



# **Faculty Bylaws of Chicago Medical School**

**Revised by the Academic Assembly on 03-27-2023**

**Effective through Approval of the Board of Trustees, on 05-11-2023**

## **PREAMBLE TO CHICAGO MEDICAL SCHOOL FACULTY BYLAWS**

The University Faculty shares, with the President of the University, the Provost, the Vice President of Academic and Faculty Affairs, and the Academic Deans responsibility for the formulation of rules for the academic governance of Rosalind Franklin University of Medicine and Science under such directives and resolutions as the Board of Trustees may adopt or issue.

The University Faculty has allocated authority to the Faculty of each school or college to govern this shared responsibility through the formation of its own organization and the adoption of such bylaws and rules as appropriate to its function with respect to this responsibility, as detailed in Article 2.2 of the University Faculty bylaws.

With the approval of the Chicago Medical School (CMS) Dean, the CMS Faculty form an Academic Assembly, elect their officers, select and approve standing committees, and conduct their shared responsibilities as defined by the CMS Faculty Bylaws and further detailed in the Rules of Procedure. The CMS Dean is the Chief Executive and retains authority for all areas not specifically delegated to CMS Faculty in the CMS Faculty Bylaws. The CMS Faculty Bylaws define the organizational structure and responsibility of the CMS Academic Assembly in shared academic governance of CMS. The Rules of Procedure detail processes by which the University Faculty with primary affiliation in CMS fulfill their responsibilities.

CMS Faculty are expected to maintain the highest level of professionalism, as detailed in the CMS Faculty Professionalism Policy, in their conduct at all levels of service, and in every duty. CMS Faculty are to adhere to the University Code of Conduct and to the policies stated in the University Employee Handbook. In conducting their duties, CMS Faculty are expected to disclose any real or apparent conflict of interest and to recuse themselves from any vote, decision, or action of influence that may be relevant.

### **MISSION**

Chicago Medical School's mission is to educate a diverse student body in a community-engaged, interprofessional environment. Our graduates become exemplary, compassionate physicians and scientists dedicated to improving the health and wellness of their patients and communities through clinical excellence, scientific discovery, service, and leadership.

### **VISION**

To be an exemplary community-engaged medical school, recognized for inclusive excellence, innovation in medical education, scientific discovery, interprofessionalism, service, and leadership.

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## **ARTICLE I**

### **The Professoriate**

#### **Section A. The Faculty**

1. The term “Faculty” at Chicago Medical School denotes individuals who contribute to the education of Chicago Medical School’s students or residents via teaching, research, or other academic services;
2. The General Faculty at CMS shall include Full-Ranked Academic Faculty (Tenure-Track or Clinical Educator Track), Prefixed Academic Faculty (Clinical, Research, Adjunct, or Visiting), and the honorary titles of Distinguished or Emeritus Professor.

#### **Section B. Academic Titles with Faculty Status**

Academic titles and faculty status are described in the University Faculty Bylaws (Article 4.1).

#### **Section C. Appointment, Promotion, and Tenure of the Faculty**

1. General requirements for Academic Ranks are described in the University Faculty Bylaws (Article 4.1).
2. Provisions

All appointments shall specify clearly the conditions and responsibilities of the appointment and shall be given in writing to the appointee. All promotions and new appointments shall become effective as specified in the University Faculty Bylaws (Article 5.1).

Members of the CMS Faculty shall have their primary appointment in only one department and/or discipline of instruction within the University. This does not preclude, however, a member of the Faculty having a secondary appointment in another CMS department and/or discipline or in another school at RFUMS when such a dual appointment will serve to enhance the educational or research programs in the second department and/or discipline. When such an appointment is made, the academic rank conferred by each department and/or discipline will be the same. Furthermore, the salary of faculty members having such dual appointments shall reside solely in the budget of the department and/or discipline of their primary appointment. CMS Faculty may also have a joint appointment with another School within RFUMS, the conditions for which are specified in the University Faculty Bylaws (Article 5.1).

The University Faculty Bylaws (Article 5.1) address the status of a tenured

member of the CMS Faculty appointed to an Administrative position.

### 3. Procedures

Appointment or promotion to the rank of Professor, Associate Professor, Assistant Professor or Instructor shall be initiated by the appropriate Department and/or Discipline Chair by submission of a recommendation, with documentation, to the Dean through the procedures established and administered through the office of the Vice President for Academic and Faculty Affairs. The Dean will transmit all such materials to the Faculty Appointment, Promotions, and Tenure Committee for its consideration and recommendation in a written report. An appointment or promotion supported by the Faculty Appointment, Promotions, and Tenure Committee and any advisement of the Dean's Executive Council shall be transmitted through the Dean to the Vice President for Academic and Faculty Affairs, and then to the Provost of the University. Upon approval by the Provost, the President of the University, and the Board of Trustees, the appointment or promotion will be conveyed in writing from the Provost to the Discipline Chair and the faculty member.

### 4. Criteria for Appointments, Promotions and Tenure

Criteria for Appointments, Promotions and Tenure are described in the University Faculty Bylaws (Article 5.1). The authority for determining criteria for appointment and promotion within CMS lie with the CMS Academic Departments.

### 5. CMS Faculty Complaints, Faculty Reprimands and Sanction, and Faculty Termination

The processes for Faculty grievance and Faculty discipline are described in the University Faculty Bylaws (Article 6.3). CMS Faculty with a grievance may complain directly to Human Resources or to the CMS Office of Faculty Affairs and Equity. In case of an apparent or perceived conflict of interest with the CMS Office of Faculty Affairs and Equity, the CMS Faculty member can address complaints to the University Office of Academic and Faculty Affairs. The processes for addressing Faculty conduct that could be subject to reprimand, sanction, or termination are described in the University Faculty Bylaws (Article 5).

## **Section D. Terms of Appointment, Tenure, and Non-Reappointment**

Terms of appointment and matters of tenure and non-reappointment shall be governed as described in the University Faculty Bylaws (Article 5).

## **Section E. Administrative Positions**

A Faculty member who is an Executive Department Chair, a Discipline Chair, the Dean, or a Vice, Associate or Assistant Dean is appointed by the Dean and shall be deemed to have an Administrative Position. A CMS Faculty member who is also a Dean, a Vice President, the Provost, or the President shall be deemed to have an Administrative position. Appointment to an Administrative Position shall in no way alter or impinge upon the rights and privileges of a CMS Faculty member's academic rank except as may be defined further in the CMS Faculty Bylaws.

## **Section F. University Research Centers or Institutes**

A Faculty member may also be assigned to a particular University research center or institute, as it relates to the Faculty member's research activities and responsibilities. Appointment to membership of a Research Center or Institute shall in no way alter or impinge upon the rights and privileges of a CMS Faculty member's academic rank.

## **ARTICLE II**

### **The Academic Assembly**

#### **Section A. Purpose and Functions**

- 1) The Academic Assembly serves the CMS Faculty, Student Body, and Administration as a forum for discussion, a source of opinion, and a treasury of information in relation to academic and related affairs of CMS. The Academic Assembly presents a role model to the Student Body for excellence and professionalism;
- 2) The Academic Assembly, through its Officers and Advisory Committee, advises the Dean and the Dean's Administration on matters for the good and welfare of CMS;
- 3) The Academic Assembly approves CMS candidates for degrees;
- 4) The Academic Assembly approves the membership of CMS Standing Committees;
- 5) The Academic Assembly approves the election of Officers and Members of the Advisory Committee;
- 6) The Academic Assembly approves amendments to Standing Committee Policies and Procedures;

- 7) The Academic Assembly approves amendments to the CMS Faculty Bylaws and Rules of Procedure;
- 8) The Academic Assembly receives at its regular meetings reports from the Dean and members of the Dean's Administration to keep the Faculty informed of CMS affairs;
- 9) The Academic Assembly receives at its regular meetings reports from the Chairs and Co-Chairs of each of the Standing Committees to keep the Faculty informed of their activity;
- 10) The Academic Assembly, through its Standing Committees, serves CMS by:
  - a. Establishing disbursement of scholarship funding to the Student Body;
  - b. Approving appointment and promotion policy for CMS Faculty and evaluating and recommending individual Faculty for promotion and tenure;
  - c. Establishing and evaluating the CMS curricula;
  - d. Establishing admission criteria for CMS students;
  - e. Establishing evaluation and promotion policy for CMS students.

## **Section B. Membership**

1. All members of the General Faculty shall be voting members of the Academic Assembly (unless excluded under section II.B.4 below);
2. The President of the University, Provost, and CMS Dean shall be members Ex-Officio of the Academic Assembly;
3. Two students from each CMS student class will be selected as stipulated in the Rules of Procedure to serve a one-year term as non-voting representatives from their class to the Academic Assembly;
4. Individuals who are an Executive Department Chair, the Dean, Vice Deans, an officer of the University or have any equivalent function, may not vote on any matter brought before, or hold office within, the Academic Assembly. CMS Faculty members with these positions would regain their right to vote on matters before, and hold office within, the Academic Assembly if they resigned or were released from these positions;
5. All General Faculty are expected to disclose any real or apparent conflict of interest and to recuse themselves from any vote, decision, or action of influence

that may be relevant;

6. All General Faculty will adhere to the University Code of Conduct and all other University policies and procedures for behavior. The process for addressing complaints or violations will be as stipulated in the Rules of Procedure.

### **Section C. Officers**

1. Selection of Officers for election will be as stipulated in the Rules of Procedure. Election of Officers shall be approved by vote of the Academic Assembly during the Spring quarter Assembly meeting and the term of office shall commence the following July first;
2. Only members of the Academic Assembly who have attained the rank of Assistant Professor or higher, and have been a faculty member more than one year shall be eligible to be elected to or to hold office in the Assembly. Individuals holding an Administrative position (as defined in Article I.E) shall be ineligible to be elected to or to hold office;
3. The Deputy Speaker and the Speaker (if the office is vacant and there is no Deputy Speaker to succeed) shall be elected for a single term of two years. The Secretary shall be eligible to be elected and serve consecutive two-year terms;
4. The Deputy Speaker shall succeed the Speaker at the end of the Speaker's term for a two-year term and a new Deputy Speaker shall be elected. The former Speaker will take the role of Immediate Past-Speaker and continue to serve on the Advisory committee for a further two years;
5. A vacancy in the office of Deputy Speaker or Secretary shall be filled by an election to complete the unexpired term as soon as practicable. The Deputy Speaker shall succeed to the vacant office of the Speaker;
6. The Speaker shall be responsible for the implementation of these Bylaws, shall preside at Academic Assembly meetings, shall be Chair of the Advisory Committee, shall be a member of the Dean's Executive Council, shall maintain an effective liaison with the University Senate, and shall perform all other acts customary to the office;
7. The Deputy Speaker shall act in the absence of the Speaker, shall be a member of the Advisory Committee, and shall perform such other duties as may from time to time be assigned by the Speaker;
8. The Secretary shall ascertain the existence of a quorum at meetings of the Academic Assembly, ascertain the counting of ballots from voting, and keep the minutes, preparing them for approval at the subsequent meeting. The Secretary will maintain all records of amendments to the CMS Faculty Bylaws and Rules of

Procedure and ensure that these records are available to the Faculty. The Secretary will be a member of the Advisory Committee.

#### **Section D. Meetings**

1. The Academic Assembly shall, at a minimum, have regular meetings at the end of the Fall, Winter, and Spring academic quarters. At least two weeks prior, notice shall be given to the membership. The agenda shall always include “old business” as well as “new business”;
2. Additional, Special Meetings may, with two weeks prior written notice, be called by the Speaker upon recommendation of the Advisory Committee, on petition of at least ten members of the Academic Faculty, or at the request of the President of the University, Provost, or the CMS Dean. If unanticipated or unusual circumstances require an urgent Special meeting needing time-sensitive approval by the Academic Assembly, the Speaker may, with the consent of the Advisory Committee, call an Urgent Special Meeting with less than two weeks prior written notice. Only those items for which the special meeting is called shall be discussed and acted upon at special meetings;
3. A quorum for any meeting of the Academic Assembly shall consist of one- third of its membership, or twenty-five members, whichever is less;
4. In accordance with the CMS Faculty Professionalism Policy and with the University Code of Conduct, voting members of the Academic Assembly shall recuse themselves from any matter in which they have, or for which they may appear to have, a conflict of interest;
5. A vote on matters brought before the Academic Assembly shall require a majority of votes to pass, determined from "yes" and "no" votes of voting members in attendance.

#### **Section E. The Advisory Committee**

1. The Advisory Committee shall act as the executive arm of the Academic Assembly and shall make known the will and opinion of the Academic Assembly to the Dean’s Executive Council, the CMS Dean, Provost, and the President of the University, by frequent informal and/or formal communication;
2. The Advisory Committee shall be composed of the Speaker, Deputy Speaker, Secretary, and four members of the Academic Assembly who shall serve as councilors and have the same qualifications as the officers. These four members shall be selected as stipulated in the Rules of Procedure and elected by the Academic Assembly for staggered two year terms or until a qualified successor is elected. The Immediate Past-Speaker shall be a member of the Advisory Committee for the duration of the Speaker’s term to provide advice and counsel;

3. The Speaker, and in their absence the Deputy Speaker, shall act as Chair of the Advisory Committee;
4. For the purposes of an Advisory Committee meeting, a quorum shall consist of four members;
5. The CMS Office of Faculty Affairs and Equity will provide administrative support to the operations of the Academic Assembly. The Vice Dean of CMS Faculty Affairs and Equity shall be the liaison between the Faculty and Dean as required. The Vice Dean will interact with the Academic Assembly in an ex-officio capacity and represent the Faculty's interest in the Dean's Executive Council and the Dean's Cabinet. The Vice Dean of CMS Faculty Affairs and Equity also has delegated authority from the CMS Dean to serve as a liason with the University Vice President for Academic and Faculty Affairs.

### **Section F. Ad hoc Committees**

The Speaker may, with the consent of the Academic Assembly or Advisory Committee, appoint ad hoc committees to assist in their duties.

## **ARTICLE III Committees**

### **Section A. Standing Committees**

#### **A.1 General Rules of Organization**

1. All Standing Committees shall begin their annual activities once the newly elected members have taken their office, which shall begin the first day of July. The appointment of Standing Committees is described below in Article III.C;
2. Each Standing Committee will have written policies and procedures as appropriate to guide its conduct. Proposed written policies and procedures shall be developed by each Standing Committee in consultation with the Dean. The Standing Committee will forward the final proposal to the Academic Assembly. The Academic Assembly may either accept or reject the final proposal, without amendment. An act by the Academic Assembly of accepting that final proposal will result in its implementation as the written policies and procedures of the Standing Committee. In the event of a conflict between those policies and procedures and these CMS Faculty Bylaws, these CMS Faculty Bylaws shall control;

3. Unless expressly provided otherwise for a particular committee, the following general rules apply to the Standing Committees:
- (a) Membership may be comprised only of (1) Voting members of the Academic Assembly and (2) appointed students. Individuals holding an Administrative position (as defined in Article I.E) shall be ineligible to be serve as Chair/Co-Chair or Vice-Chair;
  - (b) The majority of membership shall be General Faculty;
  - (c) Membership shall be at least five members. A committee may have two Co-Chairs. In the absence of Co-Chairs, the Vice-Chair would chair the committee activity in the absence of the Chair;
  - (d) All members of the committee shall have voting rights except student members unless specifically provided for in the Policies and Procedures of that Standing Committee, (but, see 3. (e) below on how to count votes when two Co-Chairs are present);
  - (e) The vote of a majority of the members present at a meeting in which there is a quorum shall be the act of the committee; provided, however, in the event a committee has Co-Chairs who are members and both Co-Chairs are present, then, the Co-Chairs collectively shall have only one vote such that either (1) if the two Co-Chairs agree on a pending matter, then the one vote shall be recorded consistent with the agreed position or (2) if the two Co-Chairs do not agree on a pending matter, then the one vote shall be recorded as an abstention;
  - (f) In instances of a tie in voting, a Chair may declare the motion a) failed and call for a new motion, or b) undecided and call for additional discussion and vote;
  - (g) A quorum shall exist when at least a majority of the members then serving are present;
  - (h) A member may be considered present when the member is participating through the use of communications equipment and all participants can communicate with each other contemporaneously, such as through the use of teleconferencing or video conferencing equipment;
  - (i) No member may act by proxy;
  - (j) Ex officio advisors (individuals that are normally present at standing committee meetings due to their role at the institute; these are called "advisors") and other individuals (present at only select standing committee meetings; these are called "guests"), including representatives from

University Administration, may be present, at the discretion of the Chair(s) of the committee, to provide information to the committee and other coordination purposes. However, those advisors and guests shall not be considered members of the committee and, accordingly, are not counted for purposes of quorum and have no voting rights;

- (k) Guidance about the mission of the committee and expectations must be provided to every new committee member. This might include member expectations related to attendance and participation. It is the responsibility of the chair of the committee to ensure that this is provided;
- (l) All members of Standing Committees must complete annual Explicit and Implicit Bias training;
- (m) Each standing committee must also designate a Diversity Advocate that is trained to recognize and highlight issues related to diversity and inclusion. This individual should be a regular attendee of committee meetings, but may be ex officio. The name and training record of the Diversity Advocate should be submitted to the Academic Assembly on an annual basis. The committee, or an individual designated by the Chair/co-Chairs, may select and approve training, as appropriate to fulfillment of the mission of that committee. Training completed for another committee or obligation can fulfill this requirement, if deemed appropriate by the Chair/co-Chairs.

## **A.2 Designation of Standing Committees**

1. **Scholarships Committee.** This committee shall recommend to the Dean matriculants and enrolled students for tuition scholarships, consistent with its policies and procedures, which will be developed consistent with Article III, Section A.1 “General Rules of Organization” paragraph 2. The membership will strive to be of approximate equal representation from both clinical and non-clinical Faculty. The membership will strive to include at least one current CMS student and one Faculty member who is also a graduate of CMS. The committee will seek and obtain relevant information from representatives of the University Financial Aid Office and the Office of Institutional Advancement in order to promote compliance with University goals and requirements associated with their respective offices. These representatives may attend meetings, at the discretion of the Chair of the committee, as advisors or guests.
2. **Faculty Appointments, Promotions, and Tenure Committee (FAPT).** This committee shall consider certain appointments and promotions to Faculty rank as well as recommendations for tenure, as described in the committee’s policies and procedures, which will be developed consistent with Article III, Section A.1 “General Rules of Organization” paragraph 2. It shall be composed of seven members of the General Faculty who, when appointed and while serving on this

committee, do not have an Administrative position (as defined in Article I, Section E) and who have attained the rank of Professor or Associate Professor. The minimum qualification for appointment to Chair of this committee is completion of at least one full year of service as a member of this committee. No member may serve as Chair of this committee for more than three consecutive years. The calculation of 'consecutive years' shall be reset when a former committee member passes one full, uninterrupted calendar year without serving as a member of the FAPT committee.

The Chair shall submit all recommendations of the committee for appointment and promotion directly and exclusively to the Dean, who, may solicit advice from Dean's Executive Council, and shall forward them to the Vice President for Academic and Faculty Affairs who will then communicate the decision to the Provost of the University. Upon approval by the Provost, and President of the University and the Board of Trustees, appointments shall be made by letter, signed by the Provost, setting forth the terms and conditions of the appointment. In cases involving tenure, the Dean shall also send the recommendations of the Committee and the Dean's Executive Council to the University Credentials and Tenure Committee for concurrence of that committee on the matter of tenure.

3. **Curriculum Committee.** This committee shall have full responsibility and authority in the design, management, and oversight of the curriculum. It shall define and formulate competencies and objectives and ensure that they guide all aspects of the curriculum. It shall develop policies governing medical education and ensure that these are implemented consistent with Article III, Section A.1 "General Rules of Organization" paragraph 2. It shall advise the Dean and the Dean's Executive Council on matters of accreditation and shall work with the Graduate Medical Education Committee to coordinate the continuum of competencies in medical education. Membership of this committee shall be at least 12 members. The membership shall include at least four clinical and four non-clinical faculty and the Chair of the Student Evaluation, Promotion, and Awards Committee. The membership shall include at least one student from each of the following classes: M1, M2, M3, and M4. Each class shall have one vote. This committee shall strive to have two Co-Chairs: one clinical and one non-clinical. Non-voting advisors and guests shall be invited at the discretion of the Co-Chairs. The Curriculum Committee may create subcommittees and appoint members to those subcommittees, so long as the Curriculum Committee retains all designated authority and responsibility.
4. **Student Admissions Committee.** This committee shall evaluate candidates for admission to the MD program, including combined degree programs that incorporate the MD degree, and transfer candidates. Those individuals accepted by the committee will be sent a letter of invitation by the Dean to matriculate; those not accepted by the committee shall be notified of that decision. The committee shall develop the policies, requirements and standards for admission into the program leading to the MD degree at CMS, consistent with Article III,

Section A.1 “General Rules of Organization” paragraph 2. Membership of this committee shall be at least 15 members and strive to be of equal representation from clinical and non-clinical Faculty. The membership consisting of General Faculty will strive to include representation from each of the major clinical affiliate sites. The membership shall include one student from the M4 class. This committee shall have two Co-Chairs: one clinical and one non-clinical. The following will normally be present during this committee’s meetings as advisors, at the discretion of the Co-Chairs: representatives from the CMS offices that provide functional oversight of student affairs, medical education, and diversity and a representative from the University office that provides functional oversight of student enrollment. The Assistant/Associate Dean for Admissions at CMS shall serve as an ex officio advisor.

5. **Student Evaluation, Promotion, and Awards Committee (SEPAC).** This committee shall evaluate each student’s academic performance and progress at least quarterly and shall take action consistent with its written policies and procedures, which shall be developed consistent with Article III, Section A.1 “General Rules of Organization” paragraph 2. The committee shall also submit recommendations for student honors and awards. The membership shall be comprised of at least 10 CMS Faculty and will strive toward membership with balance between clinical and non-clinical educational experience. The membership shall include at least one CMS student from each of the following classes: M2, M3, and M4. The following will normally be present during committee meetings as advisors, at the discretion of the Chair: a representative from the CMS offices that provide functional oversight of student affairs and medical education and a representative from the University office that provides functional oversight of student enrollment.

### **Section B. Special Committees**

1. The Dean and Dean’s Executive Council, acting in concert, may establish any Special Committee deemed necessary or prudent. The members of such committee shall be appointed by the Dean. However, to review Faculty-related issues, the Speaker will call upon the Advisory Committee to establish a Special Faculty Affairs Committee as needed, with the Faculty Affairs Dean as an ex officio member;
2. Final action stemming from recommendation of Special Committees shall be communicated by the Dean to the Secretary of the Academic Assembly. Upon completion of its charge, each special committee shall be dissolved.

### **Section C. Appointment of Standing Committees**

1. The Dean shall annually delegate to the Speaker and the Advisory Committee the task of developing a list of nominees to be appointed as members, Chair (or Co-Chairs), and Vice-Chair for each of the standing committees. This list shall strive

to nominate at least one-half of the current membership for reappointment;

2. Following the Dean's approval, the list of nominees shall be forwarded to the Academic Assembly. The Academic Assembly may either accept or reject the list of nominees, as approved by the Dean, without amendment. An act by the Academic Assembly of accepting the list of nominees will result in the appointment, as members and Chair (or Co-Chairs) of each of the standing committees, as nominated;
3. All Standing Committee members will have a term limit of five years of service on any given committee with a two-year interval before again serving on the same committee. Chairs (or Co-Chairs) will have a three-year term limit as Chair that would fit into a total six-year term limit (i.e., three years as a member and then three years as a Chair or Co-Chair);
4. A person may serve as Chair or Co-Chair of only one Standing Committee at a given time;
5. All appointees shall receive written notice of their appointment.

<https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/Schools/CMS/Pages/academic-assembly.aspx>

#### **Section D. Reports**

Except as otherwise stated in this Article, committees will report all activity to the Secretary of the Academic Assembly, promptly and in writing. The Secretary will then post these reports and minutes of convened Academic Assembly meetings to the appropriate location on the CMS website:

<https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/Schools/CMS/Pages/academic-assembly.aspx>

### **ARTICLE IV**

#### **The Dean's Executive Council**

##### **Section A. Purpose**

The Dean's Executive Council shall be the executive advisory body to the Dean in all matters pertaining to CMS affairs. The Council shall act on recommendations brought before it and present its recommendations to the Dean for the good and welfare of CMS.

## **Section B. Composition**

The Dean's Executive Council shall be composed of the Dean, the Vice Deans, the Associate Deans, the Chair or Acting Chair of each Academic Department and/or Discipline, others in designated administrative and committee positions, the Speaker of the Academic Assembly, and the CMS Student Dean. The Dean may include additional members to ensure representation from all aspects of the CMS mission.

## **Section C. Meetings**

1. The Council shall meet as scheduled by the Dean. However, on written request stating the purpose, any five members can cause the Dean to call a special meeting of the Council. All meetings shall be preceded by at least a one week notice;
2. The Dean, or their designee, shall preside at meetings of the Dean's Executive Council.

## **Section D. Relationship to Academic Assembly**

The Speaker of the Academic Assembly will report on the activity and decisions of the Academic Assembly to the Dean's Executive Council. The Dean's Executive Council will then advise the Dean of any considerations relevant to the Speaker's report. The Speaker will relate any expression of appreciation or concerns of the Dean's Executive Council back to the Academic Assembly.

# **ARTICLE V Instructional Units**

## **Section A. Departments**

1. Departments shall be the major academic units within the School. Each department shall have an Executive Chair responsible to the Dean for its proper administration;
2. A Department Executive Chair, after approval by the Provost, shall be appointed by the Dean. The Administrative position of Executive Chair of a Department shall not be tenured;
3. A Vice Chair, appointed by the Department Executive Chair and approved by the Dean, shall assume the duties of Executive Chair in the temporary absence of the Executive Chair;

4. In the absence of an Executive Chair, and if no Vice Chair has been previously appointed, the Dean may choose a fully ranked member of the Department, who has at least the rank of Assistant Professor, as interim Executive Chair;
5. When a vacancy occurs in the position of Executive Chair, the Dean may appoint an Acting Executive Chair from among those members of the Department holding full academic rank;
6. Departments may be established or abolished by action of the Dean with concurrence of the Academic Assembly, and consent of the Provost and President of the University.

### **Section B. Disciplines**

1. Disciplines shall function within a Department to more effectively carry out educational programs in specialized areas;
2. Disciplines may be formed or abolished upon recommendation of the Department Executive Chair with the concurrence of the Dean;
3. A Discipline shall be headed by a Chair recommended by the Department Executive Chair and appointed by the Dean. A Vice-Chair shall be appointed by the Discipline Chair and approved by the Dean;
4. The Vice-Chair will assume the duties of Discipline Chair in the temporary absence of the Discipline Chair;
5. In the absence of a Discipline Chair, and if the Vice-Chair is unable to serve, the Dean may choose a fully ranked member of the Department, who has at least the rank of Assistant Professor, as interim Discipline Chair.

## **ARTICLE VI Amendments**

### **Section A. Who May Submit Proposed Amendments**

1. Proposed amendments to these Bylaws may be submitted to the Speaker of the Academic Assembly by any of the following:
  - a. Vice President for Academic and Faculty Affairs;
  - b. Dean of the School;
  - c. A faculty committee appointed by the Speaker and authorized to propose such amendments;
  - d. Twenty (20) members of the Academic Assembly.

2. Proposed amendments to the Rules of Procedure may be submitted to the Speaker of the Academic Assembly by any of the following:
  - a. Vice President for Academic and Faculty Affairs;
  - b. Dean of the School;
  - c. A faculty committee appointed by the Speaker and authorized to propose such amendments;
  - d. Twenty (20) members of the Academic Assembly.

### **Section B. Proposals**

All proposals shall be written, shall contain the specific change(s) with reason(s) for the change(s), and shall be submitted to the Speaker of the Academic Assembly.

### **Section C. Processing**

1. The Speaker of the Academic Assembly shall either, at their discretion:
  - a. forward the proposal to a committee formed by the Speaker to review and recommend amendments to these Bylaws or Rules of Procedure, upon which that committee shall review and provide a written recommendation to the Speaker, upon which the Speaker shall comply with the provisions below in subparagraph b;
  - b. place the written proposal on the agenda of the full Academic Assembly, in accordance with the existing protocol for notice, for action as it deems appropriate;
2. The Speaker of the Academic Assembly shall deliver the decision of the Academic Assembly on the proposed amendment to the Dean of the School, who may add comments and forward to the Vice President for Academic and Faculty Affairs, who may add comments and forward to the Provost, who may add comments and forward to the President, who may add comments and forward to the Board of Trustees;
3. Amendments to these Bylaws become effective upon approval of the Board of Trustees;
4. Amendments to the Rules of Procedure become effective upon approval of the Academic Assembly.

### **Section D. Revision of Bylaws**

These Bylaws will be reviewed bi-annually, normally in the month of July, by the Advisory Committee or a special committee appointed by the Speaker and authorized to

propose amendments to these Bylaws in an effort to determine whether amendments should be recommended, including those intended to maintain conformity with the University Faculty Bylaws.

**ARTICLE VII**  
**Primacy of University Bylaws**

In the event of any conflict at any time between these Chicago Medical School Faculty Bylaws and the University Faculty Bylaws, the latter document shall be controlling; and in the event of any conflict at the time between these Bylaws and the Bylaws of the University, the latter document shall be controlling.

**ARTICLE VIII**  
**Supersedeas**

These Bylaws shall become effective upon approval by the Board of Trustees and from and after such date shall supersede all prior Faculty Bylaws of Chicago Medical School. However, new amendments do not reverse previous decisions made under previous Bylaws.