Faculty Bylaws

of the

Chicago Medical School

Amendment by the Academic Assembly on 2-12-2021

Effective through Approval of the Board of Trustees, 3-25-2021
Preamble to the Bylaws

We, the faculty, believe that the mission of the Chicago Medical School (CMS) at Rosalind Franklin University of Medicine and Science (RFUMS) is to graduate highly educated, caring and competent physicians by providing a premier interprofessional learning experience for medical education and development.

Toward that end, CMS strives to instill in every graduating CMS student the incumbent medical and scientific knowledge, skills, attitudes and values that the field of medicine and society expect of a physician.

MISSION

Chicago Medical School educates physicians and scientists dedicated to providing exemplary, compassionate patient care and excellence in scientific discovery within a diverse, supportive, and interprofessional environment.

VISION

To be the country’s preeminent community-based medical school, recognized for excellence and innovation in medical education, scientific discovery, and clinical care.
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ARTICLE I
THE PROFESSORIATE

Section A. The Faculty

1. The General Faculty shall consist of all persons holding full academic ranks, one of the prefixed ranks, and the rank of Lecturer within the Chicago Medical School (CMS), as well as those with the title of Emeritus.

2. The Academic Faculty shall consist of all persons holding full academic rank within CMS.

Section B. Academic Titles with Faculty Status

Academic titles and faculty status are described in Section 4:1-03 of the University Faculty Bylaws.

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

1. General requirements for Full Academic Ranks are described in the University Faculty Bylaws.


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.

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.

If a tenured member of the CMS Faculty is appointed to an administrative position, tenure shall not be revoked but shall apply only to the portion of their position as a member of the Faculty. If the faculty member resigns or is released from an administrative position and the total salary has been listed in the administrative budget, the faculty member shall be guaranteed a salary at least
equal to the median salary for the rank held in the department and/or discipline of their primary appointment, but in no case less than what the previous salary would be had the individual continued as a faculty member in that department and/or discipline and received the annual salary increases.

If a tenured member of the CMS Faculty holds an administrative position for which an administrative stipend is a supplement to the faculty salary, tenure shall extend only to the portion of the salary provided as a member of the Faculty.

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. The Dean may transmit all such materials to the Faculty Appointment, Promotions, and Tenure Committee for its consideration and written report. An appointment or promotion supported by the Faculty Appointment, Promotions, and Tenure Committee and concurred with by the Faculty Executive Council shall be transmitted through the Dean to the Vice President of Faculty Affairs, and then to the Provost of the University. Upon approval by the Provost, and President of the University and the Board of Trustees, an appointment or promotion shall be conveyed in writing from the Provost.

4. Criteria for Appointments, Promotions and Tenure

Criteria for Appointments, Promotions and Tenure are described in Chapter 5; Article 5:1 of the University Faculty Bylaws.

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

Terms of appointment and matters of tenure and non-reappointment shall be governed by the University Faculty Bylaws as described in Chapter 5; Article 1; Section 5:1-02.

**Section E. Administrative Positions**

A faculty member who is an Executive Department Chair, a Discipline Chair, the Dean, an Associate or Assistant Dean, an officer of the University or has any equivalent function, 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. Administrators may not hold office in the Assembly or vote on any matter brought before the Academic Assembly. Faculty members would regain their right to vote on matters before, and hold office within, the Academic Assembly if they resigned or were released from their administrative position.
Section F. University Research Centers or Institutes

A faculty member may also be assigned to a particular University research center or institute, as it may relate to that faculty member’s research role and responsibilities.
ARTICLE II
THE ACADEMIC ASSEMBLY

Section A. Purpose

1. The Academic Assembly shall serve 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, through its standing committees, serves the above as well as the University’s Board of Trustees by:

   (1) Establishing admission criteria for CMS students,
   (2) Establishing evaluation and promotion policy for CMS students,
   (3) Approving appointment and promotion policy for CMS faculty,
   (4) Establishing and evaluating the CMS curricula,
   (5) Encouraging, stimulating, and assisting CMS faculty research efforts,
   (6) Approving CMS candidates for degrees,
   (7) Recommending compositions of CMS committees,
   (8) Being available to the University’s Board of Trustees and Administration for advice and counsel,
   (9) Considering and advising the Dean on other matters for the good and welfare of CMS,
   (10) Setting an atmosphere of concern and excellence worthy to be emulated by the student body.

Section B. Membership

1. All members of the Academic faculty shall be members of the Academic Assembly.

2. Members of the General Faculty not having full academic rank may, at each affiliate hospital, elect from their numbers one representative for every five faculty members of that department and/or discipline or at least one representative if the number of faculty members of that department and/or discipline at that affiliate hospital is less than five. The number of such representatives per department and/or discipline at each affiliate may not exceed a total of six. Each representative shall serve for a term of two years. The Chair of the department and/or discipline shall submit the names
of representatives to the Secretary of the Academic Assembly.

3. Each CMS student class shall elect two representatives from their class to the Academic Assembly for a one year term.

4. The President of the University, Provost, CMS Dean, CMS Associate Dean(s), and CMS Assistant Dean(s) shall be members ex-officio (without voting rights) of the Academic Assembly.

**Section C. Officers**

1. A Speaker, Deputy Speaker, and Secretary shall be elected for a term of two years or until a successor is elected and qualifies. Only the Secretary shall be eligible to serve consecutive terms.

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 shall be ineligible to be elected to or to hold office.

3. Election of officers shall be held during the Spring quarter Assembly meeting; the term of office shall commence the following July first.

4. 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.

5. 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 Faculty Executive Council, shall maintain an effective liaison with the University Senate, and shall perform all other acts customary to the office.

6. 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.

7. The Secretary shall perform the traditional duties of the office and be a member of the Advisory Committee.

**Section D. Meetings**

1. The Academic Assembly shall 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. 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.

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 Faculty 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 elected by the Academic Assembly for staggered two year terms or until a qualified successor is elected.

3. The Speaker, and in his/her absence the Deputy Speaker, shall act as Chair of the Advisory Committee.

4. A quorum shall consist of four members.

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 his/her duties.
ARTICLE III
COMMITTEES

Section A. Standing Committees

Standing Committees: 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.
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 subcommittees:
   (a) membership may be comprised only of (1) General Faculty who do not have Administrative positions and (2) students;
   (b) the majority of membership shall be Academic Faculty;
   (c) membership shall be at least five;
   (d) all members of the committee shall have voting rights, including a Chair or a Co-Chair who is a member (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) a quorum shall exist when at least a majority of the members then serving are present;
   (g) 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;
   (h) no member may act by proxy;
   (i) ex officio advisors (advisors that are normally present at standing committee meetings due to their role at the institute, “advisors”) and other individuals (present at only select standing committee meetings, “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;

(j) when membership of a committee includes a student and one or more named students are appointed to that committee, a separate list consisting of one or more student alternates for that committee may be appointed, using the same criteria and process used for members who are not alternates. A student appointed as an alternate may participate and be counted as a member of that committee only in lieu of a named student on the primary membership list. To determine the number for a majority for purposes of quorum, only make reference to the primary membership list without alternates; then, when counting persons present for purposes of quorum, count all persons present who then have the status of a member;

(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; and

(l) All members of Standing Committees must complete annual Implicit Bias training. 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 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.

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, Subsection “Standing Committees: General Rules of Organization” paragraph 2. The membership will strive to be of approximate equal representation from the following two groups: 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 from 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. 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, Subsection “Standing Committees: General Rules of Organization” paragraph 2. It shall be composed of seven members of the Academic Faculty who, when appointed and while serving on this committee, do not have an Administrative position and who have attained the rank of Professor or Associate Professor. No member may serve on this committee for more than five consecutive years unless such member is serving and continues to serve as Chair of this committee, in which case that member may serve on this committee for no more than seven consecutive years. 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, after receiving Faculty Executive Council concurrence, shall forward them to the Vice President of 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 Faculty 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, Subsection “Standing Committees: General Rules of Organization” paragraph 2. It shall advise the Dean and the Faculty 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 have two Co-Chairs: one clinical and one non-clinical. The following will normally be present during this committee’s meetings as non-voting advisors: representative faculty and staff from the CMS administrative Offices of Student Affairs and Education, of Academic Learning Environment, of Graduate Medical Education, of Interprofessional and Distance Education, of Clinical Affairs and of the Dean. 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, Subsection “Standing Committees: 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 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.

5. Student Evaluation, Promotion, and Awards Committee. 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, Subsection “Standing Committees: General Rules of Organization” paragraph 2. The committee shall also submit recommendations for student honors and awards. The committee will meet at least quarterly. 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 Faculty 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.

2. Final action stemming from recommendation of Special Committees shall be communicated by the Dean to the Secretary of the Academic Assembly.

**Section C. Appointment of Standing Committees**

1. The Dean, in consultation with the Advisory Committee, shall annually develop a list of nominees to be appointed as members and Chair (or Co-Chairs) for each of the standing committees. This list shall strive to nominate at least one-half of the current membership for reappointment.

2. The list of nominees shall be forwarded to the Academic Assembly. The Academic Assembly may either accept or reject the list of nominees, as developed 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. Terms of appointment and composition vary on each committee and are described in the CMS Committee Policy and Procedures Manual.

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 and of the standing committee’s charge.

**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.
ARTICLE IV
THE FACULTY EXECUTIVE COUNCIL

Section A. Purpose

The Faculty 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 Faculty Executive Council shall be composed of the Dean, 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, Chief Residents, and the CMS Student Dean.

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 his/her designee, shall preside at meetings of the Faculty Executive Council.

Section D. Special Relationship to Academic Assembly

1. A vote of a majority of all the members of the Faculty Executive Council shall be necessary to reject a recommendation of the Academic Assembly or its Advisory Committee.

2. If a recommendation of the Academic Assembly or its Advisory Committee is rejected, the Faculty Executive Council shall detail the reason in writing to the Speaker of the Academic Assembly.

3. The Academic Assembly, through its Speaker, may provide a counter argument to the Faculty Executive Council’s determination within 30 days. This appeal will be provided in writing to the CMS Dean for a final decision.
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 pending the selection of an Acting Executive Chair by the mechanism described below.

5. When a vacancy occurs in the position of Executive Chair, those members of the Department holding full academic rank shall:
   a. Elect an Acting Executive Chair subject to approval of the Dean and Faculty Executive Council, and
   b. Give their advice and counsel to the Search Committee formed to find a new Executive Chair.

6. Departments may be established or abolished by action of the Faculty Executive Council, concurrence of the Dean and 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.
ARTICLE VI
AMENDMENTS

Section A. Who May Submit Proposed Amendments

Proposed amendments to these Bylaws may be submitted to the Speaker of the Academic Assembly by any of the following:
   a. Vice President of Faculty Affairs
   b. Dean of the School
   c. A faculty committee 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 his/her discretion:

   a. forward the proposal to a committee formed to review and recommend amendments to these Bylaws, 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 of 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.
Section D. Revision of Bylaws

These Bylaws will be reviewed annually, normally in the month of July, by a committee 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 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 and from and after such date shall supersede all prior Faculty Bylaws of the School; provided that these changes do not nullify any prior action taken pursuant to such superseded Bylaws.