To be adopted:

Proposed Changes to School of Medicine Bylaws

Present

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.

Proposed

ME1 Membership

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.

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 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 Duties of Faculty

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.

ME3 Officers

ME3.1 The Officers of the Faculty consist of a Chair and a Vice Chair.
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.

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

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.

Meetings

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.

A quorum consists of fifty-percent of the members of the Faculty.

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

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

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.

A quorum consists of thirty percent of the members of the Faculty, or ten Faculty members, whichever number is greater.

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

The Chair of the Faculty will 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
for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting.

**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.

**ME4.1.4** 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.

**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.

**ME5.2** 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. The Dean and the Senior Executive Dean of the School of Medicine will serve as non-voting *ex officio* 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
4.1.1 The faculty of the Division of Biomedical Sciences will elect the four (4) representatives to the Executive Committee.

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

4.1.3 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 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.

4.1.4 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.

4.1.5 The Executive Committee has the following functions:

4.1.5.1 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.

5.2.1 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.

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

5.2.3 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.

5.2.4 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.

5.2.5 The Faculty Executive Committee has the following functions:

5.2.5.1 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.
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

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.

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.

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.

ME5.3 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).

ME5.3.1 The duty of this Committee is to advise on matters pertaining to the educational policy and curriculum of the UCR School of Medicine.

ME5.3.2 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 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 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 admissions.

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 Dean for Student Affairs.

**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.

**ME5.4.2** 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.

**ME5.5.1** 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). 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 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.

ME4.6.1 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.

ME4.6.2 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, and 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

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 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.

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.

ME5.7 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 appointments and advances of clinical faculty to Volunteer Assistant, Volunteer Associate, and Volunteer Full Clinical Professor levels.

ME5.7.1 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 Members of this Committee will be appointed by the Faculty Executive Committee of the School of Medicine, with renewable two year terms of service.

ME6 Election and Balloting

ME6.1 Elections are conducted as specified in ME3.1.1, ME3.1.2, and ME5.2.3.

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 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.

**ME7 Amendments and Suspensions of Bylaws and Regulations**

**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.

Approved by the Biomedical Sciences Executive Committee: 01/10/2012

Approved by the Faculty of the School of Medicine: 01/10/2012

The Committee on Rules and Jurisdiction finds the wording consistent with the code of the Academic Senate: 1/16/2012

Received by the Executive Council of the Senate: 01/23/2012