

**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 shared governance for the University <sup>1</sup>, the Faculty of the Charles E. Schmidt College of Medicine adopts these Bylaws to define the role of shared 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 shared 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 full-time (as defined below), 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.

Full-Time Faculty: For purposes of LCME accreditation and reporting, full-time status referred to herein shall mean .5 FTE or greater. This classification shall not affect the University's determination of full-time, which shall remain 1.0 FTE.

### **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.

**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. Decanal faculty and departmental chairs, if elected by the faculty at large, may serve as voting members on the College of Medicine Curriculum Committee (COMCC), the Curriculum Integration and Program Evaluation Subcommittee (CIPEC) and the Medical Student Promotions and Professional Standards Committee (MPPSC).

#### **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, will ask the Departmental Chairs to identify nominees eligible to serve on the Committee. Eligible voting members of the department shall elect from the slate of Chair-identified nominees 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 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](http://www.fau.edu/graduate/docs/Graduate_College_Governance_Document.pdf). The Senior Associate Dean for Research 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 for the doctoral degree 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 Senior Associate Dean for Research 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 faculty (as defined herein under Article III) who are 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 and a Full Professor, will be elected by the full Committee. A Vice-Chair, who also must be tenured and a Full Professor, 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](http://med.fau.edu/pdfs/COM_Faculty_Handbook.pdf)

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

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

(II) If the other department does not have a sufficient number of eligible tenured faculty to serve on the committee, a tenured faculty member may 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.

b. 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 at equal or greater rank than the promotion applied for and members who vote on tenure decisions of tenure track faculty to Associate Professor or Full Professor must be tenured.

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](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](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](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 via Interfolio. The Departmental and Chair recommendations shall then be considered by the College Promotion and Tenure Committee during review of the candidate's e-Portfolio. The College Promotion and Tenure Committee will forward its voting results and recommendations to the Dean via Interfolio, who shall then provide his/her own evaluation before submitting the faculty member's e-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](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 Sustained Performance Evaluation (SPE) Committee**

In response to the Provost's instructions (see [http://www.fau.edu/ufsgov/Files/2016\\_2017/SPE-Memo-October-3-2016.pdf](http://www.fau.edu/ufsgov/Files/2016_2017/SPE-Memo-October-3-2016.pdf)), the "College of Medicine Ad Hoc Sustained Performance Evaluation Policy Committee (COMSPEPC)" was established and reported out its recommendations, subsequently approved by the eligible voting members of the Faculty Assembly, on Jan 31, 2017. The Committee recommended the establishment of two separate department SPE Committees, representing the Biomedical Sciences Department and the Integrated Medical Sciences Department.

The SPE process is separate and distinct from annual and other employee evaluations in that the evaluation will focus on long-term accomplishments over a period of multiple years. Most importantly, the SPE process has been designed to uphold the University's fundamental principles of tenure, academic freedom, due process, and confidentiality in personnel matters.

### **a. Membership of Department SPE Committees**

The Biomedical Sciences and Integrated Medical Science Departments will each establish Department SPE Committees. Members shall consist of Associate or Full tenured Professors. The Committees shall be composed of at least three faculty members. In all cases, any person with a plausible, perceived conflict of interest in evaluating a particular faculty member cannot serve on the Department Peer SPE Committee in the year of that faculty member's SPE.

### **b. Date for Election to Membership**

The Departments shall ordinarily elect their Committee representatives in the latter part of the spring semester. The first SPE evaluation will begin in 2018.

### **c. Terms**

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. New members shall serve a two year term upon election. Members remain eligible to serve subsequent terms upon re-election or re-appointment.

d. Vacancies

In the event of a vacancy on a Committee, the Chair of the affected Committee, will ask the Departmental Chairs to identify nominees eligible to serve on the Committee. Eligible voting members of the department shall elect from the slate of Chair-identified nominees 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.

e. Meetings

The Committee shall meet regularly, as necessary, as required by the specific language in the enabling Policy. Dates of meetings should be announced to all members well in advance of such meetings.

f. Committee Officers

The Committee shall elect a Chair who shall serve two years and a Secretary who shall serve one year. Such officers remain eligible to serve subsequent terms upon re-election or re- appointment, except as otherwise described below.

g. The Chair

The Chair of the Committee shall be elected by the Committee membership, shall serve as a voting member of such committee, and shall:

(1) Preside at Committee meetings

(2) Solicit from the Senior Associate Dean for Faculty Affairs and the respective Department Chairs named above, the names of candidates scheduled to undergo review, then prepare and distribute the agenda

(3) If the Chair is unable to fulfill his/her duties as chair, the Vice-Chair may preside at Committee meetings.

h. Department SPE Committee Deliberations

The department committees shall conduct their deliberations in accordance with the College SPE Guidelines (see <http://med.fau.edu/faculty/policies.php>). In particular, these committees shall review each SPE file in light of the department's published performance expectations (see <http://med.fau.edu/faculty/policies.php>), and assess whether those expectations have been met.

i. Establishment of a permanent College of Medicine Ad Hoc Sustained Performance Evaluation Policy Committee (COMSPEPC).

The previously established ad hoc COMSPEPC shall be established as a permanent committee of the faculty to meet as needed. The membership shall be established as 6 tenured Associate or Full Professors, three each from the Biomedical Sciences and Integrated Medical Sciences Departments.

The Committee shall review and evaluate current SPE policy guidelines and make recommendations for updating current policy as required by future instructions from the Office of the Provost.

**6. 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 typically meet monthly and provide the Dean with appropriate updates, reports and evaluations.

a. Membership

The voting membership of the COMCC shall consist of: 1) The Director of M1 and M2 Basic Science Education; 2) The Director of the M1 and M2 Clinical Education; 3) 3 additional elected Course Directors; 4) The Year 3 Director; 5) The Year 4 Director(s); 6) 3 additional elected Clerkship Directors; 7) All Curriculum Thread Directors; 8) the Faculty Chairs of the Learning Resources subcommittee and the Curriculum Integration and Program Evaluation subcommittee; and 9) one elected student each from each class year; 10) the Director of Student Success and Wellness; 11) Director of Program Evaluation and Assessment; 12) The Director of the Office of Medical Education; 13) one representative from each of the areas of Educational Technology, Simulation Center, and the Library, and; 14) Two additional elected faculty members at large excluding faculty members holding decanal titles and departmental chairs. If a voting member of the COMCC serves in more than one of the forgoing positions such member shall be limited to one vote on the committee and shall be counted as one person for purposes of determining quorum. The Senior Associate Dean for Medical Education, the Senior Associate Dean for Student Affairs and Admissions, the Assistant Dean for Medical Education, and the Assistant Dean for Student Affairs, shall be permanent *ex officio* non-voting members of the Committee. Elected faculty and staff shall serve for two (2) year terms with elections held by the end of the academic year. The terms of service for initially elected faculty members under item 14 above will be staggered so that one faculty member will serve an initial term of 2 years, while the other faculty member will serve for 1 year, with elections thereafter every 2 years. Elected students will serve for 4 year terms. If an elected faculty member, staff or student is unable for any reason to fulfill his/her duties, including failing to attend at least 60% of regularly scheduled committee meetings, the Chair of the COMCC may call a vote of the committee's voting members to vote on whether such committee member should be dismissed. Any vacancies shall be filled in accordance with the process described under Article VII, Section (2) (A) (4) on Vacancies.

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. Members serving as Vice Chair or Chair may not hold decanal titles or be departmental chairs.

b. COMCC Subcommittees.

There shall be two Subcommittees of the COMCC, and other ad hoc working groups as needed for curriculum development. The faculty Chair for each of the Subcommittees shall be elected by the members of the respective subcommittee.

- (1) The Learning Resources Subcommittee shall work in collaboration with the library, FAU Office of Information Technology, College of Medicine Information Technology, 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. The voting membership of the Learning Resources Subcommittee shall be comprised of the College of Medicine librarian, the College of Medicine representative to the FAU Office of Information Technology Advisory Committee, the College of Medicine Assistant Dean for Health Information Technology, LMS Administrator, and Coordinator for Educational Technology, one M1M2 course director, one M3M4 clerkship director, and one student. The Senior Associate Dean for Medical Education (or designee), shall be a permanent *ex officio* non-voting member of this committee.

- (2) 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. CIPEC shall typically meet monthly and will report to the COMCC and make proposals with regard to these matters. The voting membership shall be comprised of: 1) The Chair and Vice Chair of the COMCC; 2) All Course Directors for Years 1 and 2; 3) All Core Clerkship Directors for Year 3; 4) The Director of M1 and M2 Basic Science Education; 5) The Director of M1 and M2 Clinical Education; 6) The Director of Student Success and Wellness; 7) The Director of Program Evaluation and Assessment; 8) The Year 3 Director; 9) The Year 4 Director(s); 10) All Curriculum Thread Directors; 11) The Director of the Office of Medical Education; 12) One student elected from each class year, and; 13) One faculty member from the Simulation Center. If a voting member of CIPEC serves in more than one of the forgoing positions such member shall be limited to one vote on CIPEC and shall be counted as one person for purposes of determining quorum. The Senior Associate Dean for Medical Education, The Senior Associate Dean for Student Affairs and Admissions, the Assistant Dean for Medical Education, and the Assistant Dean for Student Affairs shall be permanent *ex officio* non-voting members.

A faculty Vice Chair shall be elected by the CIPEC 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 CIPEC members for a two year term. Members serving as Vice Chair or Chair may not hold decanal titles or be departmental chairs.

## **7. 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. Performance in all FAU College of Medicine General Competencies and Physician Competency Reference Set (PCRS) competencies will be used to determine advancement and graduation. These competencies will be evaluated by a variety of measures in all clinical and academic settings of the University.

### **a. Membership**

The MSPPSC is composed of eleven (11) voting faculty members, including the MSPPSC chair. The

following four members representing curriculum leadership are appointed: 1) The Director of M1 and M2 Basic Science Education; 2) The Director of M1 and M2 Clinical Education; 3) The Year 3 Director, and; 4) One Year 4 Director. The remaining seven (7) faculty members are elected by the faculty from among its membership. 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 Wellness and; One (1) designated staff member who serves as secretary to the MSPPSC. The University General Counsel (or designee) will attend meetings and/or be available to advise the committee as necessary. The MSPPSC may invite others to attend its meetings as necessary or appropriate.

Elected faculty members will serve three (3) year terms. The terms of service for the initially elected faculty members will be staggered so that four of the elected faculty members will serve initial terms of four years, while the other three faculty members will serve for 3 year terms, with elections thereafter every 3 years. If an elected faculty member is unable for any reason to fulfill his/her duties, including failing to attend at least 60% of regularly scheduled committee meetings, the Chair of the MSPPSC may call a vote of the committee's voting members to vote on whether such committee member should be dismissed. Any vacancies shall be filled in accordance with the process described under Article VII, Section (2) (A) (4) on Vacancies.

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 additional terms of three (3) years. Members serving as Vice Chair or Chair may not hold decanal titles or be departmental chairs.

b. Appeals Process

In the event of any adverse decision by the Committee, an affected student has the right to an appeals process as described in the College of Medicine Student Handbook.

## 8. 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. Admission decisions shall not be influenced by any political or financial factors. Members of the Admissions Committee may or may not conduct interviews of candidates, but they are required to review all application materials including the application appraisal report and interview report in order to cast their ballot. All members of the Committee must attend an orientation session each year at the beginning of the admissions cycle, as well as an end-of-cycle admission review meeting.

a. Membership

The Admissions Committee shall consist of fifteen (15) members. The majority of voting members on the Committee shall be faculty from the College of Medicine (not at the decanal level), and the remaining members will include community physicians holding a College of Medicine appointment (not at the decanal level), and two (2) second-year medical students in good academic standing, who have undergone Florida Atlantic University's FERPA training, and executed the Charles E. Schmidt College of Medicine Confidentiality Agreement that shall be maintained in the respective medical student's records.

Five (5) of the Committee's faculty members shall be elected by the Faculty Assembly, and the rest of the faculty members shall be appointed by the Senior Associate Dean for Student Affairs and Admissions in consultation with the Dean of the College of Medicine. Elected faculty shall serve for two (2) year terms, with elections held at the end of the academic year. The term of service for



initially elected faculty members will be staggered so that three (3) elected faculty members will serve an initial term of two (2) years, while the other two (2) elected faculty will serve an initial term of 1 year, with elections occurring every year thereafter. Appointed faculty shall serve for two (2) year terms. Students serving on the Committee shall serve one (1) year terms. All members of the Committee (except the student members) may be re-elected or re-appointed for additional terms.

Chairs of Standing Committees and College of Medicine Department Chairs shall be voting members if serving on the Admissions Committee. If an elected or appointed faculty member or elected student member is unable for any reason to fulfill his/her duties, including failing to attend at least 60% of regularly scheduled Committee meetings, the Chair of the Admissions Committee may call for a vote of the Committee's voting members to vote on whether such Committee member should be dismissed from the Committee. Any faculty vacancies shall be filled in accordance with the process described under Article VII, Section (2) (A) (4) on Vacancies. Any student vacancies shall also be filled by the process described under Article VII, Section (2) (A) (4) on Vacancies; however, the slate of eligible student nominees will be identified by the Senior Associate Dean for Student Affairs and Admissions rather than Departmental Chairs. 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.

Chair: Voting members of the Admissions Committee shall elect a chair. The chair will serve a term of 2 years and may be re-elected for subsequent terms. 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. In the temporary absence of the chair, the Senior Associate Dean for Student Affairs and 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 from among the Committee members, which replacement 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.

Students: Each year, the Senior Associate Dean for Student Affairs and Admissions shall select two (2) students from the fourth-year class to serve on the Committee for a term of one year only. 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 Senior Associate Dean for Student Affairs and Admissions shall provide secretarial and other administrative support services for the Committee.

### **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 four 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 three 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 and subject to the approval of the Office of the Provost.

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<sup>1</sup> These Bylaws follow, and remain subject to, FAU's current University Faculty Senate Constitution and Bylaws as well as all applicable University regulations, policies and procedures and president's and provost's memoranda.

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  
11/29/17 – Revised  
10/26/18 – Revised