voting membership of the COMCC shall consist of representative members of the four subcommittees, including 1) the Faculty Chair of the M1M2 subcommittee and 4 additional Course Directors; 2) the Faculty Chair of the M3M4 subcommittee and 4 additional Clerkship Directors such that M3M4 representation consists of the two Integrated Longitudinal Clerkship directors and three discipline-specific clerkship directors; 3) two Thread Directors, one selected by the M1M2 subcommittee and one selected by M3M4 subcommittee; 4) the Faculty Chairs of the Learning Resources subcommittee and the Curriculum Integration and Program Evaluation subcommittee; and 5) one student each from each class year. Chairs of Standing Committees and Department Chairs shall be voting members if serving on this Committee. The Dean shall have the option of appointing up to 3 additional faculty members. The Vice Dean for Medical Education and Student Affairs, the Senior Associate Dean for Medical Education and Faculty Development, the Senior Associate Dean for Student Affairs and Career Counseling, the Assistant Dean for Admissions and the Associate Dean for Diversity, Cultural and Student Affairs shall be permanent *ex officio* non-voting members of the Committee. With concurrence of the Dean, the terms of initial appointment shall be staggered such that one-half of the Committee shall be appointed for a three (3) year term, and one-half of the Committee shall be appointed for a two (2) year term. At the termination of each of these initial appointments, all ensuing appointments shall revert to two (2) year appointments.

A faculty Vice Chair shall be elected by the COMCC and shall serve as Vice Chair and Chair-elect for a two year term, after which he/she shall become Chair for a two year term. In the event that the

Vice Chair is unable to assume the role of Chair after his/her term as Vice Chair, another faculty Chair will be elected by the COMCC members for a two year term.

b. COMCC Subcommittees. There shall be four Subcommittees of the COMCC. The Faculty Chair for each of the Subcommittees shall be elected by the members of the respective subcommittee.

(1) The M1M2 Subcommittee is charged with overseeing the content and consistency of the first two years of the educational program leading to the MD degree. It will report to the COMCC and make proposals with regard to these matters. It shall be comprised of the Year 1 and Year 2 course directors, the anatomy director, the directors of all Threads approved by the Curriculum Committee, and one student each from Year 1 and Year 2. The Vice Dean for Medical Education and Student Affairs and the Senior Associate Dean for Medical Education and Faculty Development shall be permanent *ex officio* non-voting members. The committee will select one Thread director to serve on the COMCC and one course director to serve on the Learning Resources Subcommittee.

(2) The M3M4 Subcommittee is charged with overseeing the content and consistency of the third and fourth years of the educational program leading to the MD degree. It will report to the COMCC and make proposals with regard to these matters. It shall be comprised of the two Integrated Longitudinal Clerkship directors, the discipline specific director of each required clerkship, the directors of all Threads approved by the COMCC, and one student each from Year 3 and Year 4. The Vice Dean for Medical Education and Student Affairs and the Senior Associate Dean for Medical Education and Faculty Development shall be permanent *ex officio* non-voting members. The committee will select one Thread director to serve on the COMCC and one clerkship director to serve on the Learning Resources Subcommittee.

(3) The Learning Resources Subcommittee shall work in collaboration with the library, academic technology offices, faculty and staff to provide direct input and feedback on library collections, services, and policies and shall facilitate the development and implementation of a vision for effective utilization of technology in teaching, learning and scholarship among the faculty, students, administration, and staff. It shall be comprised of the College of Medicine librarian, the College of Medicine representative to the FAU IRM Academic Advisory Committee, the director of the College of Medicine academic technology office, one M1M2 course director, one M3M4 clerkship director, one student, and the Vice Dean for Medical Education and Student Affairs or designee, who shall be a voting member of this committee.

(4) The Curriculum Integration and Program Evaluation Subcommittee (CIPEC) shall facilitate the review of the curriculum as a whole, including 1) monitoring curriculum content to identify gaps, redundancies, and appropriate sequencing, 2) ensuring integration of content within periods of study (horizontal integration) and across years (vertical integration), 3) monitoring student learning outcomes and approaches to student assessment, and 4) monitoring program evaluation data. It will report to the COMCC and make proposals with regard to these matters. It shall be comprised of the faculty Learning Community Advisors, the Chair and Vice Chair of the COMCC, course directors for Years 1 and 2, the Longitudinal Integrated Clerkship directors for Year 3, at least two other clerkship directors, a faculty member on staff at the simulation center, the directors of Year 4, and the curriculum thread directors. The Director of Program Evaluation and Assessment, the Senior Associate Dean for Student Affairs and Admissions, the Assistant Dean for Academic Affairs, and the Senior Associate Dean for Medical Education shall be

permanent *ex officio* non-voting members. The subcommittee shall have the option of requesting that the Dean appoint up to 3 additional members who may be faculty or medical students.

6. The Medical Student Promotions and Professional Standards Committee (MSPPSC)

The Medical Student Promotions and Professional Standards Committee is charged with the responsibility of reviewing the total performance of all medical students and shall make recommendations in regards to student standing, advancement, graduation, and disciplinary action including dismissal. Academic and professional performance, to determine advancement and graduation, is to be evaluated by a variety of measures of knowledge, skills, behaviors and attitudes in all clinical and academic settings of the University.

a. Membership

The MSPPSC is composed of at least nine (9) voting faculty members, including the MSPPSC chair, and up to two (2) voting student members. The nine (9) faculty members are elected by the Faculty from among its membership. The Dean of the College of Medicine has the prerogative of appointing up to two (2) additional voting faculty members to the MSPPSC. At least four (4) of the voting faculty members on the MSPPSC must teach primarily in basic science courses and at least four (4) must teach primarily in clinical courses or clerkships.

The following individuals serve *ex officio* without vote on the MSPPSC: the Senior Associate Dean for Student Affairs and Admissions; the Assistant Dean for Student Affairs; the Director of Student Success and Learning Excellence; and the Registrar who serves as secretary to the MSPPSC. The MSPPSC may invite others to attend its meetings as necessary or appropriate.

Six (6) of the faculty members elected at the initial formation of the MSPPSC will serve a term of three (3) years and may be re-elected for no more than two (2) additional terms of three (3) years each. The remaining faculty members elected at the initial formation of the MSPPSC will serve a term of three (3) years and may be re-elected for no more than one (1) additional term of three (3) years. Thereafter, all elected faculty members will serve terms of three (3) years and may be re-elected for no more than one (1) additional term of three (3) years. Subsequent election to the MSPPSC is possible after a three (3)-year gap in service.

Members appointed by the Dean of the College of Medicine to the MSPPSC will serve a term of two (2) years and may be reappointed for no more than one (1) additional term of two (2) years. Subsequent appointment to the MSPPSC is possible after a two (2)-year gap in service.

Voting faculty members of the MSPPSC will elect the chair of the MSPPSC, who will serve a term of three (3) years and may be re-elected for no more than one (1) additional term of three (3) years. Subsequent election is possible after a three (3)-year gap in service.

For the initial formation of the MSPPSC, the Student Council will select one student from the second year class to serve a term of two (2) years, which will begin in the third year of medical school. The following year, and thereafter as necessary, the MSPPSC will repeat this process so that there will be two (2) voting student members on the MSPPSC at all times. Student representatives must be in good academic standing at the time of their appointment to the MSPPSC and must remain in good standing throughout their tenure on the MSPPSC. The University General Counsel (or designee) will be available to advise the MSPPSC as necessary.

The MSPPSC will be advisory to the Dean of the College of Medicine.

b. Appeals Process

In the event of any adverse decision, on the part of the Committee, and the subsequent appeals process, the Dean has final authority.

7. The College of Medicine Admissions Committee

The Admissions Committee is charged with the responsibility of admitting medical students to the College of Medicine. Candidates shall be selected based upon their academic, experiential, and personal qualities. All members of the Admissions Committee must review applicants, conduct interviews, and attend Committee meetings on a regular basis. All members of the Committee must attend at least one orientation session each year at the beginning of the admissions cycle.

The Admissions Committee shall consist of faculty from the College of Medicine, community physicians holding a College of Medicine appointment (not at the decanal level), and 2 fourth-year medical students in good academic standing. Half of the Committee members shall be elected by the Faculty Assembly, and half shall be appointed by the Dean of the College of Medicine. Beginning with the admissions cycle for the 2013 entering class, members' terms on the Admissions Committee will be staggered so that half of the Committee will serve for a 3-year term and half will serve for a 2-year term. All members may be re-elected or re-appointed for a second consecutive term of 2 years. Members may be re-elected or reappointed for 2 additional terms after a 2-year gap in service. Chairs of Standing Committees and College of Medicine Department Chairs shall be voting members if serving on the Admissions Committee.

Chair: Voting members of the Admissions Committee shall elect a chair. The chair will serve a term of 3 years and may be re-elected for no more than one additional consecutive term of 3 years. The chair's term as a committee member shall automatically be extended as necessary to match his or her term (or terms, if re-elected) as chair. Subsequent election is possible after a 3-year gap in service. In the temporary absence of the chair, the Assistant Dean for Admissions shall appoint an interim chair, from among the voting members of the Committee, to serve for the duration of one Committee meeting. If the chair is vacated permanently, the members of the Admissions Committee will elect a replacement chair, who will serve for the remainder of the vacated term. The voting members will then elect a new chair.

Ex-officio: All faculty members from the College of Medicine holding decanal positions (including at the assistant and associate levels) shall be *ex officio* non-voting members of the Committee for so long as they hold those positions. Community physicians holding a College of Medicine appointment at the decanal level, however, may not serve on the Admissions Committee.

Students: Each year, the Student Council shall select 2 students from the fourth-year class to serve on the Committee for a term of one year. Student representatives must be in good academic standing at the time of their appointment and must remain in good standing while serving on the Committee.

Staff: The office of the Assistant Dean for Admissions shall provide secretarial and other administrative support services for the Committee. Quorum for the Admissions Committee shall be a simple majority of the voting members. Faculty members from the College of Medicine must constitute the majority of voting members at all Committee meetings.

SECTION 3. SPECIAL COMMITTEES

The Faculty Assembly shall establish Special Committees at its discretion on any topic not assigned to a Standing Committee. All Special Committees shall be reviewed annually and may be continued only by a majority vote of the Faculty Assembly.

ARTICLE VIII. ELECTION OF COLLEGE MEMBERS TO UNIVERSITY FACULTY SENATE:

SECTION 1. ELIGIBILITY

There shall be three faculty member representatives to the University Faculty Senate, unless otherwise stipulated by the University Faculty Senate Constitution and Bylaws. The Chair of the Faculty Assembly serves as a member, based on Article IV, and two full-time individuals matching the definition of faculty in the University Faculty Senate Bylaws are eligible for nomination and election to any of the positions allocated to the College on the University Faculty Senate.

SECTION 2. NOMINATION

The Secretary of the Faculty Assembly shall request nominations-at-large from the Faculty.

SECTION 3. ELECTION

A. Preparation of Ballot

The Secretary will prepare a ballot containing the names of all nominees who have agreed to run.

B. The Election Process

The Secretary, or a replacement designated by the Chair should the Secretary be a candidate, will conduct the election process.

1. He/she will distribute the ballots, paper or electronic, to the voting members of the Faculty Assembly.
2. The Chair of the Faculty Assembly shall appoint a teller committee consisting of three faculty members not up for election to count the ballots or verify the electronic ballots.
3. The winners shall be determined on the basis of who has received the most votes.
4. If a tie vote occurs, the Dean shall cast the deciding vote.
5. The Secretary will report the results to the University Faculty Senate, the Provost, and to those elected.

ARTICLE IX. PARLIAMENTARY AUTHORITY:

The parliamentary authority of the College of Medicine is Robert's Rule of Order Newly Revised.

ARTICLE X. AMENDMENTS:

SECTION 1. PROPOSAL

Amendments to the Bylaws may be proposed by either of two methods.

A. FAX Committee

The FAX Committee may act as, or appoint, a Special Bylaws Committee to formulate proposals for amendment.

B. Faculty Petition

Ten percent of the voting members of the Faculty Assembly may present a proposal for amendment by petition to the Chair of the Faculty Assembly.

SECTION 2. CONSIDERATION

A. Discussion

A proposed amendment will be placed on the Faculty Assembly agenda for discussion. A motion to send the proposed amendment to a ballot shall be in order after the call for the question, but before a vote is taken. The motion to send to a ballot shall be adopted providing one-third of the members present, or ten members, whichever is greater, favor such a motion.

B. Summary

The Chair shall appoint two members to prepare a summary of the arguments, pro and con, to accompany the ballot.

SECTION 3. ADOPTION

A. Ballots

Voting shall be by ballot, paper or electronic, which shall be distributed by the Secretary of the Faculty Assembly to the voting members no later than two weeks after the discussion. A vote may take place at a meeting being held, providing that a motion to hold an immediate vote is adopted, and is subject to the same requirements as the motion to send to ballot.

B. Tellers

A teller committee appointed by the Chair of the Faculty Assembly shall count ballots or verify the electronic ballots no later than two days after distribution.

C. Vote Required

Amendments to the Bylaws shall become effective immediately after approval by a three-fifths majority of those who return valid ballots provided at least 40 percent of the voting members have returned valid ballots.

¹ These Bylaws follows, and remain subject to, FAU's current University Faculty Senate Constitution and Bylaws as well as all applicable University regulations, policies and procedures.

08/22/07 – Adopted
11/09/09 – Revised 03/18/10 – Revised
06/28/10 – Revised
08/02/10 – Revised
09/07/10 – Adopted
12/15/10 – Tec Revision
06/21/11 – Revised
03/29/12 – Revised
09/25/12 – Revised (Amendments of 09/13/12)
05/15/13 – Revised (Amendment of 04/04/13)
01/30/14 – Revised
03/18/14 – Revised (Amendment of 03/10/14)
03/12/15 – Revised (Amendment of 03/10/15)
12/21/15 – Revised (Amendment of 12/16/15)
08/17/16 – Revised