

Bylaws of the Faculty of Tufts University School of Medicine

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BYLAWS OF THE FACULTY OF TUFTS UNIVERSITY SCHOOL OF MEDICINE

Preamble

The Bylaws of the faculties of the schools and colleges of Tufts University are subject to the approval of the Trustees of Tufts College (Tufts University) and in all instances the Bylaws of the Trustees of Tufts College (Tufts University) supersede the Bylaws of the faculties of the schools and colleges of the university.

Hereafter, the word “school” shall refer to Tufts University School of Medicine and the word “faculty” shall refer to the Faculty of Tufts University School of Medicine.

The term “affiliated institutions” shall refer to hospitals or other institutions formally associated with the school in the furtherance of its programs of education and research. Those institutions with extensive academic responsibilities are referred to as “designated affiliated institutions” [see Faculty of the School of Medicine Handbook for the list of designated affiliated institutions.]

The term “days” if used without qualification in this document shall be interpreted to mean calendar days.

For purposes of voting, the term “present” shall encompass both physical presence and contemporaneous electronic participation, unless otherwise specified.

The term “professorial rank” refers to the ranks of assistant professor, associate professor, and full professor, however modified.

Unless the context clearly expresses otherwise, in these Bylaws or any amendment thereto, the masculine, feminine and neuter genders shall each be deemed to include the masculine, feminine and neuter.

Article I. Membership

Membership in the Faculty of the School of Medicine shall include those duly appointed persons whose titles, however otherwise modified, are lecturer, instructor, assistant professor, associate professor, or professor. The president of Tufts University and the provost of Tufts University shall be *ex officio* members of the faculty.

Article II. The Deanship

The dean of the School of Medicine, hereafter referred to as “the dean,” is appointed by the Tufts University Board of Trustees, upon recommendation of the president. The dean is the highest official of the school and is responsible to the president and the provost for all aspects of the operation of the school. The dean shall make recommendations to the provost or the president regarding appointments to and promotions within the faculty; prepare the agenda of the meetings of the faculty; execute specific instructions of the faculty in areas of its responsibility; preside over faculty meetings;

make reports to the Executive Council; provide the faculty with an opportunity to offer input at an early stage on issues that may affect the faculty before moving forward with plans that have a significant impact on the research or teaching missions of the school; make an annual report to the provost and have such other duties, responsibilities and authority as may be delegated to the dean from time to time by the president or the provost.

Article III. The Faculty of the School of Medicine

Section 1. Rights and Responsibilities

The specific areas of rights and responsibilities of the Faculty of the School of Medicine include the following:

- to establish, subject to trustee approval, the objectives for the school's educational program, the content and form of the curriculum, and the requirements for awarding of degrees;
- to provide teaching within the school and assure the quality of its educational programs;
- to recommend promotion and degree certification of students to the Executive Council;
- to recommend policies regarding admission of students to the school and student conduct and discipline;
- to recommend appointments to and promotions within the faculty;
- to receive reports from standing and *ad hoc* committees and from the Executive Council on the council's actions;
- to elect members to standing committees as specified in these Bylaws;
- to direct the Executive Council either itself or through a standing committee to investigate, report upon and, if appropriate, take action regarding any matter of concern;
- to render advice to the dean and/or other officers of the university on any matters affecting the school;
- to petition the dean on matters of concern to the faculty;
- to authorize mail or electronic ballots if necessary as provided in Section 2(d) of this Article; and
- to recommend amendments or revisions to these Bylaws as provided for in Article IX.

Section 2. Meetings

- (a) Frequency: Regular meetings of the faculty shall be held at least three times during each academic year. The schedule for the regular meetings shall be distributed by the dean at the beginning of each academic year; reminders of each meeting will be sent to members of the faculty at least three weeks before each meeting. Special meetings will be called by the secretary of the faculty [see Article V, Section 2(b)] within 30 days of a request by the dean or of a written request to the secretary of the faculty signed by 25 members of the faculty who have voting privileges.
- (b) Agenda and Minutes: An agenda for each regular or special meeting of the faculty shall be prepared by the dean. The dean shall send the agenda with all relevant supporting materials to the members of the faculty no fewer than 14 days prior to each meeting; however, no item may be voted upon unless it has been noticed as such on the agenda at least 14 days before the meeting. Any member of the faculty may request that items be included on the agenda provided such requests are made in writing to the secretary of the faculty, signed by at least 10 (ten) voting members of the faculty, and received by the secretary of the faculty at least 21 days prior to the date of the meeting at which such items are to be considered. The minutes will be made available to all faculty members.
- (c) Voting Privileges: All members of the faculty with professorial rank (except with the modifiers adjunct, emeritus or visiting) and full-time Tufts University-employed lecturers and instructors may vote. Those faculty members not entitled to vote may otherwise participate in and be heard at meetings of the faculty.
- (d) Quorum: A quorum shall consist of 25 members of the faculty with voting privileges for all business except that of amending the Bylaws.

To amend or revise the Bylaws, a quorum shall consist of 80 voting members of the faculty, and a two-thirds vote shall be required to make such actions binding. Voting shall be in person except as stated below. There shall be no proxy voting.

In the event that those present at a faculty meeting which is considering amendment or revision of the Bylaws do not constitute a quorum, a mail or electronic ballot will be conducted if so voted by a majority of those present at the faculty meeting. The results of the ballot will be tallied by the Committee on Committees on the date specified at the faculty meeting and stated in the ballot. In the event that fewer than 80 of the voting members of the faculty respond to a mail or electronic vote conducted in accordance with the above requirements, a motion to amend or revise the Bylaws shall fail. If more than 80 of the voting members of the faculty return their mail or electronic ballots, a two-thirds vote shall be required to amend or revise the Bylaws.

- (e) Conduct: In the absence of the president or the provost, the dean shall preside at meetings of the faculty. In the dean's absence, his or her designee shall preside. The chair of the Faculty Senate shall serve as secretary of the faculty [see Article V, Section 2 (b)].

Section 3. Committees of the Faculty

- (a) Election of Standing Committees: The faculty shall elect members to the standing committees, except for the Basic Science Faculty Appointment, Promotion and Tenure Committee, and the Student Ethics and Promotions Committee. The Committee on Committees will solicit nominations for election to standing committees.
- (b) Appointment to *ad hoc* Committees: The dean may appoint members of the faculty to serve on an *ad hoc* committee established for a specific purpose.

Article IV. The Executive Council

Preamble

The purpose of the Executive Council is to establish and implement policies for the school, primarily through the oversight of standing committees and creation of *ad hoc* committees. The Executive Council also shall recommend to the Board of Trustees all candidates for degrees offered by the school.

The Executive Council is the decision-making body of the school. The Executive Council receives recommendations from the dean and the faculty through the standing and *ad hoc* committees, the Faculty Senate, and petitions of individual faculty members, and reports its decisions to the faculty and to the Faculty Senate. The Faculty Senate may require the Executive Council to reconsider its decisions [see Article V, Section 1]. In addition, the Executive Council may initiate proposals but must seek faculty input at an early stage before enacting such proposals.

Section 1. Rights and Responsibilities

The rights and responsibilities of the Executive Council shall be:

- to request and receive reports from the dean;
- to establish and review, at least every three years, the charge to each standing committee and to direct any standing committee to carry out specific tasks;
- to request and receive a report from each standing committee at least annually. The Executive Council may request the chair of any standing committee to deliver his/her report in person;
- to create subcommittees and request reports from such subcommittees;
- to review the status of any standing or *ad hoc* committee which fails to meet or to report as required in these Bylaws or as otherwise specified by the Executive Council and take remedial action, if appropriate;
- to consider, approve, reject or otherwise modify the actions of a standing committee or *ad hoc* committees, except where, under these Bylaws or other school policy, a committee shall

make specific recommendations directly to the dean;

- to provide minutes of its meetings to the Faculty Senate and to the faculty and, when appropriate, make reports to the Faculty Senate and to the faculty on the work of the standing committees;
- to recommend to the Board of Trustees candidates for the various degrees offered by the school;
- to reconsider items for which reconsideration has been requested by the faculty or the Faculty Senate;
- to deal with any other matter of school policy or concern not in the province of a standing or *ad hoc* committee; and
- to recommend to the faculty amendments to or revisions of these Bylaws.

Section 2. Membership

Membership of the Executive Council shall include:

- the dean of the School of Medicine, who shall be chair;
- the chairs of the current basic science departments of the school;
- the academic chairs of the current clinical departments of the school;
- the academic dean or officer from each of the designated affiliated institutions and from any other teaching hospital of the school designated by the dean;
- the president of Tufts University and the provost;
- the president of Tufts Medical Center;
- the chair of the Faculty Senate, who serves as secretary of the faculty;
- the president of the Medical Student Council;
- one alumnus to be appointed by the Executive Council of the Tufts Medical Alumni Association; and
- the dean of the Sackler School of Graduate Biomedical Sciences.

Section 3. Meetings

- (a) Frequency: Regular meetings shall be held at least four times per year. The schedule for all regular meetings shall be distributed at the beginning of each academic year; reminders of each meeting will be sent to the members of the Executive Council at least ten days before each meeting. Special meetings may be called by the secretary of the faculty upon request of the dean, or upon petition of one-third of the members of the Executive Council.
- (b) Agenda and Minutes: The agenda for each meeting shall be prepared by the dean in consultation with the chairs of the standing committees and the chair of the Faculty Senate. The office of the dean will send the agenda, with relevant supporting materials to the members of the Executive Council at least 14 days before the meeting. Any item requiring a vote must be noticed as such on the agenda. Any member of the faculty, student body, or administration who is not a member of the Executive Council may petition to have an item placed on the agenda provided that a request be made in writing to the secretary of the faculty, be co-signed by at least ten other members of the student body, faculty, or administration, and be received at least 21 days prior to the date of the meeting at which such item is to be considered. Should urgent matters arise fewer than 21 days before a scheduled meeting, ten or more members of the faculty, administration or student body may petition in writing to have the matter addressed at a meeting of the Executive Council. The dean shall have the power to grant or deny such a request. In the event of a denial, the petitioners can require that the dean submit the request to the full Executive Council at the beginning of the meeting. The matter shall be addressed at the meeting if twenty percent (20%) of the Executive Council members present agree to do so.
- A designee of the dean shall keep minutes of all meetings of the Executive Council and transmit them to all members of the Executive Council and shall make them available to the faculty and to the Faculty Senate.
- (c) Voting Privileges: Each member of the Executive Council shall have one vote and must be present in person or by contemporaneous electronic participation to vote and to otherwise participate in an Executive Council meeting. The one exception is the awarding of degrees for which the vote may be cast by signed fax or email with an electronic signature. A member of the Executive Council unable to be present may designate a non-voting representative from the same academic department or affiliated institution.
- (d) Quorum: A quorum shall consist of a majority of the members of the Executive Council present in person or by contemporaneous electronic participation.
- (e) Conduct: The dean or his/her designee shall preside. Attendance at meetings of the Executive Council is restricted to members of the council or their designees. However, the dean may invite *ex officio* officers or representatives of other constituencies who may be affected by decisions of the Executive Council as non-voting participants.

Article V. Faculty Senate

Preamble

The purpose of the Faculty Senate, an elected body, is to represent the Faculty of the School of Medicine. The Faculty Senate advises the dean on matters affecting the faculty, communicates with the Executive Council and standing committees, and may direct these bodies to investigate or take action on matters of concern to the faculty.

Section 1. Rights and Responsibilities

The rights and responsibilities of the Faculty Senate shall be to:

- render advice to the dean on any matters affecting the school;
- request information from or meetings with the dean, the president and provost of the university, or other appropriate individuals, and communicate its positions and make proposals and recommendations to these officers and to the Executive Council;
- be informed at an early stage by the dean of any proposals and plans affecting the School of Medicine;
- receive the financial information necessary to evaluate the annual budget of the School of Medicine and to suggest budget priorities and to evaluate any other issues of concern;
- request that the Executive Council, either itself or through a standing committee, investigate, report upon and, when appropriate take action regarding any specific matter of concern;
- review the work of the Executive Council, the standing and ad hoc committees. The Faculty Senate may request reconsideration of actions of the Executive Council that were not previously presented to the Faculty Senate or its subcommittees for review; request for reconsideration must be submitted to the dean (as Chair of the Executive Council) within 30 days after the Faculty Senate has been notified of the action of the Executive Council. A decision made by the Executive Council on matters not previously presented to the Faculty Senate or its subcommittees cannot take effect or be sent to the Board of Trustees within the 30-day reconsideration period. Reconsideration will not include the conferring of degrees by the Executive Council.
- receive reports on the actions of the Executive Council and the standing committees;
- receive reports directly from standing committees should it so desire;
- authorize mail or electronic ballots if necessary;
- consider any matter relating to the functioning of the faculty which it deems to be within its purview;

- maintain communication with the faculty by requiring senators to report to their constituents; and
- report annually to the faculty on the deliberations and recommendations of the Faculty Senate and its committees; and
- be notified of proposed changes to the Faculty Handbook and have 60 days to comment on them. In addition, the Senate may propose changes to the Faculty Handbook.

Section 2. Membership

- (a) Senators: Membership in the Faculty Senate shall be restricted to faculty members with voting privileges [see Article III, Section 2(c)] and shall be constituted as follows:
- i. Each basic science department will elect from among its members one senator whose primary faculty appointment is in that basic science department. At-large representative(s) shall be nominated and elected by basic science faculty members. Total basic science representation shall equal either seven members or 25% of the total Faculty Senate membership, whichever is greater.
 - ii. Each clinical department will elect from among its members one senator whose primary faculty appointment is in that clinical department.
 - iii. Annually, the dean shall designate those affiliated institutions that shall have Faculty Senate representation. Each designated affiliated institution will elect one senator from among its faculty members.
 - iv. Faculty members with significant administrative responsibilities such as individuals with the title of dean, chair, or chief, however modified, may not serve as senators, as their administrative roles may conflict with the responsibilities of a senator.
 - v. A senator may not simultaneously represent more than one electoral unit.
 - vi. Faculty Senate elections will be overseen and conducted as described in Section 2(c) of this article and in the Faculty of the School of Medicine Handbook.
- (b) Officers:
- i. The officers of the Faculty Senate, who must be elected senators, shall be the chair, the vice-chair and the secretary. The chair of the Faculty Senate shall be the secretary of the faculty. Officers shall be elected to one-year terms and shall constitute the Executive Committee of the Faculty Senate. The Faculty Senate shall elect these officers for the following year by anonymous ballot as the last business item on the agenda for the final Faculty Senate meeting of the academic year. Only returning members and newly elected members shall be allowed to participate in the election of officers for the next year. Nominations for each office are to be made from the floor at the meeting at which the election takes place. The current chair shall conduct the election. Officers shall be eligible for re-election.

- ii. In the event the chair's office is vacated, the vice-chair shall become chair; a new vice-chair shall be elected. In the event the vice-chair's or secretary's office is vacated, a new officer shall be elected. In each of these circumstances, elections to fill the vacancies shall be conducted at the first meeting of the Faculty Senate after the occurrence of the vacancy and the new officers shall serve for the remainder of the term.
 - iii. The chair shall preside over the meetings of the Faculty Senate; represent the Faculty Senate as a member of the Executive Council; preside at meetings of the Executive Committee of the Faculty Senate; appoint committees of the Faculty Senate, including the Faculty Senate Committee on Elections; carry out charges upon him/her by the Faculty Senate; serve as the Secretary of the Faculty; and in general shall have those responsibilities expected of the chair of a representative body.
 - iv. The vice-chair shall assume the duties of the chair in the chair's absence. In addition, the vice-chair shall serve as the chair of the Faculty Senate Committee on Elections.
 - v. The secretary shall maintain the minutes and records of the Faculty Senate, shall give notice of meetings of the Faculty Senate and its executive committee, and shall provide administrative and logistical organization of senate activities.
 - vi. The chair, the vice-chair and the secretary shall serve until the election of a successor at the June meeting of the succeeding year.
- (c) Elections: The Faculty Senate Subcommittee on Elections shall oversee the election of senators for each electoral unit and ensure that approximately one-third of the units hold elections each year. The committee shall also ensure that senator vacancies are filled on a timely basis.
- (d) Term: The term of office shall be three years. Terms begin on July 1 and end on June 30. Where possible, terms will be staggered so that approximately one-third of the Faculty Senate membership will be elected each year. A faculty member may not serve as senator for more than six consecutive years and shall not be eligible for subsequent election until he/she has been out of office for at least one year. Both newly elected and departing senators shall be invited to the final meeting of the academic year at which elections of officers for the succeeding year shall be conducted.

Section 3. Meetings

Faculty Senate meetings will be open to the entire faculty and administration as non-voting attendees. The Faculty Senate may, upon decision of the chair, call for a closed session.

- (a) Frequency: Regular meetings of the Faculty Senate shall be held at least eight times during each academic year. Additional meetings may be called by the chair or by petition of one-third of the members of the Faculty Senate.
- (b) Agenda and Minutes: Items shall be included on the agenda of the Faculty Senate for its next meeting upon request of any senator. Upon petition of 15 or more members of the faculty to any executive officer, items shall be included on the agenda of the Faculty Senate

for its next meeting. The minutes of Faculty Senate meetings, except for closed sessions, shall be available to the faculty.

- (c) Voting Privileges: Each member of the Faculty Senate shall have one vote and must be present, either by physical presence or by contemporaneous electronic participation, to cast that vote.
- (d) Quorum: A quorum shall consist of one-third of the full Faculty Senate membership.
- (e) Conduct:
 - i. A Faculty Senate member who is unable to attend a meeting may designate a substitute faculty member from his/her electorate, who may vote on his/her behalf. The substitute must have voting privileges as defined under Article III, Section 2(c).
 - ii. The absence of a Faculty Senate member or an appointed substitute from four meetings per electoral year may be reviewed by the Faculty Senate Subcommittee on Elections for possible replacement. The chair of the Faculty Senate will notify the senator of the impending review.
 - iii. The Faculty Senate may appoint committees as required for the transaction of its business. In the selection of members for senate committees, the chair of the committee must be a senator, but other committee members may or may not be senators.

Article VI. Standing Committees

Section 1. General Provisions of the Standing Committees

The following general conditions shall apply to all standing committees except where otherwise specified in these Bylaws.

- (a) Rights and Responsibilities: Standing committees have the responsibility for recommending policy to the Executive Council in their areas of concern; for receiving instructions from the Executive Council, the Faculty Senate, and from the faculty; for establishing procedures for the conduct of committee business consistent with these Bylaws; and for implementing such policies and instructions.

The establishment of new standing committees or abolition of existing standing committees requires amendment to these Bylaws.

Each standing committee will:

- i. specifically define its policies, objectives and scope of activity and transmit same annually in writing to the Executive Council for its approval; and
- ii. file an annual report on the work of the standing committee with the dean and the secretary of the faculty. These reports will be kept on file by the secretary of the faculty and shall be made available to members of the faculty.

- (b) Membership:
 - i. At least two-thirds of the membership of each standing committee must be members of the faculty of the school.
 - ii. Each standing committee shall have representation from the basic science and clinical faculty.
 - iii. Standing committees may, where appropriate, include faculty members from other schools of the university.
- (c) Voting Privileges: Each member of each committee shall have one vote and must be present, either in person or by contemporaneous electronic participation, to cast that vote, unless otherwise specified.
- (d) Conduct: The chair shall preside at meetings of each committee or, if absent, the chair may delegate this responsibility to another member of the committee. Each committee may establish subcommittees as needed. The meetings of standing committees shall be open, except those where matters relating to specific individuals are being discussed, or when designated as executive sessions by majority vote of the members present. Absence from three consecutive meetings of the committee may constitute grounds for removal of a member from a committee. The committee may request the Committee on Committees to replace an elected or appointed committee member for the remainder of a dismissed member's term.

Section 2. Academic Research Awards Committee

- (a) Rights and Responsibility: The Academic Research Awards Committee shall have the responsibility for stimulating and fostering the research functions of the school community by administering the Charlton Fund, organizing the Charlton Lecture and associated events, and recommending research honors for graduating medical students.
- (b) Membership: In addition to faculty representation, the committee shall include representation from the Medical Student Council, the Sackler Student Council and the Public Health and Professional Degree Programs Student Senate.
- (c) Chair: The committee shall elect a chair from among its faculty members annually.
- (d) Term: The term of membership of the committee shall be three years. Where possible, terms will be staggered so that approximately one-third of the committee membership will be elected each year. Consecutive terms of membership are possible one time only. After serving two consecutive terms, committee members may not serve again until at least one full term has passed.
- (e) Meeting Frequency: Regular meetings of the committee shall be held at least two times during each academic year. Additional meetings may be called by the chair, the dean, or by petition of one-third of the members of the committee.
- (f) Meeting Agenda and Minutes: An agenda for the committee meeting shall be prepared by

the chair. The agenda, minutes of the previous meeting and supporting materials shall be distributed to committee members at least ten days in advance of the meeting. Any member of the committee may have an item placed on the agenda by submitting a written request to the chair at least ten days in advance of the meeting.

- (g) Voting Privileges: Each faculty member of the committee shall have one vote and must be present, either in person or by contemporaneous electronic participation, to cast that vote.
- (h) Quorum: A quorum shall consist of a majority of the voting members of the committee.

Section 3. Admissions Committee

- (a) Rights and Responsibility: The Admissions Committee for students seeking the M.D. degree shall have the responsibility for developing policy and procedures to govern admission of students to the school; for providing for, and monitoring, the selection of candidates for admission; and for overseeing and aiding in the recruitment of students.
- (b) Membership: The Admissions Committee shall include elected faculty, faculty members appointed by the dean, members of the administration and fourth-year medical students.
- (c) Chair: The dean of admissions shall serve as the chair of the Admissions Committee.
- (d) Term: The term of membership of the Admissions Committee shall be three years. Where possible, terms will be staggered so that approximately one-third of the committee membership will be elected or appointed each year.
- (e) Meeting Frequency: Meetings shall be held at regular intervals as determined by the chair of the committee. Additional meetings may be called by the chair, the dean, or by petition of one-third of the members of the committee.
- (f) Meeting Agenda and Minutes: Meetings or portions of meetings devoted to discussing candidates for admission shall not require an agenda or minutes. If other matters are to be discussed, an agenda and any supporting materials for the committee meeting shall be prepared by the chair and shall be distributed to committee members at least ten days in advance of the meeting. Any member of the committee may have an item placed on the agenda by submitting a written request to the chair fifteen days in advance of the meeting.
- (g) Voting Privileges: Each member of the committee shall have one vote and must be present in person to cast that vote.
- (h) Quorum:
 - i. The members of the committee eligible to vote for admission of students to the school shall be defined as the functional group of the committee. The composition of the functional group is defined in the Faculty of the School of Medicine Handbook. A quorum of the Admissions Committee is defined as having at least 50% of the functional group, and student representation must be less than 50% of the functional group present.
 - ii. For all business other than voting on candidates for admission, a quorum for

discussion shall consist of 20% of the committee members. For a vote to be considered valid, a majority of the members of the committee must cast a ballot. Members not present will be given an opportunity to vote electronically at a later date.

Section 4. Basic Science Faculty Appointment, Promotion and Tenure Committee

- (a) Rights and Responsibility: The Basic Science Faculty Appointment, Promotion and Tenure Committee shall have the responsibility for recommending policy, subject to Board of Trustees approval, for the appointment and promotion of basic science faculty members at the rank of associate professor and professor regardless of modifier, and for advising the dean regarding appointments, promotions, and tenure.
- (b) Membership: The Basic Science Faculty Appointment, Promotion and Tenure Committee shall be constituted as follows:
- i. The committee shall have at least 10 members. Faculty members holding the title of department chair or dean, however modified, are not eligible to serve on the committee. All nominees, except for the Clinical Faculty Promotion and Appointment Committee representative, must be approved by a majority vote of the full-time basic science faculty. If the full-time basic science faculty disapproves of any nominee, the nominator will nominate another eligible faculty member for approval by the full-time basic science faculty;
 - ii. each basic science department chair shall nominate one tenured professor whose primary appointment is in that basic science department;
 - iii. the chair of the Clinical Faculty Appointment and Promotion Committee, or his or her designee for the academic year;
 - iv. the dean of the School of Medicine shall nominate one tenured professor whose primary appointment is in one of the basic science departments;
 - v. the dean of the Sackler School of Graduate Biomedical Sciences shall nominate one tenured professor whose primary appointment is in one of the basic science departments; and
 - vi. the Faculty Senate shall nominate one tenured professor whose primary appointment is in one of the basic science departments.
 - vii. There shall be no fewer than two and no more than three members of the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine whose primary appointments are in the same department.
 - viii. At-large members shall be elected from the basic science faculty in such number as to yield a total of six elected faculty members.
 - ix. No member of the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine may serve on the Faculty Grievance Committee during his or her term or for three years thereafter.

- (c) Chair: The dean of the School of Medicine shall appoint annually one of the members of the committee to serve as chair.
- (d) Term: The term of membership of the Basic Science Faculty Appointment, Promotion and Tenure Committee shall be three years. Where possible, terms will be staggered so that approximately one-third of the committee membership will be elected or appointed each year. Consecutive terms of membership whether by election or appointment are possible one time only. After serving two consecutive terms, committee members may not serve again until at least one full term has passed.
- (e) Meeting Frequency: The committee will meet as required throughout the year.
- (f) Meeting Agenda and Minutes: An agenda for the committee meeting shall be prepared by the chair of the committee. The agenda and supporting materials shall be distributed to committee members at least ten days in advance of the meeting. Any member of the committee may have an item placed on the agenda by submitting a written request to the chair ten days in advance of the meeting. Due to the confidential nature of meeting content, minutes will be distributed as described in the Faculty of the School of Medicine Handbook.
- (g) Voting Privileges: Each member of the committee shall have one vote, cast anonymously, and must be present, either in person or by contemporaneous electronic participation, to cast that vote.
- (h) Quorum: A quorum shall consist of 80% of the membership for voting on proposed appointment, promotion, or tenure cases, and 60% of the membership for all other business.

Section 5. Clinical Faculty Promotion and Appointment Committee

- (a) Rights and Responsibility: The Clinical Faculty Promotion and Appointment Committee shall have the responsibility for recommending policy, subject to Board of Trustees approval, for the appointment and promotion of faculty members of clinical departments at the rank of associate professor or professor, regardless of track. It shall consider recommendations for appointments or promotions submitted to the dean by the departmental chair and shall advise the dean regarding them in keeping with its own policies and the relevant portions of these Bylaws.
- (b) Membership: The Clinical Faculty Promotion and Appointment Committee shall have the majority of its members from the faculty of the clinical departments. The committee shall have no fewer than 15 members, of whom no more than five members shall have primary appointments in the same department. Members of the committee must be at the rank of associate professor or professor in the research or unmodified tracks of a clinical department. No more than five members shall hold the rank of associate professor. University-employed deans shall not be eligible to serve on the committee. The chair of the Basic Science Faculty Appointment, Promotion and Tenure Committee, or his or her designee for the academic year, shall serve on the Clinical Faculty Appointment and Promotion Committee as the basic science representative. No member of the Clinical Faculty Promotion and Appointment Committee may serve on the Faculty Grievance

Committee during his or her term or for three years thereafter.

- (c) Chair: At its first meeting of the academic year, the committee shall elect one of its members to serve as chair. The chair must have served on the committee for at least one year and hold the rank of professor in a clinical department. If the elected chair is unable to complete his or her term, the committee shall elect another member to complete the remainder of that term as chair.
- (d) Term: The term of membership of the Clinical Faculty Promotion and Appointment Committee shall be three years. Where possible, terms will be staggered so that approximately one-third of the committee membership will be elected each year. Consecutive terms of membership are possible one time only. After serving two consecutive terms, committee members may not serve again until at least one full term has passed.
- (e) Meeting Frequency: The committee shall meet as required throughout the year.
- (f) Meeting Agenda and Minutes: An agenda for the committee meeting shall be prepared by the chair of the committee. The agenda and supporting materials shall be distributed to committee members sufficiently in advance of the meeting to allow members to evaluate the materials fully. Any member of the committee may have an item placed on the agenda by submitting a written request to the chair in advance of the meeting. Due to the confidential nature of meeting content, minutes will be distributed as described in the Faculty of the School of Medicine Handbook.
- (g) Voting Privileges: Each member of the committee shall have one vote, and must be present, either in person or by contemporaneous electronic participation, to cast that vote. Voting shall be completed anonymously to the fullest extent possible.
- (h) Quorum: A quorum shall consist of a majority of the members of the committee.

Section 6. Committee on Committees

- (a) Rights and Responsibility: The Committee on Committees shall have the following responsibilities:
 - i. to determine the size and composition of each of the standing committees except for the Committee on Committees itself, the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine, and the Student Ethics and Promotions Committee; and
 - ii. to nominate persons for election to all standing committees except for the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine and the Student Ethics and Promotions Committee, and to prepare the ballots; and
 - iii. to solicit nominations from the faculty for the annual Distinguished Faculty award and to recommend those nominees to the Distinguished Professors.
- (b) Membership: The Committee on Committees shall consist of six faculty members: two from the basic science departments and four from the clinical departments, of whom no more

than two shall be on the full-time staff of the Tufts Medical Center. The new faculty members shall be elected by the faculty from a ballot prepared by the Committee on Committees in existence at that time.

- (c) Chair: At its first meeting of the academic year, the committee shall elect one of its members to serve as chair.
- (d) Term: The term of membership of the Committee on Committees shall be three years. Where possible, terms will be staggered so that approximately one-third of the committee membership will be elected each year. Consecutive terms of membership are possible one time only. After serving two consecutive terms, committee members may not serve again until at least one full term has passed.
- (e) Meeting Frequency: Regular meetings of the Committee on Committees shall be held at least once during each academic year. Additional meetings may be called by the chair, the dean, or by petition of one-third of the members of the committee.
- (f) Meeting Agenda and Minutes: An agenda for the committee meeting shall be prepared by the chair. The agenda, minutes of the previous meeting and supporting materials shall be distributed to committee members at least ten days in advance of the meeting. Any member of the committee may have an item placed on the agenda by submitting a written request to the chair ten days in advance of the meeting.
- (g) Voting Privileges: Each member of the committee shall have one vote and must be present, either in person or by contemporaneous electronic participation, to cast that vote.
- (h) Quorum: A quorum shall consist of a majority of the members of the committee.

Section 7. Curriculum Committee

- (a) Rights and Responsibility: The Curriculum Committee shall have the responsibility for the development and implementation of the educational policies and curriculum of the school, and for evaluation of the educational program, its content and teaching.
- (b) Membership: The Curriculum Committee shall include elected faculty members and members appointed by the dean. Those appointed by the dean shall equal two members fewer than 50 percent of the faculty members of the committee. The dean's appointees shall be selected to ensure balanced representation from the basic science and clinical departments, affiliated institutions, and course and clerkship directors. The committee membership shall include at least six members with primary appointments in basic science departments. The dean for educational affairs is an *ex officio* member of the committee. The dean of student affairs, director of the Hirsh Health Sciences Library and other members of the administration will be invited to Curriculum Committee meetings as non-voting members.

The committee shall include four elected students per class as curriculum committee representatives, however only two student members from each class may vote at a given meeting. The students shall be elected by the Medical Student Council.

- (c) Chair: The chair and the vice chair shall each be elected by committee members for two year terms.
- (d) Term: The term of membership of the Curriculum Committee shall be three years. Where possible, terms will be staggered so that approximately one-third of the committee membership will be elected or appointed each year. Consecutive terms of membership whether by election or appointment are possible one time only. After serving two consecutive terms, committee members may not serve again until at least one full term has passed. Student members shall serve one year terms, and may be re-elected annually.

An exception can be made for the chair and vice chair of the Curriculum Committee, who may be reappointed to fulfill his or her term as chair or vice chair. No member of the committee shall serve for more than eight continuous years.

- (e) Meeting Frequency: Regular meetings of the committee shall be held at least ten times during each academic year. Additional meetings may be called by the chair, the dean, or by petition of one-third of the members of the committee. Members who fail to attend at least 60% of the meetings of the committee in any given academic year may be replaced.
- (f) Meeting Agenda and Minutes: An agenda for the committee meeting shall be prepared by the chair of the committee. The agenda, minutes of the previous meeting and supporting materials shall be distributed to committee members at least seven days in advance of the meeting. Any member of the committee may have an item placed on the agenda by submitting a written request to the chair ten days in advance of the meeting.
- (g) Voting Privileges: Each member of the committee shall have one vote and must be present, either in person or by contemporaneous electronic participation, to cast that vote.
- (h) Quorum: A quorum shall consist of a majority of the faculty members of the committee.

Section 8. Faculty Grievance Committee

- (a) Rights and Responsibility: The Faculty Grievance Committee shall have responsibility to review faculty grievance procedures and recommend to the Executive Council, Faculty Senate and the faculty changes thereto and the power and responsibility to elect Formal Hearing Boards from among its members upon receipt of a formal notice of grievance from a faculty member. The Formal Hearing Boards shall conduct formal hearings of faculty grievances and shall make and report findings based on such hearings. The conduct of such hearings and subsequent reports shall be in accordance with the established Grievance Procedures of the Faculty of the School of Medicine Handbook.
- (b) Membership: The Faculty Grievance Committee shall consist of seven elected faculty members: three tenured members from the basic science departments, one member from the Department of Public Health and Community Medicine, and three members from the clinical departments, of which no more than two shall be on the full-time staff of Tufts Medical Center. All members must hold the rank of associate professor or professor, and shall not hold a title that includes “dean” or “chair”. There shall be no more than one member from each department/specialty.

No member of the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine or of the Clinical Faculty Appointment and Promotion Committee may serve on the Faculty Grievance Committee during his or her term or for three years thereafter.

- (c) Chair: The committee shall annually elect one of its members to serve as chair following the completion of the standing committee election process and no later than July 1.
- (d) Term: The term of membership of the Faculty Grievance Committee shall be three years. Where possible, terms will be staggered so that approximately one-third of the committee membership will be elected each year. Consecutive terms of membership are possible one time only. After serving two consecutive terms, committee members may not serve again until at least one full term has passed.
- (e) Meeting Frequency: The committee will meet as required.
- (f) Meeting Agenda and Minutes: Due to the confidential nature of the Faculty Grievance Committee proceedings, no agenda or minutes will be distributed.
- (g) Voting Privileges: Each member of the committee shall have one vote and must be present in person to cast that vote. Contemporaneous electronic participation in meetings and voting may be permitted if agreed to by all parties to the grievance.
- (h) Quorum: A quorum shall consist of a majority of the members of the committee.

Section 9. Student Ethics and Promotions Committee

- (a) Rights and Responsibility: The Student Ethics and Promotions Committee shall have the responsibility for developing and implementing promotion policies and procedures for medical student evaluation in all phases of the curriculum; for monitoring students' progress through the entire curriculum; for promoting students from one phase of the curriculum to the next; for recommending students for graduation; for identifying and dealing with all cases of academic deficiency, as well as cases of ethical misconduct (both academic and professional), including issuing warnings, placing students on probation or suspension, granting or denying re-examination, requiring students to take a leave of absence, recommending re-admission, and dismissing students from the school.

In addition, the committee will consider all recommendations for dismissal of students from all degree granting programs of the school, and other such cases that are referred by the subcommittee of Public Health and Professional Degree Programs.

- (b) Membership: The Student Ethics and Promotions Committee shall consist of 11 faculty members from the basic science and clinical departments of the school appointed by the dean and one student member appointed by the dean of student affairs. In the situation where the student committee member has recused himself or herself from a meeting, the dean of student affairs will select an alternate student member to be chosen from the class ethics representatives. The dean of student affairs, the associate dean for students, and the registrar shall be *ex-officio* non-voting members of the committee.

- (c) Chair: The dean shall appoint annually one faculty member of the committee to serve as chair. The committee chair may serve in that role up to four years in an eight year period.
- (d) Term: The term of office shall be four years; terms will be staggered so that approximately one-fourth of the committee membership will be appointed each year. Consecutive terms of membership are possible one time only. After serving two consecutive terms, committee members may not serve again until at least two years have passed.
- (e) Meeting Frequency: Regular meetings of the committee shall be held at least three times during each academic year. Additional meetings may be called by the chair, the dean, or by petition of one-third of the members of the committee.
- (f) Meeting Agenda and Minutes: An agenda for the committee meeting shall be prepared by the chair of the committee. The agenda and supporting materials shall be distributed to committee members at meetings. Due to the confidential nature of meeting content, minutes shall not be distributed.
- (g) Voting Privileges: Each member of the committee shall have one vote and must be present in person to cast that vote. Under exceptional circumstances, members may vote by contemporaneous electronic participation.
- (h) Quorum: A quorum shall consist of a majority of the voting members of the committee.

Article VII. Review of Academic Departments

Each academic department shall provide an annual report to the dean highlighting the faculty's accomplishments and deficiencies with regard to the academic activities of the department including appointments and promotions, diversity and inclusiveness, teaching and training, research, scholarship, awards and honors, and institutional service for the past academic year. The dean shall meet with each department chair at least annually to review the department's academic activities.

Additionally, basic science and clinical departments shall be reviewed comprehensively by external reviewers every eight years or earlier at the dean's discretion.

A majority of the faculty with voting privileges within a department may vote to require the dean to initiate a review of that department earlier than the mandated interval.

Article VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the conduct of business in the faculty of the School of Medicine, the Executive Council, the Faculty Senate, and the standing committees, in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that the Faculty of the School of Medicine, the Executive Council, the Faculty Senate and the standing committees may adopt.

Article IX. Amendments to or Revision of the Bylaws

These Bylaws may be amended or revised by the Faculty of the School of Medicine as provided herein in Article III, Section 2(d), subject to, and consistent with the Bylaws of the Trustees of Tufts College; amendment to or revision of the Bylaws of the Trustees of Tufts College requires approval by the Board of Trustees of the University.

Adopted by the Faculty of Tufts University School of Medicine on January 27, 2014

Approved by the Board of Trustees of Tufts University on May 19, 2014