To be adopted: Proposed Division of Biomedical Sciences Bylaws

PRESENT

PROPOSED

ME1  Membership

ME1.1 The Faculty of the Division of Biomedical Sciences 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 Division of Biomedical Sciences; (e) all members of the Academic Senate who are members of the Division of Biomedical Sciences; (f) other Senate members as may be specified by the bylaws of the Riverside Division of the Academic Senate.

ME1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the Division of Biomedical Sciences. However, all persons with academic appointments in the Division of Biomedical Sciences with teaching responsibilities (e.g., the clinical faculty 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.

ME2  Officers

ME2.1 The Offices of the Faculty consists of a Chair and a Vice Chair.

ME2.1.1 The Chair of the Faculty is elected for a three-year term and is not 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 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.

**ME2.1.2** The Vice Chair is chosen by the Executive Committee from among its membership. The term of office is two years.

**ME2.1.3** 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.

**ME3 Meetings**

**ME3.1** Meetings are called by the Chair of the Faculty or by the Executive Committee. At the written request of twenty-five percent of the voting members of the faculty, the Chair must call a meeting. He/she must call at least one meeting each academic quarter in each year. The faculty meeting may be chaired by the Chair of the Faculty or by the Vice Chair.

**ME3.1.1** A quorum consists of fifty-percent of the members of the Faculty.

**ME3.1.2** A motion to submit a measure to mail or secret ballot has precedence over a motion for an open vote in a meeting.

**ME3.1.3** The Chair of the Faculty will send, 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 Division 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
ME3.1.4 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.

ME3.1.5 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. For personnel matters, faculty may consider the departmental letter in lieu of minutes for these meetings. Opportunities for review and/or comment of the departmental letter are as prescribed in the APM.

ME4 Committees

ME4.1 There shall be an Executive Committee consisting of at least four (4) Faculty members and the Chair of the Faculty. The Dean and the Associate Dean of the Division of Biomedical Sciences will serve as *ex officio* members of this committee.

ME4.1.1 The faculty of the Division of Biomedical Sciences will elect the four (4) representatives to the Executive Committee.

ME4.1.2 The term of office of members of the Executive Committee is two years, and these members are eligible for reappointment.

ME4.1.3 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 Executive Committee are considered officers of the Faculty of the Division. Members of the 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.
ME4.1.4 Whenever the 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 Executive Committee.

ME4.1.5 The Executive Committee has the following functions:

ME4.1.5.1 The Executive Committee has the general oversight of the academic welfare and discipline of students in the Division and has the power to bring before the Faculty any matters that the Committee deems advisable.

ME4.1.5.2 The 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.

ME4.1.5.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the Division 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.

ME4.1.5.4 The Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of all divisional instructional programs and curricula.

ME4.1.5.5 The Executive Committee acts
for the Faculty in making recommendations to the Riverside Division of the Academic Senate regarding courses.

**ME4.2** There shall be a Medical Education Committee consisting of the Director of Clinical Instruction, two medical student representatives from each class, and all course coordinators. The Dean of the Division and the Associate Dean(s) will serve as *ex officio* members of this committee.

**ME4.2.1** The duty of this Committee is to advise on matters pertaining to the educational policy and curriculum of the UCR medical school program.

**ME4.2.2** This Committee is also subject to the Bylaws of the UCLA School of Medicine.

**ME4.3** There shall be a Medical School Admissions Committee consisting of the Chair, appointed by the Executive Committee, and a minimum of ten (10) additional faculty members, appointed by the Admissions Committee Chair, including both basic science and clinical faculty members. The Dean of the Division serves as an *ex officio* and non-voting member of this committee.

**ME4.3.1** The duty of this Committee is to recommend to the Faculty Executive Committee of the UCLA School of Medicine the admission of students into the medical school portion of the UCR/UCLA Thomas Haider Program in Biomedical Sciences.

**ME4.3.2** This Committee is also subject to the Bylaws of the UCLA School of Medicine.

**ME4.4** There shall be a Medical School Promotions Committee composed of at least 6 (6) faculty members plus the Chair, typically chosen from those who serve as course coordinators with representatives of both clinical and ladder-rank faculty. The Dean of the Division serves as an *ex officio* and non-voting member of this committee.

**ME4.4.1** The duty of this Committee is to recommend to the Faculty Executive
Committee of the UCLA School of Medicine
the promotion of medical students from the
first year to the second year, and from the
second year to the third year.

**ME4.4.2** This Committee is also subject to
the Bylaws of the UCLA School of Medicine.

**ME4.5** There shall be a Graduate Advisory
Committee consisting of three faculty
members and two Graduate Advisor(s). 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 election to this Graduate Advisory
Committee.

**ME4.5.1** The duty of this Committee is to
advise the Biomedical Sciences Graduate
Program faculty on matters pertaining to
graduate degree programs.

**ME4.6** There shall be a Volunteer Clinical
Appointments and Advancements Committee.
The Committee shall consist of three (3)
faculty members, the Director of Clinical
Instruction and up to three (3) volunteer
clinical faculty.

**ME4.6.1** The duty of this Committee is to
advise the Chair and faculty members of the
Division of Biomedical Sciences, the Dean of
the Division, and the Executive Vice
Chancellor on appointments and advances of
clinical faculty to Assistant Clinical Professor,
Associate Clinical Professor, and Full Clinical
Professor levels.

**ME4.6.2** This Committee is subject to the
procedures of Volunteer Clinical
Appointments as outlined in the Memorandum
of Understanding of 9/2003 and subsequent
changes approved by the Faculty of the
Division of Biomedical Sciences, the Dean of
the Division, and the Executive Vice
Chancellor.

**ME4.6.3** Members of this Committee will be
appointed annually by the Executive Committee of the Division of Biomedical Sciences with no limit on the period of service.

**ME5** *Election and Balloting*

**ME5.1** Elections are conducted as specified in ME2.1.1, ME2.1.2, ME4.1.3.

**ME5.1.1** Balloting on measures referred to the whole Faculty of the Division by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Division of the Academic Senate following the provisions of chapter 7 of the bylaws of the Riverside Division of the Academic Senate.

**ME6** *Amendments and Suspensions of Bylaws and Regulations*

**ME6.1** 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 ME3.1.3.

Justification: This is a recently approved set of by-laws for the Division of Biomedical Sciences. This is obviously long overdue. Since the Division separated from the College of Natural and Agricultural Sciences a number of years ago, we have operated using a set of by-laws comparable to the ones shown here. Surprisingly, these by-laws had never been formally submitted to the Academic Senate for review and approval, and this matter came to our attention only recently.

Reviewed and Unanimously Approved by the Biomedical Sciences Faculty: May 3, 2007
Approved by the Committee on Academic Personnel: April 2, 2007
Approved by the Faculty Welfare Committee: April 2, 2007
Approved by the Educational Policy Committee: March 26, 2007
Approved by the Undergraduate Council Committee: April 10, 2007
Approved by the Graduate Council: May 3, 2007
Approved by Preparatory Graduate Education: April 9, 2007
The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: May 2, 2007
Endorsed by the Advisory Committee: May 7, 2007