Faculty Governance

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Introduction

Tufts University is an institution of higher learning chartered by the Commonwealth of Massachusetts. Its legal corporate name, applying to all Schools and Colleges of the University, is “Trustees of Tufts College,” under which name the management and execution of its business affairs are conducted.

Tufts University comprises the following School and Colleges (http://www.tufts.edu/source/schools.html):

- School of Arts and Sciences
  College of Liberal Arts and Jackson College
  Graduate and Professional Studies
  Summer Session

- School of Engineering
- Fletcher School of Law and Diplomacy
- School of Dental Medicine
- School of Medicine
- Sackler School of Graduate Biomedical Sciences
- The Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy
- School of Veterinary Medicine

Tufts University School of Medicine (TUSM) was established in 1893. The Bylaws of the Faculty (link) spell out the manner in which the School is to be governed. The material that follows is descriptive and intended to summarize material contained in the Bylaws.
The Deanship (Bylaws, Article I, Section 2)

“The Dean of the School of Medicine is appointed by the Board of Trustees of the University. The Dean is the highest official of the School and is responsible to the President of the University and the Provost for all aspects of the operation of the School. The Dean shall make recommendations to the Provost or the President of the University regarding appointments to and promotions within the faculty; prepare the business of the meetings of the faculty; execute specific instructions of the faculty in areas of its responsibility; preside over faculty meetings; make report to the Executive Council; and have such other duties, responsibilities and authority as may be delegated to the Dean from time to time by the President of the University or the Provost.”

The Faculty (Bylaws, Article I, Section 3)

“Members of the faculty are those persons appointed by the Board of Trustees of the University, on the recommendation of the Dean, to conduct the academic affairs of the School in accordance with these bylaws. Membership in the faculty shall be limited to those persons whose titles, however otherwise modified, include the words Instructor, Assistant Professor, Associate Professor, or Professor. The faculty may also include, on an annual appointment by the Dean, those persons with the title of Lecturer, for individuals who have faculty appointments in another institution and are occasional teachers at the School, and those whose title includes the word "visiting" for individuals with titles at other institutions who are temporarily engaged in academic activities at the School or its Associated Institutions.” Additional members of the faculty include “adjunct faculty” and “emeritus faculty” (Basic Science Faculty Appointment, Promotion, and Separation; Clinical Faculty Appointment, Promotion, and Separation). (links)

The School of Medicine faculty is divided into seven basic science departments and eighteen clinical science departments.

The basic science departments (http://www.tufts.edu/med/dept/) are Anatomy and Cellular Biology, Biochemistry, Molecular Biology and Microbiology, Neuroscience, Pathology, Pharmacology and Experimental Therapeutics, and Physiology.


The clinical department chairs maintain oversight responsibility for their respective academic departments at each of the eleven core TUSM teaching hospitals. These are:

Baystate Medical Center
VA Boston Healthcare System
Eastern Maine Medical Center
Faulkner Hospital
The Executive Council (Bylaws, Article III)

The Executive Council consists of the Dean of the School (chair), the chairs of the basic science and clinical departments, a single appointee from each of certain designated affiliated institutions, the President of the University, the Provost, the President of the Tufts-New England Medical Center, Inc., the Chair of the Faculty Senate, the President of the Medical Student Council, one alumnus appointed by the Executive Council of the Tufts Medical Alumni Association, the Dean of the Sackler School of Graduate Biomedical Sciences, and the Secretary of the Faculty.

The function of the Executive Council is to establish and implement policy for the School. Regular meetings shall be held at least five times per year. At its last meeting of the academic year, the Executive Council elects one of its members to serve as Vice Chair for the following year. The schedule for all regular meetings shall be distributed at the beginning of each academic year and reminders will be sent to each Executive Council member at least ten days prior to each meeting. Special meetings may be called by the Secretary of the Faculty upon the request of the Dean, the Vice Chair, or upon petition of one-third of the members of the Executive Council. The agenda for each meeting shall be prepared by the Dean in consultation with the chairs of the Standing Committees and sent to each member of the Executive Council at least ten days prior to the scheduled meeting. Items will be included in the agenda upon the request of any member of the Executive Council. Any member of the faculty, student body, or administration may petition to have an item placed on the agenda according to the process described in the Bylaws.

Each member of the Executive Council shall have one vote. Each member must be present or must designate an alternate in order to exercise this vote and otherwise participate in the Executive Council meeting.

General Faculty Meetings (Bylaws, Article II, Sections 1-4)

All members of the faculty (as defined in Bylaws, Article I, Section 3) are members of the General Faculty. Voting members of the General Faculty include those individuals holding the ranks of Instructor, Assistant Professor, Associate Professor, or Professor (and the equivalent ranks of the modified academic tracks) and may vote at meetings of the General Faculty. Non-voting members of the General Faculty include Lecturers, Adjunct Faculty, Visiting Faculty, and Emeritus Faculty. Non-voting members of the faculty may otherwise participate in and be heard
at meetings of the General Faculty. Regular meetings of the General Faculty are held at least three times each academic year. The schedule of the meetings is distributed by the Secretary of the Faculty at the beginning of each academic year and reminder notices are sent to each member at least three weeks prior to each meeting. Special meetings are called by the Secretary of the Faculty upon the request of the Dean, the Vice Chair of the Executive Council or a written request of 25 voting members of the General Faculty. The agenda is prepared by the Dean in consultation with the Executive Council and, when appropriate, the Chairs of the Standing Committees. Any member of the General Faculty may request that items be included on the agenda according to the process described in the Bylaws. In the absence of the President of the University or the Provost, the Dean shall preside at meetings of the General Faculty. All meetings are open except when designated as Executive Sessions.

**General Faculty Standing Committees** (Bylaws, Article II, Section 5 and Article IV)

The Standing Committees of the Faculty are the Committee on Committees, the Clinical Faculty Appointment and Promotion Committee, the Basic Science Faculty Appointment, Promotion, and Tenure Committee, the Curriculum Committee, the Admissions Committee, the Student Evaluation and Promotions Committee, the Scientific Affairs Committee, and the Faculty Grievance Committee. Each Committee’s authority and responsibilities are defined in the Bylaws. Members to the Standing Committees (except for the Basic Science Faculty Appointment, Promotion, and Tenure Committee, and the Student Evaluation and Promotions Committee) are elected by the General Faculty for three year terms and terms are staggered so that approximately one-third of the membership is elected or appointed each year. Medical student representatives and representatives of the medical school administration serve on some committees. Membership on these committees may also include, when appropriate, faculty members from other Schools of the University. However, at least two-thirds of the membership of each Standing Committee must be faculty members of the School of Medicine.

**The Faculty Senate** (Bylaws, Article VII)

The Faculty Senate was established in 1994 to render advice to the Dean on matters affecting the School, to oversee the work of the Executive Council and the Standing Committees, and to fulfill a variety of other responsibilities related to the functioning of the faculty.

The Senate meets at least eight times each academic year and at other times on special request. Membership in the Faculty Senate consists of one representative from each of the basic science departments, each of the clinical departments/divisions, and each of certain associated institutions, as described in the Bylaws. Senators serve two-year terms and are divided into two groups; elections to each group are held on alternate years so that one-half of the Senators are elected each year. Terms of office begin on June 1 and end on May 31. A faculty member may not serve as a Senator for more than four consecutive years. The Senate elects officers annually.

**Faculty Participation in Trustee Committees**

Faculty, students, and alumni may, upon invitation of the Board of Trustees, participate as non-voting members on the following Trustee standing committees: Trustee Committee on
Administration and Finance; Trustee Development Committee and Campaign for Tufts Committee; and Trustee Academic Affairs Committee. Faculty participants are recommended by the Committee on Committees.
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Preface

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 and have precedence over the bylaws of the faculties of the schools and colleges of the University.

Article I. Definitions and Responsibilities

Section 1. Terms

Hereafter, the word “School” shall refer to Tufts University School of Medicine. The term “Associated Institutions” shall refer to hospitals or other institutions formally associated with the School in the furtherance of its programs of medical education and research.

Section 2. The Deanship

The Dean of the School is appointed by the Board of Trustees of the University. The Dean is the highest official of the School and is responsible to the President of the University and the Provost for all aspects of the operation of the School. The Dean shall make recommendations to the Provost or the President of the University regarding appointments to and promotions within the faculty; prepare the business of the meetings of the faculty; execute specific instructions of the faculty in areas of its responsibility; preside over faculty meetings; make report to the Executive Council; and have such other duties, responsibilities and authority as may be delegated to the Dean from time to time by the President of the University or the Provost.

Section 3. The Faculty

Members of the faculty are those persons appointed by the Board of Trustees of the University, on the recommendation of the Dean, to conduct the academic affairs of the School in accordance with these bylaws. Membership in the faculty shall be limited to those persons whose titles, however otherwise modified, include the words Instructor, Assistant Professor, Associate Professor, or Professor. The faculty may also include, on an annual appointment by the Dean, those persons with the title of Lecturer, for individuals who have faculty appointments in another institution and are occasional teachers at the School, and those whose title includes the word
"visiting" for individuals with titles at other institutions who are temporarily engaged in academic activities at the School or its Associated Institutions.

**Section 4. Responsibility of the Faculty**

The specific areas of responsibility of the faculty include the following:

(a) establishment, subject to trustee approval, of the objectives for the School’s educational program, the content and form of the curriculum, and the requirements for award of degrees.

(b) provision of teaching within the School and assurance of the quality of its educational program.

(c) making of recommendations regarding promotion and degree certification of students.

(d) recommendation of policies regarding admission of students to the School and of policy regarding student conduct and discipline.

(e) recommendation to the Dean of appointments to and promotions within the faculty; and,

(f) rendering advice to the Dean and/or other officers of the University on any other matters affecting the School.

(g) overseeing the work of the Executive Council and of Standing Committees.

**Article II. The General Faculty**

**Section 1. Membership**

All members of the faculty (as defined in Article I, Section 3 above) are members of the General Faculty. The Dean and any Associate or Assistant Deans who are not otherwise members of the faculty shall be ex officio members of the General Faculty. The President of the University and the Provost shall also be members of the General Faculty.

**Section 2. Voting Privileges**

All members of the General Faculty, except those who are Lecturers or whose title includes "visiting", may vote at meetings of the General Faculty. Those members not entitled to vote may otherwise participate in and be heard at meetings of the General Faculty.
Section 3. Rights and Authority

The General Faculty shall have the right and authority to: (1) elect members to certain Standing Committees as specified in these bylaws; (2) receive reports from the Executive Council on its own actions and those of Standing Committees; (3) receive reports directly from Standing Committees should it so desire; (4) direct the Executive Council either itself or through a Standing Committee to investigate, report upon and, when appropriate, take action regarding any specific matter of concern; (5) require reconsideration of actions of the Executive Council; (6) authorize mail ballots if necessary as provided in Section 4(c) of this Article; (7) approve or reject the Dean's appointment of the Secretary of the Faculty; and (8) amend or revise these bylaws.

Section 4. Meetings

(a) Frequency of Meetings

Regular meetings of the General Faculty shall be held at least three times during each academic year. The schedule for the regular meetings shall be distributed by the Secretary of the Faculty at the beginning of each academic year; reminders of each meeting will be sent to members of the General Faculty at least three weeks before each meeting. Special meetings will be called by the Secretary of the Faculty (see Article III, Section 1 below) within one month of a request by the Dean or the Vice Chair of the Executive Council or of a written request to the Secretary of the Faculty signed by 25 members of the General Faculty who have voting rights.

(b) Agenda

An agenda for each regular or special meeting of the General Faculty shall be prepared by the Dean, in consultation with the Executive Council and when appropriate with Chairs of Standing Committees. The Secretary of the Faculty shall send the agenda with all relevant supporting materials to the members of the General Faculty no less than ten days prior to each meeting. Any member of the General Faculty may request that items be included on an agenda provided such requests be made in writing to the Secretary of the Faculty, be co-signed by at least ten other voting members of the General Faculty, and be received by the Secretary of the Faculty at least two weeks prior to the date of the meeting at which such items are to be considered.

(c) Quorum

A quorum shall consist of 50 members of the General Faculty with voting privileges for all business except that of amending the bylaws or requiring reconsideration of actions of the Executive Council. To amend or revise the bylaws of the faculty or to require reconsideration of an action of the Executive Council, a quorum shall consist of 200 voting members of the faculty, and a two-thirds vote of those present 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 do not constitute a quorum at a General Faculty meeting which is considering amendment or revision of the bylaws or requiring reconsideration of an action of the Executive Council, a mail ballot will be conducted if so voted by a majority of those present. Votes by mail will be tallied by the Committee on Committees at the date specified at the General Faculty Meeting and stated in the ballot, to occur within 30 days after the date of mailing. Votes received after that date will not be counted. In the event that less than 200 of the voting members of the General Faculty respond to a mail vote conducted in accordance with the above requirements, the action of the Executive Council shall stand, or a proposed amendment or revision of the bylaws shall be considered approved. If more than 200 of the voting members of the General Faculty return their mail ballots, a two-thirds vote shall be required to amend or revise the by-laws or to require reconsideration of an action of the Executive Council.

(d) Conduct of Meetings

In the absence of the President or the Provost, the Dean shall preside at meetings of the General Faculty. In his/her absence, the Vice Chair of the Executive Council shall preside. The Secretary of the General Faculty shall serve as Secretary of the General Faculty Meeting. The General Faculty meetings shall be open except when designated Executive Sessions; such designation may be made ahead of time by the Executive Council and so stated in the agenda for the meeting, or may be invoked during a meeting by the presiding officer or by majority vote of those present.

Section 5. Membership of Committees of the General Faculty

(a) Election of Standing Committees

The General Faculty shall elect members to the Standing Committees, except for the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine, and the Student Evaluation and Promotions Committee. The Committee on Committees will solicit nominations for election to Standing Committees from the General Faculty. Then, after consultation with department chairs, the Committee on Committees will prepare the ballot and conduct the election.

(b) Appointment to ad hoc Committees

From time to time, the Dean may appoint members of the General Faculty to serve on an ad hoc Committee established for a specific purpose.

(c) Election or Appointment to Joint Committees

Members of the faculty may serve on joint committees composed of members from faculties of other schools within this University or from other institutions. They may either be appointed by the Dean after consultation with the Chair of the Committee on Committees or they
Article III. The Executive Council

Section 1. Membership

Membership in the Executive Council shall consist of:

(a) The Dean of the School, who shall be Chair.

(b) The chairs of the basic science and clinical departments of the School: namely, the chairs of the Departments of Anatomy and Cellular Biology, Biochemistry, Molecular Biology and Microbiology, Neuroscience; Pathology, Pharmacology and Experimental Therapeutics, and Physiology; the chairs of the Departments of Anesthesiology, Dermatology, Emergency Medicine, Family Medicine and Community Health, Medicine, Neurology, Neurosurgery, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Otolaryngology-Head and Neck Surgery, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry, Radiation Oncology, Radiology, Surgery, and Urology, and other such departments as may be created.

(c) One person to be appointed by the Dean from each of certain Associated Institutions (after consultation with the chiefs of staff and of major services at each such Associated Institution). These Associated Institutions shall include: the Baystate Medical Center, the Department of Veterans Affairs Medical Center--Boston, the Faulkner Hospital, the Lahey Clinic, the Newton-Wellesley Hospital, the St. Elizabeth's Medical Center, and, from time to time, any other teaching hospital recommended by the Dean and approved by a majority vote of the existing Executive Council.

(d) The President of the University and the Provost.

(e) The President of New England Medical Center, Inc.

(f) The Chair of the Faculty Senate.

(g) The President of the Medical Student Council to represent the student body.

(h) One alumnus to be appointed by the Executive Council of the Tufts Medical Alumni Association.

(i) The Dean of the Sackler School of Graduate Biomedical Sciences.

(j) The Secretary of the Faculty whom the Dean shall appoint, subject to the consent of the faculty.
Section 2. Voting Privileges

Each member of the Executive Council shall have one vote and must be present in person to vote and to otherwise participate in an Executive Council meeting. A member of the Executive Council unable to be present, may designate an alternate who shall have one vote and must be present in person to vote and to otherwise participate in an Executive Council meeting.

Section 3. Functions

The function of the Executive Council shall be to establish and implement policy for the School. The Executive Council shall (1) request and receive a report from the Dean; (2) establish and then review, at least every three years, the charge to each Standing Committee; (3) direct any Standing Committee to carry out specific tasks as may be necessary from time to time; (4) 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 report in person; (5) create such subcommittees as it requires and request reports from such subcommittees; (6) 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; (7) consider, deliberate and act upon the reports of all such Standing or ad hoc Committees, except where, under these bylaws or other Medical School policy, a committee shall make specific recommendations directly to the Dean; (8) provide minutes of its meetings to the Faculty Senate and when appropriate, make reports to the Faculty Senate on the work of the Standing Committees; (9) approve, reject or otherwise modify the actions of a Standing Committee; (10) recommend amendments to or revisions of these bylaws; (11) recommend to the Board of Trustees candidates for the degrees of Doctor of Medicine; Master of Science in Surgery; Master of Science in Health Communication; Master of Public Health; Master of Science in Pain Research, Education, and Policy; and the combined degrees of Doctor of Medicine/Master of Public Health; and Doctor of Medicine/Master of Business Administration in Health Management and (12) deal with any other matter of faculty policy or concern not in the province of a Standing or an ad hoc Committee.

Section 4. Meetings

(a) Frequency of meetings

Regular meetings shall be held at least five 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 the Vice Chair, or upon petition of one-third of the members of the Executive Council.
(b) **Agenda**

The agenda for each meeting shall be prepared by the Dean in consultation with the chairs of the Standing Committees. The Secretary of the Faculty will send the agenda with relevant supporting materials, to the members of the Executive Council at least ten days before the meeting. Items will be included in the agenda by the Secretary of the Faculty upon the request of any member of the Executive Council. 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 two weeks prior to the date of the meeting at which such item is to be considered.

(c) **Quorum**

A quorum shall consist of a majority of the members of the Executive Council.

(d) **Conduct of the Meetings**

The Dean of the School shall preside or, in his/her absence, the Vice Chair of the Executive Council. The Executive Council shall, in its last meeting of the academic year elect one of its members to serve as Vice Chair for the year to follow. Meetings of the Executive Council may become Executive Sessions upon vote of a majority of the Executive Council members present; then, only members of the Executive Council or their designee shall have the right to attend. However, the Dean may invite guests from time to time, when appropriate.

The Secretary of the Faculty shall keep minutes of all meetings of the Executive Council and transmit them to all members of the Executive Council. The Secretary of the Faculty shall keep a file of all minutes of meetings, which shall be available to any member of the General Faculty. Members of the faculty and student body may petition to be heard at a meeting of the Executive Council by submission of a request in writing to the Secretary of the Faculty. The request must state the issue to be heard. The Dean or Vice Chair shall have the power to grant or deny such a request. In the event of a denial, the petitioner may require that the request be resubmitted to the Executive Council. If 20% of the Executive Council members present concur, the request for a hearing shall be granted.

When topics germane to a particular Standing or ad hoc Committee are being discussed or reported upon, the chair and the ex officio administrative member of such a committee may be requested to attend the meeting of the Executive Council.

**Article IV. Standing Committees**

**Section 1. Authority and Responsibilities of Standing Committees**
Standing Committees have the responsibility for recommending policy to the Executive Council in their areas of concern: for receiving instructions from the Executive Council and from the General Faculty; and for implementing such policies and instructions. Decisions of Standing Committees which do not involve changes in policy previously ratified by the Executive Council shall be binding and valid unless amended or rejected by the Executive Council within a reasonable length of time. Decisions that constitute changes in policy must be ratified by the Executive Council. Each Standing Committee will:

(a) specifically define its policies, objectives and scope of activity and transmit same annually in writing to the Executive Council for its approval;

(b) keep minutes of meetings and forward copies to the Dean and the Secretary of the Faculty; and

(c) file an annual report on the work of the Standing Committee with the Dean, the Secretary of the Faculty, and the Secretary of the Faculty Senate. These reports will be kept on file by the Secretary of the Faculty and shall be made available to members of the General Faculty.

**Section 2. Standing Committee Names and Charges**

(a) The Committee on Committees shall have the following responsibilities:

(1) 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 Evaluation and Promotions Committee.

(2) 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 Evaluation and Promotions Committee and to prepare and conduct the ballots.

(b) The Committee on Clinical Faculty Appointment and Promotion has the responsibility for recommending policy, subject to Trustee approval, for the appointment and promotion of clinical faculty members. 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.

(c) The Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine, shall have the responsibility for recommending policy, subject to Trustee approval, for the appointment and promotion of basic science faculty members and for advising the Dean regarding appointments, promotions and tenure.
(d) The Curriculum Committee shall have the responsibility for the development and implementation of the educational policies of the School, and for evaluation of the educational program, its content and teaching.

(e) The Admissions Committee 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 special groups of students.

(f) The Student Evaluation and Promotions Committee shall have the responsibility for developing and implementing promotion policies and procedures for 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, including issuing warnings, placing students on probation, granting or denying re-examination, requiring students to withdraw, recommending re-admission and when necessary, expelling students from the School.

(g) The Scientific Affairs Committee shall have the responsibility for assessing current research policies and resources, stimulating research activities in the School and recommending distribution of discretionary research grant funds within the institution.

(h) The Faculty Grievance Committee shall have responsibility to review faculty grievance procedures and recommend 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 School of Medicine.

Section 3. Membership

(a) The Following General Conditions shall apply to all Standing Committees except where otherwise specified in these bylaws.

(1) The term of membership of Standing Committees shall be for 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 election is possible one time only, but must follow the regular procedure of nomination and election. Where numerically possible, at least one-half of those elected shall be new members of the Committee. No consecutive re-election is possible for members of the Committee on Committees.

(2) At least two-thirds of the membership of each Standing Committee must be members of the faculty of the School.
(3) Each Standing Committee except the Clinical Faculty Appointment and Promotion Committee, the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine, and the Faculty Grievance Committee shall include one person appointed by the Dean, with full voting privileges to represent the administration.

The Admissions Committee and the Curriculum Committee shall include members of the Administration, or faculty members appointed by the Dean with full voting privileges equal to two members less than 50% of the members of the Committee.

(4) Each Standing Committee shall have representation from the basic science faculty, faculty based at New England Medical Center, and faculty based at other Associated Institutions.

(5) Each Standing Committee, except the Clinical Faculty Appointment and Promotion Committee, the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine, the Committee on Committees, and the Faculty Grievance Committee will include one or more voting student members who shall be elected by the Medical Student Council. The number of student members on each such committee shall be determined by the Committee on Committees.

(6) Standing Committees may, where appropriate, include faculty members from other Schools of the University.

(7) No member of the Clinical Faculty Appointment and Promotion Committee or of the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine may serve simultaneously on the Faculty Grievance Committee or for three years after the conclusion of his term on the Clinical Faculty Appointment and Promotion Committee or the Basic Science Faculty Appointment, Promotions and Tenure Committee of the School of Medicine.

(b) The Committee on Committees shall consist of the Dean, ex officio, and six faculty members: two from the basic science departments and four from the clinical departments, of which no more than two shall be on the full-time staff of the New England Medical Center. The new faculty members shall be elected by the General Faculty from a ballot prepared by the Committee on Committees in existence at that time. At its first meeting of the academic year, the Committee shall elect one of its members, other than the Dean, to be its chair.

(c) The Basic Science Faculty Appointment, Promotion, and Tenure Committee of the School of Medicine shall consist of 12 (twelve) members: 10 (ten) tenured members of the basic science faculty and 2 (two) members of the clinical faculty. Of the 2 (two) members of the clinical faculty to be appointed to the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine, 1 (one) shall be the chair of the Clinical Faculty Appointment and Promotion Committee and 1 (one) shall be a member of that committee, elected by its membership. Each basic science department chair shall nominate 1 (one) individual whose primary appointment is in that basic science department. With respect to this committee, only full-time basic science faculty will vote on the approval of the basic science
nominees. If the full-time basic science faculty disapproves of any department chair’s nominee, the department chair will nominate another individual whose primary appointment is in that basic science department for approval by the full-time basic science faculty. The Dean of the School of Medicine shall nominate 1 (one) individual whose primary appointment is in one of the basic science departments. The nominee must be approved by a vote of the full-time basic science faculty. If the full-time basic science faculty disapproves of any department chair’s nominee, the department chair will nominate another individual whose primary appointment is in that basic science department for approval by the full-time basic science faculty. The Dean of the Sackler School of Graduate Biomedical Sciences shall nominate 1 (one) individual whose primary appointment is in one of the basic science departments. The nominee must be approved by a vote of the full-time basic science faculty. If the full-time basic science faculty disapproves of the Dean’s nominee, the Dean shall nominate for approval another individual whose primary appointment is in one of the basic science departments. The Faculty Senate shall nominate 1 (one) individual whose primary appointment is in one of the basic science departments. The nominee must be approved by a vote of the full-time basic science faculty. If the full-time basic science faculty disapproves of the nominee, the Faculty Senate shall nominate for approval another individual whose primary appointment is in one of the basic science departments.

The Dean of the School of Medicine shall appoint 1 (one) of the senior members of the committee to be its chair.

There shall be no more than 2 (two) members of the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine whose primary appointments are in the same department.

(d) The Clinical Faculty Appointment and Promotion Committee shall be so constituted that the majority of its members are from the clinical faculty. The Chair of the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine shall serve on the Clinical Faculty Appointment and Promotion Committee as one of the basic science representatives.

(e) The Student Evaluation and Promotions Committee shall consist of 11 senior faculty from the Basic Science and Clinical Departments of the Medical School and one student member or alternate selected by the Medical Student Council. The senior faculty members shall be appointed members of this Committee by the Dean after consultation with the Committee on Committees. The term of office will be four years; terms will be staggered so that approximately one-fourth of the Committee membership will be appointed each year.

(f) The Curriculum Committee shall include the Health Sciences Librarian, ex officio.

(g) The Scientific Affairs Committee shall include one student from the Sackler School of Graduate Biomedical Sciences.

Section 4 Meetings

(a) Frequency of Meetings
Regular meetings of each Standing Committee, except the Faculty Grievance Committee, shall be held at least three times during each academic year. Special meetings may be called by the Chair, the Dean, or by petition of one-third of the members of a Committee.

(b) Agenda

An agenda for each Committee meeting shall be prepared by the Chair of the Committee, assisted by the member representing the administration. The agenda, minutes of the previous meeting and any relevant supporting materials shall be distributed to Committee members at least ten days in advance of the meeting. Any member of a Committee may have an item placed on the agenda by submitting a written request to the Chair ten days in advance of the meeting.

(c) Quorum

A quorum shall consist of a majority of the members of a Standing Committee, with the proviso that, where there are student members of a committee, the faculty members present must exceed the number of student members present.

(d) Conduct of Meetings

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 sub-committees from time to time. The meetings of Standing Committees shall be open, except those where matters relating to specific individuals are being discussed, or when designated Executive Sessions by majority vote of the members present. Absence from three consecutive meetings of the Committee will constitute grounds for removal of an elected member from a Committee. The Committee may request the Committee on Committees to appoint a replacement for the remainder of a dismissed member's term. Similarly, if an appointed member of a Committee is absent from three consecutive meetings, that Committee may request the Committee on Committees to appoint a replacement.

(e) Voting Privileges

Each member of each Committee will have one vote and must be present in person to cast that vote.

Committee chairs shall be elected by each Committee from among its members, except that the Dean will appoint the Chair of the Admissions Committee, the Student Evaluation and Promotions Committee, and the the Basic Science Faculty Appointment, Promotion and Tenure Committee of the School of Medicine.

Article V. Review of Departments
Each department shall be reviewed at least every five years by an ad hoc Committee appointed by the Dean in consultation with the Executive Council. Membership in the ad hoc Committee shall consist of two or more distinguished persons from outside of the University. The recommendations of the ad hoc Committee will be transmitted to the Dean, the chair and the members of the department reviewed.

**Article VI. Student Ethics Committee**

**Section 1. Preamble**

In order to promote the integrity of Medical School education and in order to ensure that the ethical standards of students be judged fairly and with student input, the faculty of the Tufts University School of Medicine, with the support of the Medical Student Council, includes this article in these bylaws.

Any student against whom a charge of academic or ethical misconduct has been filed shall have the right to present his/her case and have it promptly considered on its merits. Although advice of counsel may be sought by either party, in the interests of informality and prompt resolution of the matter, neither the student nor the Medical School shall be represented by legal counsel at hearings conducted pursuant to this bylaw.

**Section 2. Definitions**

(a) "Academic misconduct" is defined as conduct which intentionally misrepresents the academic accomplishments of the student, or which jeopardizes the fair evaluation of another student's academic work.

(b) "Ethical misconduct" is defined as a violation of the ethical standards of the medical profession, or an infraction of the rules of Tufts University or the School of Medicine.

(c) Examples of academic or ethical misconduct include, but are not limited to the following acts:

1. cheating on examinations
2. plagiarism
3. misrepresentation or falsification of data
4. theft of an examination or of examination answers
5. forgery, alteration or knowing misuse of patient records, grades, transcripts or recommendations
6. theft or destruction of University or hospital property
7. theft or destruction of property belonging to members of the Tufts University community
8. failure to follow customary clinical procedures
Section 3. Membership

The Ethics Committee of the School of Medicine shall be composed of 11 members who shall be elected or appointed in the following manner:

(a) Faculty Members

Six members of the Committee shall be members of the faculty of the School of Medicine who shall be appointed by the Dean of the Medical School. Three of the six shall be members of the basic science faculty and three shall be members of the clinical science faculty. Appointments shall be for three year terms. The Dean shall appoint the Chair of the Ethics Committee from among these six faculty members.

The Chair of the Ethics Committee shall appoint one faculty member of the Committee to act as Secretary and he/she will prepare the minutes of Committee meetings and forward them to the Dean for Students. In the absence of the Secretary, an Acting Secretary may be appointed by the Chair.

(b) Student Members

Five members of the Committee shall be students enrolled in the School of Medicine. These members shall be elected annually by the Medical Student Council with at least one member from each of the four classes being elected.

Section 4. Quorum

Attendance by a quorum of the Ethics Committee shall be required in order to conduct any business. A quorum shall be composed of no less than seven members of the Committee, no less than three of whom shall be student members.

Section 5. Disciplinary Review Procedures

(a) Notice of Charges

If a student is charged with academic or ethical misconduct he/she will be so notified by the Dean for Students, and the student will also be notified at that time of his/her right to have the charges considered by the Ethics Committee. The student may waive this right by notifying the Dean for Students in writing within five days after he/she is informed of the charges, in which case the charges will be directly reviewed by the Dean for Students.

(b) Ethics Committee Review
1. After a case is referred to the Ethics Committee by the Dean for Students, the Committee shall meet to review the charges and, if it deems it appropriate, have one or more of its members conduct a preliminary investigation. In all cases, the Committee shall hold an informal hearing. This hearing shall be private and only the following persons may be in attendance:

- members of the Ethics Committee
- the student(s) charged
- the person(s) filing the charge
- the Dean for Students
- witnesses or other persons deemed by the Committee to be necessary

2. There shall be no formal transcript or taped recording of the hearing. However, parties shall be free to take notes and the Secretary of the Committee will be responsible for taking the minutes of the hearing.

3. The Ethics Committee shall report its findings and recommendations to the Dean for Students, and a copy shall be issued to the student. Actions that the Ethics Committee may recommend include, but are not to be limited to, the following:

1. no action
2. repeat of an examination
3. repeat of a course or courses
4. repeat of a semester or year
5. written reprimand
6. probation or suspension
7. expulsion from the Medical School.

(c) Review by Dean for Students

1. In the event the student has elected to waive his/her right to a hearing before the Ethics Committee, the Dean for Students will conduct the initial investigation of the charges, and will give the student an opportunity to appear before him/her and be heard. In addition, the Dean for Students may seek information from other parties and witnesses as is deemed necessary to the investigation and may refer the case to the Ethics Committee for its advice.

2. In the event the case has initially been considered by the Ethics Committee, the Dean for Students or his/her designee will review the findings and recommendations of that Committee and conduct any further investigation or hearings that is deemed warranted.

(d) Appeal to the Dean of the School of Medicine

1. If the student disagrees with the decision of the Dean for Students, he/she may appeal it to the Dean of the School of Medicine. This appeal must be in writing and filed in the office of the Dean of the Medical School within ten calendar days of the receipt by the student of the
decision of the Dean for Students. The notice of appeal should contain a brief summary of the basis for the appeal. If no appeal is filed within the ten day period, the decision of the Dean for Students (including any disciplinary action that be decided appropriate) will become final and binding on all parties.

2. The Dean of the Medical School, or his/her designee, may, if he deems appropriate, further investigate the matter. Thereafter, he/she shall issue a written decision in the case which will be final and binding. A copy of his/her decision will be mailed to the student.

**Article VII. The Faculty Senate**

**Section 1. Membership**

Membership in the Faculty Senate shall consist of one representative elected from each of the following electoral units:

(a) Each of the following basic science departments: Anatomy and Cellular Biology, Biochemistry, Molecular Biology and Microbiology, Neuroscience, Pathology, Pharmacology and Experimental Therapeutics, and Physiology.


(c) Each of the following Associated Institutions: the Baystate Medical Center, the Department of Veterans Affairs Medical Center-Boston, the Faulkner Hospital, the Lahey Clinic, the Newton-Wellesley Hospital, and the St. Elizabeth's Medical Center.

**Section 2. Election of the Senate**

(a) Senate members shall be divided into two groups.

Group 1. The first group will consist of the following:

1. Each of the following basic science departments: Anatomy and Cellular Biology, Molecular Biology and Microbiology, Neuroscience, and Pharmacology and Experimental Therapeutics.

3. Each of the following Associated Institutions: the Baystate Medical Center, Faulkner Hospital, and St. Elizabeth's Medical Center.

Group 2. The second group will consist of:

1. Each of the following basic science departments: Biochemistry, Pathology, and Physiology.

2. Each of the following clinical departments/divisions: Cardiothoracic Surgery, Dermatology, Emergency Medicine, Neurology, Obstetrics and Gynecology, Orthopaedic Surgery, Pediatrics, Radiology, Surgery, and Urology.

3. Each of the following Associated Institutions: Department of Veterans Affairs Medical Center-Boston, and Newton-Wellesley Hospital.

(b) Senators from Group 1 will be elected in April of odd numbered years and Senators from Group 2 will be elected in April of even numbered years. Senators will be elected for a two (2) year term.

(c) When electing Senators from a group, during the first 14 days of April, any faculty member in an electoral unit may nominate a faculty member in a unit of the group. A faculty member may vote in only one electoral unit. Prior to May 1, faculty members in that electoral unit will be given an opportunity to vote by secret ballot for any one of the nominated candidates. The candidate receiving the most votes will be elected to the Senate. Should a tie occur, a runoff election will be held prior to May 1 between/amongst those candidates receiving the most votes.

(d) Terms of office shall begin on June 1 and will end on May 31.

(e) A faculty member may not serve as a Senator for more than four consecutive years and shall not be eligible for subsequent election until he/she has been out of office for at least one year.

(f) A Senator may not simultaneously represent more than one unit.

(g) Should a vacancy occur, the remainder of the term will be filled by nomination and vote of the appropriate electorate in the manner described above, said election to occur within 45 days of the occurrence of the vacancy.

Section 3. Officers of the Senate and their Duties

(a) The Officers of the Senate shall be a Chair, Vice-Chair and a Secretary who must be members of the Senate and who will constitute its Executive Committee. The Senate shall elect these officers annually by a secret ballot at the June meeting of the Senate. Nominations for these offices are to be made from the floor at the meeting at which the election takes place.
(b) The Chair shall preside over the meetings of the Senate; represent the Senate as a member of the Executive Council of the Medical School; preside at meetings of the Executive Committee of the Senate; appoint Committees of the Senate; carry out charges upon him/her by the Senate; and in general shall have those responsibilities expected of the Chief Executive Officer of a representative body.

(c) The Vice-Chair shall assume the duties of the Chair in the Chair's absence.

(d) The Secretary shall be responsible for the maintenance of records and give notice of meetings of the Senate and its Executive Committee, as well as other related duties.

(e) The Chair, the Vice-Chair and the Secretary shall serve until the election of a successor at the June meeting of the succeeding year. Officers shall be eligible for re-election.

(f) In the event the Chair's Office is vacated for whatever reason, the Vice-Chair becomes Chair and serves in that capacity until the ensuing June election meeting. At the first meeting of the Senate after the occurrence of the vacancy, a new Vice-Chair shall be elected to serve through the remainder of the term.

(g) In the event the Secretary's office is vacated for whatever reason, a new Secretary shall be elected to serve the remainder of the term at the first meeting of the Senate after the occurrence of the vacancy.

Section 4. Procedures of the Senate

(a) The Senate shall meet at some regular time at least eight times in each academic year, and on the special call of the Chair. A quorum shall consist of one-third of the full Senate membership.

(b) Senate meetings will be open to the entire faculty as observers. The Senate may, upon decision of the Chair, call for a closed session. The minutes of Senate meetings, except for closed sessions, shall be available for inspection by the faculty.

(c) Items shall be included on the agenda of the Senate for its next meeting upon request of any Senator.

(d) Upon petition of 15 or more members of the faculty, items shall be included on the agenda of the Senate for its next meeting.

(e) A Senate member who is unable to attend a meeting of the Senate may appoint from his/her electorate a substitute provided said member so informs the Senate Chair in writing. In the case of a Senate member's absence and failure to appoint a substitute, the Chair may appoint such substitute from that electorate. The absence of a Senate member and/or his/her appointed substitute from four meetings per electoral year shall be considered a de facto resignation. Notification to the effect will be served by the Chair.
(f) The 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 Senate member, but the others may or may not be Senate members.

Section 5. Primary Responsibilities of the Senate

(a) The primary responsibilities of the Senate will be as follows:

1. Render advice to the Dean on any matters affecting the School.
2. Oversee the work of the Executive Council and of the Standing Committees.
3. Receive reports from the Executive Council on its own actions and those of Standing Committees.
4. Receive reports directly from Standing Committees should it so desire.
5. Direct the Executive Council either itself or through a Standing Committee to investigate, report upon and, when appropriate, take action regarding any specific matter of concern.
7. Authorize mail ballots if necessary as provided in Section 4(c) of Article II.
8. Increase or decrease the size of the Senate as electoral units may be added by the Medical School. Each such change shall be by a single electoral unit and it shall be added to or deleted from either Group 1 or Group 2 under Section 2 of this Article so as to keep the size of each Group as equal as possible.
9. Consider any matter relating to the functioning of the Faculty which it deems to be within its purview.
10. It is the responsibility of Senate members to maintain open communications with their electoral units.

(b) Certain of the above responsibilities are also responsibilities of either the faculty or the General Faculty and those bodies shall have a right to independently exercise the rights granted to them.

Section 6. Other Duties and Rights of the Senate

(a) The Senate may request information from or meetings with the Dean of the Medical School, the President and Provost of the University, or other appropriate individuals, and will communicate its positions and make proposals and recommendations to these officers and to the
Executive Council of the Medical School. The Senate will respond to requests for consideration of matters proposed by the President, the administration and the members of the faculty. The Senate will not normally concern itself with matters under the jurisdiction of the Standing Committees, as described in the By-Laws, but it may discuss and consider issues relating to those responsibilities and communicate its concerns to the Standing Committees. Reports of the Standing Committees and the Executive Council shall be sent to the Senate.

(b.) The Senate should be informed at an early stage by the offices of the Dean of the Medical School of any proposals and plans involving overall academic, administrative and management policy, long-term objectives, or commitments of resources affecting the Medical School. Such plans include those for all ad hoc Committees, including Search Committees, of the Medical School and for University Committees which affect the Medical School and its faculty.

(c.) The Senate may examine and evaluate the annual budget of the Medical School as well as long-term strategic planning and development which set the priorities of the Medical School.

(d.) The Senate shall request the financial information necessary to accomplish the tasks set forth in paragraph 6(c) and consult with University officials to obtain information or discuss issues of concern. It may make recommendations to the Dean on the annual Medical School budget and may propose new programs or reductions in existing programs for strategic planning, suggesting priorities on which it expects budgets to be based.

(e.) The Senate may communicate with the administration concerning the selection and performance of individual administrators whose duties substantially affect the faculty, staff, student body, and the programs, educational and developmental, of the Medical School. In addition, the Senate may advise the Dean of administrative matters and policies it considers relevant to the general well being of the Medical School.

(f.) To fulfill its responsibilities as the representative of the faculty in these matters, the Senate shall report annually to the faculty on the deliberations and recommendations of the subcommittees and the full Senate.

**Article VIII. Amendments to the Bylaws**

These bylaws may be amended or revised by the General Faculty as provided herein, subject to, and consistent with the bylaws of the Trustees of Tufts College; amendment to or revision of the bylaws requires approval by the Board of Trustees of the University.

**Article IX. Gender**

Unless the context otherwise clearly expresses, 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 X. Parliamentary Authority

The rules contained in Robert’s Rules of Order, Newly Revised, copyright 1991, shall govern the conduct of business in the General Faculty, the Executive Council, the Faculty Senate, and the Standing Committees, in all cases in which the rules are applicable and in which they are not inconsistent with the provisions of these bylaws.

Adopted by the General Faculty of Tufts University School of Medicine on May 1, 2000

Approved by the Board of Trustees of Tufts University on May 20, 2000