



April 25, 2013

To: Jose Wudka, Chair
Riverside Division

From: Ziv Ran, Chair
Committee on Rules and Jurisdiction

RE: Proposed Changes to the School of Medicine Bylaws

The proposed modifications to the SoM bylaws largely concern the participation of non-senate faculty in school governance, which the school wishes to maximize subject to existing senate rules and by-laws. Such an inclusive policy is acceptable in principle, but is to our knowledge somewhat unusual on this campus. This is hardly surprising in view of the lack of campus precedent for anything like the SoM. In any event, such a policy does call for considerable attention to detail as to precise definitions (e.g. in terms of title or other characteristics of the appointment) of participating non-senate faculty and the governance functions in which they are to participate. Broadly speaking, we find such attention lacking in the text of the proposed changes. Indeed we find the text of the SoM bylaws, both the original and modifications, to be not fully up to the standards of clarity and precision that are par on this campus and that might be expected of a document of such importance. We expect this is mainly due to the locally unprecedented nature of the SoM, which makes the drafting of bylaws unusually difficult. Our specific local textual comments are inserted in the text, and we expect to be able to approve the document once these are addressed. However, our recommendation, taking into account the importance of the document, is for a thorough rewrite, possibly with professional legal help.

SCHOOL OF MEDICINE FACULTY EXECUTIVE COMMITTEE
Proposed Changes to School of Medicine Bylaws

Present	Proposed
	<p><u>The Faculty of the School of Medicine shall form and conduct the governance of the School of Medicine subject to the bylaws and regulations of the Academic Senate of the University of California</u></p>
<p><u>ME1 Membership</u></p> <p>ME1.1 The Faculty of the School of Medicine at the University of California, Riverside consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Medicine; (e) all members of the Academic Senate who are members of the School of Medicine; (f) other Senate members as may be specified by the bylaws of the Riverside Division of the Academic Senate.</p>	<p><u>ME1 Membership</u></p> <p>ME1.1 The Faculty of the School of Medicine at the University of California, Riverside consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Medicine; (e) all members of the Academic Senate who are members of the School of Medicine; (f) other Senate members as may be specified by the bylaws of the Riverside Division of the Academic Senate;<u>(g) faculty members of the School in all other series.</u></p>
<p>ME1.2 Only voting members of the Academic Senate are eligible to vote and to be counted toward a quorum in meetings of the Faculty of the School of Medicine. However, all persons with academic appointments in the School of Medicine with teaching responsibilities (e.g., faculty in the Clinical Professor series) may attend meetings of the Faculty and have the privilege of the floor. These clinical faculty</p>	<p>ME1.2 For aspects of <u>shared governance that are the responsibility of the Academic Senate,</u> only voting members of the Academic Senate are eligible to vote and to be counted toward a quorum in <u>general</u> meetings of the Faculty of the School of Medicine. However, all persons with academic appointments in the School of Medicine with teaching responsibilities <u>(e.g., faculty in the Clinical Professor</u></p>

Comment [G1]: Suggested change: and its Riverside division.

Comment [G2]: Apparently, the bylaws wish to designate exactly two classes of SoM faculty: senate members and non-senate members. If so, the class of non-senate faculty should be defined with greater precision, with special attention to borderliners such as : part timers /visiting/temps/ clinicals. A possible way to do this is simply to list the SoM faculty titles or series which confer faculty membership.

Comment [G3]: Phrase not clear enough

Comment [G4]: e.g. or i.e.?

<p>members may vote on matters discussed in all faculty meetings, but their votes will be recorded as “advisory,” and kept separate from the votes recorded from Academic Senate members</p>	<p>series) may attend meetings of the Faculty and have the privilege of the floor. These clinical faculty members may vote on matters discussed in all faculty meetings, but their votes will be recorded as “advisory,” and kept separate from the votes recorded from Academic Senate members. <u>All members of Standing Committees (see below) and any ad hoc committees appointed by the Faculty Executive Committee, unless otherwise indicated by these bylaws, may vote on questions that will be referred to the Faculty Executive Committee for approval, and on questions that will be referred for final Academic Senate action to another Academic Senate agency. Voting rights are extended to Faculty who are non-members of the Academic Senate to the fullest degree permitted by legislative ruling 12.75 of the Academic Senate of the University, which states that “Only members of the Academic Senate may vote in Senate Agencies when those agencies are taking final action on any matter for the Academic Senate, or giving advice to University Officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit bylaw provisions.”</u></p>
<p><u>ME2 Duties of Faculty</u></p> <p>ME2.1 The Faculty of the School of Medicine shall set policies for the admission of candidates for the degree of Doctor of Medicine and for completion of the degree.</p>	<p><u>ME2 Duties of Faculty</u></p> <p>ME2.1 The Faculty of the School of Medicine shall set policies for the admission of candidates for the degree of Doctor of Medicine and for completion of the degree.</p>
<p><u>ME3 Officers</u></p> <p>ME3.1 The Officers of the Faculty consist of a Chair and a Vice Chair.</p>	<p><u>ME3 Officers</u></p> <p>ME3.1 The Officers of the Faculty consist of a Chair and a Vice Chair.</p>
<p>ME3.1.1 The Chair of the Faculty is elected for a three-year term and is not</p>	<p>ME3.1.1 The Chair of the Faculty is elected for a three-year term and is not</p>

Comment [G5]: Is ‘clinical’ an e.g. or everything? Also, see comment 4.

Comment [G6]: Should elaborate further on what non-senate-members may vote on: e.g. merits and promotions, interviewing or hiring of new faculty, teaching load.

Comment [G7]: If the definition of ‘faculty’ is per ME1.1, should state explicitly. Are non-senate faculty included?

Comment [G8]: By whom? Do clinicals etc. vote? are they eligible to be elected ? Must the chair be a full professor?

<p>eligible to succeed himself/herself immediately. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Riverside Division of the Academic Senate shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair will serve as Chair.</p>	<p>eligible to succeed himself/herself immediately. The election is conducted by the Secretary-Parliamentarian of the Riverside Division of the Academic Senate in accordance with the procedure prescribed in the bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Riverside Division of the Academic Senate shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair will serve as Chair.</p>
<p>ME3.1.2 The Vice Chair is chosen by the Faculty Executive Committee from among its membership. The term of office is two years.</p>	<p>ME3.1.2 The Vice Chair is chosen by the Faculty Executive Committee from among its membership. The term of office is two years.</p>
<p>ME3.1.3 The Chair assumes office on the first day of September following his/her election at a regular election or immediately upon completion of the ballot count at a special election. The Vice Chair takes office immediately upon appointment.</p>	<p>ME3.1.3 The Chair assumes office on the first day of September following his/her election at a regular election or immediately upon completion of the ballot count at a special election. The Vice Chair takes office immediately upon appointment.</p>
<p><u>ME4 Meetings</u></p> <p>ME4.1 Meetings are called by the Chair of the Faculty or by the Faculty Executive Committee. At the written request of fifteen percent of the voting members of the faculty, the Chair must call a meeting. He/she must call at least one meeting each year. The faculty meeting may be chaired by the Chair of the Faculty or by the Vice Chair.</p>	<p><u>ME4 Meetings</u></p> <p>ME4.1 Meetings are called by the Chair of the Faculty or by the Faculty Executive Committee. At the written request of fifteen percent of the voting members of the faculty, the Chair must call a meeting. He/she must call at least one meeting each year. The faculty meeting may be chaired by the Chair of the Faculty or by the Vice Chair.</p>
<p>ME4.1.1 A quorum consists of thirty percent of the members of the Faculty, or ten Faculty members, whichever number is greater.</p>	<p>ME4.1.1 A quorum consists of thirty percent of the members of the Faculty, or ten Faculty members, whichever number is greater.</p>
<p>ME4.1.2 A motion to submit a measure to mail or secret ballot has precedence over a motion for an open vote in a meeting.</p>	<p>ME4.1.2 A motion to submit a measure to mail or secret ballot has precedence over a motion for an open vote in a meeting.</p>
<p>ME4.1.3 The Chair of the Faculty will</p>	<p>ME4.1.3 The Chair of the Faculty will</p>

Comment [G9]: Suggested change: not immediately eligible to succeed himself/herself.

Comment [G10]: How common is it for sec-par to conduct school faculty elections, especially involving non-senate faculty?

Comment [G11]: Suggested change: the current members of the Faculty Executive Committee.

Comment [G12]: Suggest change to include: for the Vice Chair

Comment [G13]: Reordering recommended: Faculty meetings may be chaired either by the Chair or by the Vice Chair of the Faculty. Meetings must be called by the Chair at least once in an academic year. The Chair is also required to call a meeting upon receipt of a written request for a meeting by fifteen percent of the voting members of the Faculty.

Comment [G14]: Rephrasing recommended: A quorum for a meeting of the Faculty Executive Committee consists of ten Faculty members or thirty percent of the Faculty members, whichever number is greater.

send, at least 5 days prior to the faculty meeting, copies of the call for the meeting and will make all pertinent documents available to each member of the Faculty. The Faculty shall not change curricular requirements of the School or change these bylaws at the meetings at which such proposals for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting.	send, at least 5 days prior to the faculty meeting, copies of the call for the meeting and will make all pertinent documents available to each member of the Faculty. The Faculty shall not change curricular requirements of the School or change these bylaws at the meetings at which such proposals for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting.
ME4.1.4 These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the Faculty. The order of business is that prescribed in Chapter 4 of the Bylaws of the Riverside Division of the Academic Senate.	ME4.1.4 These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the Faculty. The order of business is that prescribed in Chapter 4 of the Bylaws of the Riverside Division of the Academic Senate.
ME4.1.5 The minutes of every meeting of the Faculty (with the exception of those concerned with personnel matters) shall be sent before the next faculty meeting to every member of the Faculty	ME4.1.5 The minutes of every meeting of the Faculty (with the exception of those concerned with personnel matters) shall be sent before the next faculty meeting to every member of the Faculty.
ME5 Committees ME5.1 Standing Committees: There shall be six standing committees of the School of Medicine: The Faculty Executive Committee, the Medical Education Committee, the Medical School Admissions Committee, the Medical School Progress and Promotions Committee, the Graduate Advisory Committee, and the Volunteer Clinical Appointments Committee. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business.	ME5 Committees ME5.1 Standing Committees: There shall be <u>seven (7)</u> standing committees of the School of Medicine: The Faculty Executive Committee, the Medical Education Committee, the Medical School Admissions Committee, the Medical School Progress and Promotions Committee, the Graduate Advisory Committee, <u>the Clinical Faculty appointments committee,</u> and the Volunteer Clinical Appointments Committee. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business. <u>Each committee and any subcommittee will develop a conflict of interest policy that will be discussed, amended if desired, voted upon each year, and submitted to the Faculty Executive Committee as a point of information.</u>
ME5.2 There shall be a Faculty Executive Committee consisting of at least eight (8) Faculty members and the Chair of the Faculty, who serves as Committee Chair.	ME5.2 There shall be a Faculty Executive Committee consisting of <u>at least eight (8) Faculty members and the Chair of the Faculty,</u> who serves as Committee Chair.

Comment [G15]: Rephrasing recommended: The minutes of every meeting of the Faculty (with the exception of those pertaining to personnel matters) shall be sent to every Faculty member prior to the next Faculty meeting.

Comment [G16]: Who are senate members?

Comment [G17]: Suggested change: at least (8) Academic Senate Faculty members

Comment [G18]: Suggested change: Chair of the Faculty of the School of Medicine

<p>The Dean and the Senior Executive Dean of the School of Medicine will serve as non-voting <i>ex officio</i> members of this committee. In addition, two representatives shall be elected by the faculty in the clinical series (who are not members of the Academic Senate), and these representatives shall be entitled to participate in the deliberations of the Committee, but without the right to vote (as in Bylaw 1.2). These elected representatives must hold at least half-time appointments in the Clinical Professor series of the School of Medicine</p>	<p>The Dean and the Senior Executive Dean of the School of Medicine will serve as non-voting, <i>ex officio</i> members of this committee. In addition, two representatives shall be elected by the faculty in the clinical series (who are not members of the Academic Senate), and these representatives shall be entitled to participate in the deliberations of the Committee and to vote on issues that are outside the responsibilities of the Academic Senate. For issues within the responsibilities of the Academic Senate, non-Senate faculty are without the right to vote (as in Bylaw 1.2). These non-Senate elected representatives must hold at least half-time appointments in the Clinical Professor series of the School of Medicine.</p>
<p>ME5.2.1 The faculty of the School of Medicine will elect the eight (8) representatives, four from the Division of Biomedical Sciences and four from the Division of Clinical Sciences, to the Faculty Executive Committee. If there are not enough faculty members available from either Division, unfilled positions will be filled by members of the other Division.</p>	<p>ME5.2.1 The faculty of the School of Medicine shall elect representatives:- four Senate members from the Division of Biomedical Sciences and four Senate members from the Division of Clinical Sciences, to the Faculty Executive Committee. If there are not enough Senate faculty members available from either Division, unfilled positions will be filled by members of the other Division.</p>
<p>ME5.2.2 The term of office of members of the Faculty Executive Committee is two years, and these members are eligible for reappointment.</p>	<p>ME5.2.2 The term of office of members of the Faculty Executive Committee is two years, and these members are eligible for reappointment.</p>
<p>ME5.2.3 The election of Faculty members is as provided in chapter 7 of the Bylaws of the Riverside Division of the Academic Senate. For purposes of these elections, members of the Faculty Executive Committee are considered officers of the Faculty of the School. Members of the Faculty Executive Committee take office on September first of the academic year following their election at a regular election or immediately upon completion of the ballot count at a special election.</p>	<p>ME5.2.3 Election of the eight (8) Senate members of the Faculty Executive Committee is as provided in chapter 7 of the Bylaws of the Riverside Division of the Academic Senate. For purposes of these elections, members of the Faculty Executive Committee are considered officers of the Faculty of the School. Members of the Faculty Executive Committee take office on September first of the academic year following their election at a regular election or immediately upon completion of the ballot count at a special election.</p>

Comment [G19]: In addition to the members of the committee listed above, two representatives

Comment [G20]: Suggested change: in the clinical series, who are not members of the Academic Senate. These non-Senate elected representatives must hold at least half-time appointments in the Clinical Professor series of the School of Medicine. These representatives

Comment [G21]: Elaborate; e.g. what about chair of the faculty?

Comment [G22]: Suggested change: members elected from the other division.

<p>ME5.2.4 Whenever the Faculty Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Division of the Academic Senate conducts an election in accordance with the prescribed procedure provided the vacancy is to last more than six months. A vacancy shall be declared to exist and the committee member considered to have resigned if she/he anticipates an absence from the committee of more than six months. Vacancies of six months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Faculty Executive Committee.</p>	<p>ME5.2.4 Whenever the Faculty Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Riverside Division of the Academic Senate conducts an election in accordance with the prescribed procedure provided the vacancy is to last more than six months. A vacancy shall be declared to exist and the committee member considered to have resigned if she/he anticipates an absence from the committee of more than six months. Vacancies of six months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Faculty Executive Committee.</p>
<p>ME5.2.5 The Faculty Executive Committee has the following functions:</p>	<p>ME5.2.5 The Faculty Executive Committee has the following functions:</p>
<p>ME5.2.5.1 The Faculty Executive Committee has the general oversight of the academic welfare and discipline of students in the School and has the power to bring before the Faculty any matters that the Committee deems advisable.</p>	<p>ME5.2.5.1 The Faculty Executive Committee has oversight of the <u>educational program</u>, academic welfare, and discipline of students in the School. <u>Additionally, it</u> has the power to bring before the Faculty of the <u>School of Medicine and Riverside Division</u> of the Academic Senate any matters that the Committee deems advisable.</p>
<p>ME5.2.5.2 The Faculty Executive Committee appoints and designates the Chairs of all other standing committees, and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty.</p>	<p>ME5.2.5.2 The Faculty Executive Committee appoints and designates the Chairs of all other standing committees, and all special committees of the Faculty, unless otherwise directed at a meeting of the Faculty.</p>
<p>ME5.2.5.3 The Faculty Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the School in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The Committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The Committee will report all degrees approved to the Riverside Division of the Academic Senate.</p>	<p>ME5.2.5.3 The Faculty Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the School in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The Committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The Committee will report all degrees approved to the Riverside Division of the Academic Senate.</p>

Comment [G23]: Suggested change: School of Medicine and before the Riverside Division

ME5.2.5.4 The Faculty Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of all School instructional programs and curricula.	ME5.2.5.4 The Faculty Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of all School instructional programs and curricula.
ME5.2.5.5 The Faculty Executive Committee acts for the Faculty in making recommendations to the Riverside Division of the Academic Senate regarding course and program changes.	ME5.2.5.5 The Faculty Executive Committee acts for the Faculty in making recommendations to the Riverside Division of the Academic Senate regarding course and program changes.
	ME5.2.5.6 The Faculty Executive Committee participates in all aspects of shared governance of the campus, and the Chair sits on the Executive Council of the Riverside Division of the Academic Senate
ME5.3 There shall be a Medical Education Committee consisting of all pre-clerkship course coordinators, clerkship directors, and curricular thread coordinators, the Senior Associate Dean for Education and the Senior Associate Dean for Student Affairs of the School (ex officio), and two elected medical student representatives from each class (non-voting).	ME5.3 There shall be a Medical Education Committee consisting of all pre-clerkship course coordinators, clerkship directors, and curricular thread coordinators, the Senior Associate Dean for Education and the Senior Associate Dean for Student Affairs of the School (<u>both ex officio, both voting</u>), and two elected medical student representatives from each class (non-voting). <u>All teaching faculty are welcome to attend and have the privilege of the floor, but unless in one of the categories above, do not vote.</u>
ME5.3.1 The duty of this Committee is to advise on matters pertaining to the educational policy and curriculum of the UCR School of Medicine.	ME5.3.1 The duty of this Committee is to advise <u>the Faculty Executive Committee</u> on matters pertaining to the educational policy and curriculum of the UCR School of Medicine.
ME5.3.2 This Committee will have two (2) subcommittees: the Pre-Clerkship Subcommittee and the Clerkship Subcommittee, responsible for matters pertaining to the curriculum.	
ME5.4 There shall be a Medical School Admissions Committee consisting of the Senior Associate Dean for Student Affairs (ex officio), a Chair, and a minimum of ten (10) additional faculty members appointed by the Faculty Executive Committee in consultation with the Senior Associate	ME5.4 There shall be a Medical School Admissions Committee consisting of the Senior Associate Dean for Student Affairs (ex officio, <u>voting</u>), a Chair, and a minimum of <u>ten (10) additional faculty members appointed by the Faculty Executive Committee</u> in consultation with

Comment [G24]: Suggested change: acts on behalf of the Faculty

Comment [G25]: All teaching Faculty, Senate and non-Senate, are welcome

Comment [G26]: Must explicitly specify which of the above categories is voting.

Comment [G27]: Suggested change: but have the right to vote only if they are in one of the categories listed above.

Comment [G28]: Suggested change: ten (10) additional faculty members, drawn from members of the Academic Senate or drawn from among non-Senate Faculty, appointed by the Faculty Executive Committee

Dean for Student Affairs,	the Senior Associate Dean for Student Affairs. <u>All appointed members have the right to vote whether members of the Academic Senate or not.</u>
ME5.4.1 The duty of this Committee is to recommend to the Faculty Executive Committee the admission of students into the UCR School of Medicine.	ME5.4.1 The duty of this Committee is to recommend to the Faculty Executive Committee the admission of students into the UCR School of Medicine. <u>Members will be appointed annually, with no term limit</u>
ME5.4.2 This Committee will have at least three (3) subcommittees: Subcommittee A (The Haider Program in Biomedical Sciences Subcommittee), and Subcommittees B, C, etc. The duty of these Subcommittees is to evaluate applications and interview applicants for admission to Medical School.	
ME5.5 There shall be a Medical School Progress and Promotions Committee appointed by the Faculty Executive Committee composed of at least six (6) members plus a Chair, typically chosen from those who serve as pre-clerkship course coordinators or clerkship directors, with representatives of both Biomedical Sciences and Clinical Sciences faculty. The Senior Associate Dean for Education serves as an ex officio member of this committee.	ME5.5 There shall be a Medical School Progress and Promotions Committee appointed by the Faculty Executive Committee composed of <u>at least six (6) members plus a Chair, typically chosen from those who serve as pre-clerkship course coordinators or clerkship directors, with representatives of both Biomedical Sciences and Clinical Sciences faculty.</u> The Senior Associate Dean for Education serves as an ex officio, <u>non-voting member of this committee. Members shall be appointed annually, with no term limit. All appointed members have the right to vote whether members of the Academic Senate or not.</u>
ME5.5.1 The duty of this Committee is to recommend to the Faculty Executive Committee the promotion of medical students from the first year to the second year, from the second year to the third year, and from the third to the fourth year, as well as recommend students for graduation	ME5.5.1 The duty of this Committee is to recommend to the Faculty Executive Committee the promotion of medical students from the first year to the second year, from the second year to the third year, and from the third to the fourth year, as well as recommend students for graduation.
ME5.6 There shall be a Graduate Advisory Committee consisting of three faculty members and two Graduate Advisor(s).	ME5.6 There shall be a Graduate Advisory Committee consisting of <u>two Graduate Advisor(s) and three faculty members.</u>

Comment [G29]: Consider moving sentence to ME5.4 since it concerns selection.

Comment [G30]: Clarification is needed regarding who the members are. Suggested change (1): at least six (6) Academic Senate faculty members
Suggested change (2): at least six (6) members, drawn from Senate or non-Senate faculty

Comment [G31]: Suggested change: those faculty members who serve

Comment [G32]: Suggested change: directors. This committee shall include representatives of both Biomedical Sciences and Clinical Sciences faculty.

Comment [G33]: Suggested change: three faculty members drawn from Senate or non-Senate faculty

<p>One Graduate Advisor will be responsible for recruitment and admission of graduate students and the other Graduate Advisor will be responsible for enrolled student affairs. All Biomedical Sciences Graduate Program faculty members in good standing are eligible for service on the Graduate Advisory Committee. Members of the committee are appointed by the Senior Associate Dean for Academic Affairs and Research, upon recommendation of the Graduate Advisors.</p>	<p>One Graduate Advisor will be responsible for recruitment and admission of graduate students and the other Graduate Advisor will be responsible for enrolled student affairs. All Biomedical Sciences Graduate Program faculty members in good standing are eligible for service on the Graduate Advisory Committee. <u>Graduate Advisors and other members of the committee are appointed by the Faculty Executive Committee in consultation with the Senior Associate Dean for Academic Affairs and Research. Appointments are made annually, with no term limit. The Faculty Executive Committee will also nominate the Graduate Program Director. This nomination is to the Dean of the Graduate Division who consults with Senior Administration in the School before forwarding a nomination to the EVC/Provost. One or other of the Graduate Program Advisors may also serve as Graduate Program Director. The duty of the Graduate Program Director is to represent the Program within the School, as well as on campus. All appointed members have the right to vote whether members of the Academic Senate or not.</u></p>
<p>ME5.6.1 The duty of this Committee is to advise the School of Medicine faculty on matters pertaining to Ph.D., M.D.-Ph.D. and M.S. degree programs.</p>	<p>ME5.6.1 The duty of the <u>Graduate Advisory Committee</u> is to advise the Faculty of the School of Medicine on matters pertaining to Ph.D., M.D.-Ph.D. and M.S. degree programs.</p>
<p>ME5.7 There shall be a Volunteer Clinical Appointments and Advancements Committee. The Committee shall consist of three (3) faculty members, the Chair of the Division of Clinical Sciences and up to three (3) faculty members in the Volunteer Clinical Professor series.</p>	<p>ME5.7 There shall be a Volunteer Clinical Appointments and Advancements Committee. The Committee shall consist of <u>three (3) faculty members employed by UCR, plus a Chair, and up to three (3) faculty members in the Volunteer Clinical Professor series. All appointed members have the right to vote whether members of the Academic Senate or not.</u></p>
<p>ME5.7.1 The duty of this Committee is to advise the Chair and faculty members of the School of Medicine, the Dean, and the Executive Vice Chancellor on</p>	<p>ME5.7.1 The duty of this Committee is to advise the <u>Faculty of the School of Medicine, the Dean, and Provost</u> on appointments and <u>advances</u> of clinical</p>

Comment [G34]: Suggested change: This nomination shall be communicated to the Dean

Comment [G35]: Suggested change: three (3) faculty members, Senate and non-Senate, employed by UCR

Comment [G36]: Advancement?

appointments and advances of clinical faculty to Volunteer Assistant, Volunteer Associate, and Volunteer Full Clinical Professor levels.	faculty to Volunteer Assistant, Volunteer Associate, and Volunteer Full Clinical Professor levels.
ME5.7.2 This Committee is subject to the procedures of Volunteer Clinical Appointments as outlined in the Memorandum of Understanding of 9/2003 and subsequent changes that are approved by the Faculty of the School of Medicine, the Dean, and the Executive Vice Chancellor.	ME5.7.2 This Committee is subject to the procedures of Volunteer Clinical Appointments as outlined in the Memorandum of Understanding of 9/2003 and subsequent changes that are approved by the Faculty of the School of Medicine, the Dean, and the <u>Provost</u> .
ME5.7.3 Members of this Committee will be appointed by the Faculty Executive Committee of the School of Medicine, with renewable two year terms of service	ME5.7.3 Members of this Committee will be appointed by the Faculty Executive Committee of the School of Medicine, with renewable two year terms of service.
	ME5.8. <u>There shall be a Committee on Clinical Appointments and Advancements. The Committee shall consist of four (4) faculty members; three (3) faculty members from the Division of Clinical Sciences and one (1) faculty member from the Division of Biomedical Sciences. The committee shall elect its own Chair. All appointed members have the right to vote whether members of the Academic Senate or not.</u>
	ME5.8.1. <u>The charge of this committee is to advise the Faculty of the School of Medicine, the Dean, and the Provost on appointments and advancements of non Senate Clinical faculty to the Clinical Instructor, Clinical Assistant, Clinical Associate, and Clinical Professor</u>
	ME5.8.2. <u>This committee shall be subject to the procedures of Clinical Appointments as outlined in the UCR SOM Clinical guidelines, and subsequent changes shall be approved by the Clinical Appointments and Advancements and Faculty Executive Committees, Dean, and Provost</u>
	ME5.8.3. <u>Members of the Committee shall be appointed with staggered starts and a three year term, by the Faculty Executive Committee in consultation with the Executive Dean of the School of Medicine.</u>

Comment [G37]: Suggested change: four (4) faculty members, Senate or non-Senate, of whom three (3) shall be drawn from the division of Clinical Sciences, and one (1) shall be drawn from

Comment [G38]: Suggested change: to the ranks of: Clinical Instructor

Comment [G39]: Suggested change (1): subsequent changes in its membership
Suggested change (2): subsequent changes in its composition, as described in the preceding paragraph
Suggested change (3): subsequent changes in its responsibilities

<p><u>ME6 Election and Balloting</u></p> <p>ME6.1 Elections are conducted as specified in ME3.1.1, ME3.1.2, and ME5.2.3.</p>	<p><u>ME6 Election and Balloting</u></p> <p>ME6.1 Elections are conducted as specified in ME3.1.1, ME3.1.2, and ME5.2.3.</p>
<p>ME6.1.1 Balloting on measures referred to the whole Faculty of the School by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Riverside Division of the Academic Senate following the provisions of chapter 7 of the bylaws of the Riverside Division of the Academic Senate.</p>	<p>ME6.1.1 Balloting on measures referred to the whole Faculty of the School by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Riverside Division of the Academic Senate following the provisions of chapter 7 of the bylaws of the Riverside Division of the Academic Senate.</p>
<p><u>ME7 Amendments and Suspensions of Bylaws and Regulations</u></p> <p>ME7.1 These bylaws can be amended or suspended only as provided in chapter 6 of the bylaws of the Riverside Division of the Academic Senate and in ME4.1.3.</p>	<p><u>ME7 Amendments and Suspensions of Bylaws and Regulations</u></p> <p>ME7.1 These bylaws can be amended or suspended only as provided in chapter 6 of the bylaws of the Riverside Division of the Academic Senate and in ME4.1.3.</p>

Comment [G40]: Does this include voting by non-senate members? If so is this compatible with Ch 7 ?

Approved by the Academic Senate members of the SOM Faculty 3/X/13

Justification

The Faculty has updated the Bylaws of the School of Medicine. The rationale for each change is as follows:

- 1) Insertion of the preface. This was intended to make clear upfront to non-senate faculty readers that governance is subject to the bylaws and regulations of the Academic Senate. This is particularly important given the addition to ME1.1.
- 2) ME1.1. The intent of the change is to ensure that non-senate faculty feel included as members of the Faculty even though there will be occasions on which their vote will have to be recorded as advisory.
- 3) ME1.2. Beginning: Intent is to make clear that non Senate faculty votes are advisory when the vote will not pass through another SOM senate body and the issue pertains to the responsibilities of the Academic Senate.
- 4) Later in ME1.2. This is wording taken from the UC Davis School of Medicine indicating that non-senate members can vote on issues/in committees that will then be referred to the executive committee (i.e. a senate body). It is placed here to get the general principles across early.
- 5) E3.1.1. Addition to clarify for those less familiar with how the Senate works
- 6) ME5.1. Addition of another standing committee - to evaluate Clinical Faculty files. This committee makes recommendations to the Senate faculty who then vote approval or refer back for clarifications/reconsideration.
- 7) ME5.1. At the end. Addition of a requirement that each standing committee develop a conflict of interest statement
- 8) ME5.2. Clarifying who (senate v non-senate) can vote on what at the level of the Executive Committee
- 9) ME5.2.1. Minor wording clarifications
- 10) ME5.2.3. Minor wording clarifications
- 11) ME5.2.5.1. Making it clear that the FEC has oversight of the educational program since it was unclear to some what academic welfare meant.
- 12) ME5.2.5.1. The addition later in the paragraph is to indicate to readers less familiar with the workings of the senate the scope of possible actions of the FEC.
- 13) ME5.2.5.6. Similar in intent to point "12". Useful for those less familiar with the workings of the Senate and important for future clinical faculty who are also members of the Senate and who may consider running for election as Chair of the FEC.
- 14) ME5.3. Insertion of "both" to clarify intent.
- 15) ME5.3. Later section clarifies and limits voting rights to those who have substantial teaching responsibilities.
- 16) ME5.3.1. Minor wording clarification
- 17) ME5.3.2. Eliminated section. Under ME5.1 it says referring to standing committees that "each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business". It is therefore not necessary to say how many subcommittees there will be. Not enumerating allows for flexibility as we grow without the need to amend the bylaws.
- 18) ME5.4. Clarification that the senior associate dean for student affairs in this committee is an ex officio voting member

- 19) ME5.4. Clarifying that all appointed members have the right to vote since this, like all standing committees report to the executive committee.
- 20) ME5.4.1. Clarifies membership term
- 21) ME5.4.2. Eliminated section. Under ME5.1 it says referring to standing committees that “each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business”. It is therefore not necessary to say how many subcommittees there will be. Not enumerating allows for flexibility as we grow without the need to amend the bylaws.
- 22) ME5.5. Clarifies that the Senior Associate Dean for education is an ex officio, but non-voting member.
- 23) ME5.5. Later in section. Clarifies appointment and term status and voting rights of all appointed members.
- 24) ME 5.6. At the beginning, this is just a rearrangement of the same words.
- 25) ME5.6. The Graduate advisory committee was previously listed as a Standing Committee of the FEC, but the description of appointment etc was not consistent with this categorization. It is now treated as a Standing Committee and brought in line with the other Standing Committees as far as possible given the jurisdiction of the Graduate Division. The wording in regard to the Dean of the Graduate Division was developed in consultation with the current Dean of the Graduate Division.
- 26) ME5.6.1. Minor wording clarification
- 27) ME5.7. Addition clarifies who may vote
- 28) ME5.7.1. Addition of the word “Faculty” of the School to make clear who is making the actual decision.
- 29) ME5.7.1. Changed EVC to Provost
- 30) ME5.7.2. Changed EVC to Provost
- 31) ME5.8. and subsections. Added the duties etc for committee on clinical appointments. These are non-senate clinical appointments