

Bylaws of the Faculty of Tufts University School of Medicine

TABLE OF CONTENTS

Preamble

Article I. Membership

Article II. The Deanship & Administrative Leadership

- Section 1. Dean
- Section 2. Dean for Educational Affairs (MD Program)
- Section 3. Dean of Student Affairs (MD Program)
- Section 4. Dean for Admissions (MD Program)
- Section 5. Dean of the Graduate School of Biomedical Sciences (GSBS)
- Section 6. Dean for Public Health and Professional Degree (PHPD) Programs
- Section 7. Dean for Multicultural Affairs and Global Health
- Section 8. Vice Dean for Research
- Section 9. Executive Associate Dean

Article III. The Faculty of the School of Medicine

- Section 1. Rights and Responsibilities
- Section 2. Meetings
 - (a) Frequency
 - (b) Agenda and Minutes
 - (c) Voting Privileges
 - (d) Quorum
 - (e) Conduct
- Section 3. Committees of the Faculty
 - (a) Election of Standing Committees
 - (b) Appointment to *ad hoc* Committees

Article IV. The Executive Council

- Preamble
- Section 1. Rights and Responsibilities
- Section 2. Membership
- Section 3. Meetings
 - (a) Frequency
 - (b) Agenda and Minutes
 - (c) Voting Privileges
 - (d) Quorum
 - (e) Conduct

Article V. The Faculty Senate

Preamble

Section 1. Rights and Responsibilities

Section 2. Membership

- (a) Senators
- (b) Officers
- (c) Elections
- (d) Term

Section 3. Meetings

- (a) Frequency
- (b) Agenda and Minutes
- (c) Voting Privileges
- (d) Quorum
- (e) Conduct

Article VI. The Standing Committees

Section 1. General Provisions of Standing Committees

- (a) Rights and Responsibilities
- (b) Membership
- (c) Voting Privileges
- (d) Conduct

Section 2. Committee on Oversight

- (a) Rights and Responsibilities
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Section 3. Academic Research Awards Committee

- (a) Rights and Responsibilities
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Section 4. Admissions Committees

MD Admissions Committee

- (a) Rights and Responsibilities
- (b) Membership
- (c) Chair

- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum
- (i) Admissions Sub-Committee
- (j) Maine Track Admissions Sub-Committee

Public Health and Professional Degree (PHPD) Programs Admissions Committees

- (a) Rights and Responsibility
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Section 5. Basic Science Faculty Appointment, Promotion and Tenure Committee

- (a) Rights and Responsibilities
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Section 6. Clinical Faculty Promotions and Appointment Committee

- (a) Rights and Responsibilities
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Section 7. Curriculum Committees

MD Curriculum Committee

- (a) Rights and Responsibilities
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Public Health Programs Academic Affairs Committee

- (a) Rights and Responsibility
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Public Health Professional Degree (PHPD) Curriculum Committees

- (a) Rights and Responsibility
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Section 8. Faculty Grievance Committee

- (a) Rights and Responsibilities
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Section 9. Student Ethics and Promotions Committees

MD Student Ethics and Promotions Committees

- (a) Rights and Responsibilities
- (b) Membership
- (c) Chair
- (d) Term
- (e) Meeting Frequency
- (f) Meeting Agenda and Minutes
- (g) Voting Privileges
- (h) Quorum

Public Health Professional Degree Subcommittees: PHPD Student Promotions Committee

- (a) Membership
- (b) Chair
- (c) Term
- (d) Meeting Frequency
- (e) Meeting Agenda and Minutes
- (f) Voting Privileges

(g) Quorum

Public Health Professional Degree Subcommittees: Physician Assistant (PA) Student Promotions Committee

(a) Membership

(b) Chair

(c) Term

(d) Meeting Frequency

(e) Meeting Agenda and Minutes

(f) Voting Privileges

(g) Quorum

Article VII. Review of Departments

Article VIII. Parliamentary Authority

Article IX. Amendment to or Revision of the Bylaws

**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 will use the pronoun ‘they’ to include all gender identifications.

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 & Administrative Leadership

Section 1. Dean

1. 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 and as leader and chief executive officer of the school is responsible to the president and the provost for all aspects of the operation and management of the school in accordance with the TUSM and Tufts University bylaws.
2. The dean shall:

- a. Prepare the agenda of the meetings of the faculty and preside at all TUSM faculty meetings.
- b. Chair the Executive Council and make reports to the Executive Council.
- c. Serve as an *ex officio* member of all committees described in Article VI, Standing Committees.
- d. Coordinate TUSM's activities with the related Tufts University activities, and report to the president, the provost, and University leadership annually and as appropriate.
- e. Make recommendations to the provost or the president regarding appointments to and promotions within the faculty.
- f. Provide the faculty with an opportunity to offer input at an early stage on issues that may affect the faculty.
- g. Appoint the chairs and faculty and student members of all standing committees except as specifically designated in these bylaws. (see Article VI– Standing Committees).
- h. Negotiate contracts with affiliate institutions and faculty subject to TU Provost and/or President approval.
- i. Review and analyze existing education, research, and administrative programs, identifying program problems, and developing recommendations for improvement.
- j. Develop annually, with the Executive Associate Dean and employed department chairs, an estimate of TUSM's budgetary needs for submission to the Provost.
- k. Approve (or delegate approval of) all applications in advance of submission for grant funding for support of teaching, training, or research sponsored by TUSM.
- l. Appoint or remove any administrative officer described in Article II.
- m. The dean may appoint other associate or assistant deans as necessary to fulfill the administrative functions of the school subject to provost approval. These appointees shall be *ex officio* Executive Council members, but without a vote.
- n. The dean may appoint department chairs and affiliate academic deans as necessary to fulfill the administrative functions of the school subject to provost approval. These appointees shall be voting *ex officio* Executive Council members.
- o. The dean may establish medical school committees as necessary to fulfill the needs of the school.
- p. Have such other duties, responsibilities, and authority as may be delegated from time to time by the President or Provost.

Section 2. Dean for Educational Affairs (MD Program)

1. The Dean for Educational Affairs shall be appointed by the Dean and shall serve at the pleasure of the Dean to directly supervise all aspects of the MD educational program
2. The Dean for Educational Affairs shall:
 - a. Oversee implementation of the curriculum and educational strategic planning.
 - b. Oversee faculty development and monitor educational research and intramural education grants.
 - c. Oversee assessment of medical students and evaluation of MD program courses, clerkships and advanced clinical rotations.
 - d. Oversee the Clinical Skills and Simulation Center.
 - e. Oversee community service learning.
 - f. Serve *ex officio* on the Curriculum Committee (voting member).
 - g. Serve *ex officio* on the Student Ethics and Promotion Committee (non-voting member).
 - h. Serve on the Executive Council as an *ex officio* non-voting member.

- i. Monitor curricular LCME accreditation standards (chairing the Accreditation Standards Oversight Committee) and AAMC reports to ensure compliance with all elements related to the medical curriculum, and report annually to the Executive Council.
- j. Have such other duties, responsibilities, and authority as may be delegated from time to time by the dean.

Section 3. Dean of Student Affairs (MD Program)

1. The Dean of Student Affairs shall be appointed by the dean and shall serve at the pleasure of the dean to act as the dean's liaison with the student body to promote the welfare and interests of the students.
2. The Dean of Student Affairs shall:
 - a. Lead the Office of Student Affairs to create an inclusive and equitable support structure for all MD students throughout medical school.
 - b. Provide leadership and support to the Office of the Registrar, Office of Admissions, and Office of Financial Aid.
 - c. Provide leadership for Student Wellness (supporting the Wellness Advisor and overseeing the administration of the Student Counseling).
 - d. Monitor the Learning Environment in conjunction with the Dean of Educational Affairs
 - e. Provide oversight for clinical rotations; supporting the administrative aspects of all core clerkships and electives in conjunction with the Registrar's office.
 - f. Review the credentials and reports of the academic standing of all students, giving appropriate advice for academic support.
 - g. Make reports to the students of their standing according to existing rules of the faculty.
 - h. Upon request, supply to eligible external agencies, official letters of the good standing and academic performance of students and graduates.
 - i. Plan, implement and preside over the coaching program for students as well as the other student advising programs (e.g. residency advising).
 - j. Provide academic support and assistance for students.
 - k. Serve as a non-voting member of the Student Ethics and Promotions Committee, providing advice to students in a supportive manner.
 - l. Serve as ex officio non-voting member of the Curriculum Committee.
 - m. Serve on the Executive Council as an ex officio non-voting member.
 - n. Monitor LCME accreditation standards and AAMC reports to ensure compliance with all elements related to medical student experience and professional development.
 - o. Have such other duties, responsibilities, and authority as may be delegated from time to time by the dean.

Section 4. Dean for Admissions (MD Program)

1. The Dean for Admissions shall be appointed by the Dean and shall serve to supervise the admission of all candidates for the Doctor of Medicine degree, including all combined MD degree programs.
2. The Dean for Admissions shall:
 - a. Chair the MD Admissions Committee
 1. this includes chairing the MD admissions committee for any other special programs that award the MD degree including the Early Assurance program, programs for combined degrees (MD/MBA, MD/MA, MD/MPH, MD/PhD)

- b. Chair admissions committee for the Maine track admission sub-committee.
- c. Ensure that the admissions system is both fair, equitable and inclusive such that the best qualified candidates who meet Tufts mission for the MD degree program are accepted.
- d. Develop and implement policies and procedures regarding admissions recruitment, screening, interviewing and retention.
- e. Manage admission functions to ensure compliance with AMCAS guidelines.
- f. Serve as an ad hoc ex officio non-voting member to the Executive Council and annually report to the Executive Council an update regarding the status and function of the admissions committee.
- g. Monitor LCME accreditation standards and AAMC reports to ensure compliance with all elements related to the admissions process.
- h. Have such other duties, responsibilities, and authority as may be delegated from time to time by the dean.

Section 5. Dean of Graduate School of Biomedical Sciences (GSBS)

- 1. The dean of GSBS shall be appointed by the dean and shall serve at the pleasure of the dean to administer MS and PhD programs and assist in the general oversight of TUSM's activities as related to these graduate programs. The GSBS programs span all campuses and therefore the GSBS dean also reports directly to the University Provost.

Section 6. Dean for Public Health and Professional Degree (PHPD) Programs

- 1. The dean for Public Health and Professional Degree Programs (PHPD) is appointed by the TUSM dean and shall serve at the pleasure of the dean to provide leadership and oversight of the Public Health and Professional Degree Programs. To provide continuity, the dean for PHPD will be either the chair or vice chair of the department of Public Health and Community Medicine.
- 2. The dean for PHPD shall:
 - a. Serve as the official channel of communication between PHPD and the medical school's dean's office and University officials.
 - b. Oversee academic affairs, curriculum design, educational quality, content and delivery of PHPD educational programs including MD/MBA and MD/MPH dual degree programs.
 - c. Oversee the Office of Student Services; provide supervision and leadership for the Assistant Dean for Student Services.
 - d. Provide supervision of the PHPD program directors with respect to the academic mission.
 - e. Monitor and oversee MPH, PA, and DPT accreditation standards and program directors to ensure compliance with all elements related to the curriculum and program.
 - f. Develop and oversee the budget for the PHPD programs.
 - g. Serve as an ex officio non-voting member of the PH Programs Academic Affairs Committee, the PHPD Student Promotions Committee, and the PH Academic Affairs Committee.
 - h. Serve on the Executive Council as an ex officio non-voting member
 - i. Have such other duties, responsibilities, and authority as may be delegated from time to time by the dean and provost.

Section 7. Dean for Multicultural Affairs and Global Health

1. The Dean for Multicultural Affairs and Global Health shall be appointed by the dean and shall serve at the pleasure of the dean in the dual roles of the lead diversity officer to advance and advocate for TUSM's diversity and inclusion efforts and initiatives for students, faculty and staff, and as head of global health programs and activities.
2. The Dean for Multicultural Affairs and Global Health shall:
 - a. Lead the Office for Multicultural Affairs to enhance the diversity climate at Tufts and promote an inclusive environment for all TUSM students, faculty and staff. Collaborate with other groups throughout Tufts University in promoting, supporting and sustaining diversity and inclusion-enhancing initiatives. Serve as the dean's advisor and representative on issues relating to diversity and inclusion.
 - b. Promote faculty development, mentoring, support, and advancement, particularly to women and faculty from under-represented in medicine (URM) groups.
 - c. Promote health care disparity education and research through faculty education and support, including overseeing intramural grants designed to promote diversity education.
 - d. Administer pipeline programs, including high school, college and graduate school programs, aimed at increasing the pipeline of URM and economically disadvantaged students entering careers in the health professions and biomedical sciences by providing access to pre-professional enrichment programs, advising and mentoring.
 - e. Work closely with the Offices of Admissions and Student Affairs to enhance the recruitment, development and support of a diverse student body.
 - f. Advocate for initiatives aimed at removing barriers to attending Tufts, including fiscal barriers. Accomplish this by working in collaboration with the offices of Financial Aid, Development, and the dean, to increase scholarships that make medical school education more affordable and help reduce overall indebtedness.
 - g. Promote the integration of health equity and inclusion and cultural competency education into curricular and co-curricular offerings.
 - h. Serve on the curriculum committee as an ex officio non-voting member.
 - i. Provide support, resources and advising to TUSM's schools and professional degree programs- including the Graduate School for Biomedical Sciences, Public Health and Professional Degree Programs, and combined degree programs
 - j. Serve as a resource for affiliated institutions as a liaison between the medical school and hospitals around issues relating to diversity and inclusion, cultural competency education, faculty recruitment and retention.
 - k. Chair the Faculty Advisory Council on Excellence, Diversity and Inclusion and the Multicultural Fellows Council.
 - l. Represent TUSM at national organizations- including the Association of American Medical Colleges (AAMC) and the National Medical Association (NMA).
 - m. Provide oversight for the School of Medicine's global health programs and chair the school-wide Global Health Faculty Council. Represent the Medical School at the university-wide Global Health Advisory Council and serve as a global health advocate and liaison within the school and across the university for global health faculty.
 - n. Oversee the selection, orientation, participation and evaluation of students in global health enrichment experiences, including global health clinical electives, research and

public health capstone projects-Applied Learning Experience (ALE)- in international settings.

- o. Serve on the Executive Council as an ex officio non-voting member.
- p. Have such other duties, responsibilities, and authority as may be delegated from time to time by the dean.

Section 8. Vice Dean for Research

1. The Vice Dean for Research shall be appointed by the Dean and shall serve at the pleasure of the Dean to advise on all aspects of the research program at TUSM.
2. The Vice Dean for Research shall:
 - a. Provide advice to the dean regarding research issues including but not limited to hiring of faculty and department chairs, utilization of research space, faculty misconduct, and promotions.
 - b. Serve as the primary liaison between the dean and the department chairs.
 - c. Serve as the dean's representative, when requested, on committees at TUSM, the University, and nationally regarding the research efforts at TUSM.
 - d. Serve on the Executive Council as an ex officio non-voting member.
 - e. Have such other duties, responsibilities, and authority as may be delegated from time to time by the dean.

Section 9. Executive Associate Dean

1. The Executive Associate Dean reports directly to the dean and serves as the school's Chief Operating Officer with financial accountability to the University's Executive Vice President.
2. The Executive Associate Dean shall:
 - a. In the absence of the dean, assume responsibility for non-academic day to day school operations.
 - b. Ensures that management and administrative functions support and strengthen the school's academic objectives and mission.
 - c. Oversight of the TUSM and GSBS operating and capital budgets to ensure resources are available to carryout academic objectives while protecting the school's financial viability and integrity.
 - d. With the dean's direction and pursuant to Section 1(2)f, the EAD may initiate, analyze, develop or terminate school initiatives with a goal of maintaining and improving the school's reputation, academic/professional offerings, and the quality of student and work life while protecting the school's financial viability and integrity.
 - e. Prepare and implement plans, analyses and reports in areas having school-wide or university-wide impact.
 - f. Serve as chief liaison to all university central administration areas and coordinate services with Medical School needs, plans and policies.
 - g. Serves as a senior level ambassador for the University and the Medical School. Present and attend high level meetings with internal and external stakeholders.
 - h. Serve on the Executive Council as an ex officio non-voting member.
 - i. Serve as the principal institutional contact (Principal Business Officer) with the AAMC on matters involving finance and general institutional administration. Responsible for various annual financial reporting requirements to the AAMC/LCME.

- j. Have such other duties, responsibilities, and authority as may be delegated from time to time by the dean.

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 at its clinical and research affiliates and to 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 can be called by the chair of the Faculty Senate in their role as representative of the faculty within 30 days of a request by the dean, or of a written request to the chair of the Faculty Senate 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 dean and the chair of the Faculty Senate, signed by at least 10 (ten) voting members of the faculty, and received 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 electronically to all faculty members prior to the next meeting.
- (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. A two-thirds vote shall be required to make such actions binding. Voting shall be in person or by contemporaneous electronic participation except as stated below. There shall be no proxy voting.

In the event that those present or participating electronically 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 Oversight 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.

Section 3. Committees of the Faculty

- (a) Election of Standing Committees: The faculty shall elect members to the standing committees, except for the Admissions Committee and the Student Ethics and Promotions Committee. The Committee on Oversight will solicit nominations for election to standing committees.

In situations where a standing committee or the Faculty Senate is not adhering to the Bylaws or no longer functioning to meet their obligations, the Committee on Oversight shall have the responsibility to take action to rectify the circumstance.

- (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 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 and must inform the faculty to gain and consider the faculty's input at an early stage before enacting such proposals.

The Executive Council also shall recommend to the Board of Trustees all candidates for degrees offered by the school.

Section 1. Rights and Responsibilities

The rights and responsibilities of the Executive Council shall be:

- to request and receive reports from 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 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 review, at least every three years, the charge to each standing committee and to direct any standing committee to carry out specific tasks;

- 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 specified, under these Bylaws or other school policy that a committee shall make specific recommendations directly to the dean;
- 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;
- to recommend to the faculty amendments to or revisions of these Bylaws; and
- to recommend to the Board of Trustees candidates for the various degrees offered by the school.

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 basic science departments of the school;
- the academic chairs of the 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;
- the president of the Medical Student Council;
- one alumnus to be appointed by the Executive Council of the Tufts Medical Alumni Association;
- the dean of the Graduate School of Biomedical Sciences, and

- Ex officio non-voting members will include those deans with oversight of medical and public health education, student affairs and admissions, research, multicultural affairs, clinical and faculty affairs, international affairs, development and other deans as relevant.

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 dean, chair of the Faculty Senate upon request of the dean or upon petition 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 chair of the Faculty Senate, 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. A member of the Executive Council unable to be present may designate a senior faculty member as a voting representative from the same academic department or affiliated institution.

The one exception is the awarding of degrees for which the vote may be cast by signed fax or email with an electronic signature.

- (d) Quorum: A quorum shall consist of a majority of the voting members of the Executive Council, whether 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 and review reports on the actions of the Executive Council;
- receive and review reports directly from standing committees and ad hoc committees should it so desire;
- 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.

- authorize mail or electronic ballots as 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;
- share approved minutes of meetings with all faculty following each meeting;
- 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. The TUSM faculty members elected as University-wide Senators are ex officio non-voting members of the TUSM Faculty Senate and shall report on University-wide Faculty Senate business.
 - v. 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.
 - vi. A senator may not simultaneously represent more than one electoral unit.

- vii. 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. 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 at the meetings of the General Faculty; 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; 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, conduct elections, and maintain a current roster of senators and their terms.
 - v. The secretary shall maintain the minutes and records of the Faculty Senate and make available approved minutes to all faculty, 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 through the end of the June meeting or until the election of a successor.
- (c) Elections: The Faculty Senate Subcommittee on Elections shall oversee the nomination and election of senators for each electoral unit and ensure that approximately one-third of the units hold elections each year. These elections shall be completed by June 1. 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. 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. 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-quarter 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 agenda shall be distributed to senators at least seven days in advance. 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 three meetings per electoral year may be reviewed by the Faculty Senate Committee 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. inform all members of each standing committee of these Bylaws at the first meeting of the academic year, and to review and recommend any updates to the Bylaws at the end of each academic year; and
 - iii. file an annual report on the work of the standing committee with the dean and the chair of the Faculty Senate. These reports will be kept on file 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:**
- i. 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.

- ii. 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 Oversight to replace an elected or appointed committee member for the remainder of a dismissed member's term.

Section 2. Committee on Oversight

- (a) Rights and Responsibility: The Committee on Oversight shall have the following responsibilities:
 - i. To provide oversight of all standing committee nominations and elections, and ensure that all committee positions are filled with the required number of eligible members except for the Admissions Committee, Committee on Oversight itself, and the Student Ethics and Promotions Committee;
 - ii. to actively recruit and confirm eligibility of nominees for election to all standing committees except for the Admissions Committee, Basic Science Faculty Appointment, Promotion and Tenure Committee, and the Student Ethics and Promotions Committee, and to prepare the ballots;
 - iii. to ensure committees have complete membership, to ensure membership is actively engaged, and to oversee special elections for vacancies as needed;
 - iv. to ensure that all standing committees annually review these Bylaws and conduct their business accordingly;
 - v. to solicit nominations from the faculty for the annual Distinguished Faculty award and to recommend those nominees to the Distinguished Professors, and
 - vi. In case of any Bylaws changes, the results of the ballot will be tallied by the Committee on Oversight on the date specified at the faculty meeting and stated in the ballot. [See Article III, Section 2d.]
- (b) Membership: The Committee on Oversight shall consist of seven faculty members: two from the basic science departments, and one from Public Health and Community Medicine, and four from other clinical departments, of whom no more than two shall be on the full-time staff of any affiliated hospital. The new faculty members shall be elected by the faculty from a ballot prepared by the Committee on Oversight 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 Oversight 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 Oversight 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. The agenda, minutes of the previous meeting and supporting materials shall be distributed to committee members at least 10 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 3. 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 Graduate School of Biomedical Sciences 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 4. Admissions Committees

MD Admissions Committee

- (a) Rights and Responsibility: The Admissions Committees for students seeking the M.D. degree or other public health and health sciences degrees 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.
- (b) Membership: The M.D. Admissions Committee shall include faculty members, members of the administration and fourth-year medical students appointed by the Dean of the medical school. In order to be eligible for consideration for the Admissions Committee, candidates must be an active faculty member at TUSM in good standing and at the Assistant Professor level (regardless of track) or higher. The appointed faculty shall include representation that reflects the diversity and breadth of the medical school's clinical and biomedical communities.

Appointments to the Admissions Committee by the Admissions Dean will be subject to the approval of the TUSM faculty.

- (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 faculty committee membership will be appointed each year, and all 4th year students will be 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 10 days in advance of the meeting. Any member of the committee may request inclusion of an item on the agenda by submitting a written request from at least three members of the committee to the chair 15 days in advance of the meeting as proposed.
- (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 those members actively interviewing during any given month. A quorum of the Admissions Committee is defined as having at least 50% of

the functional group. Faculty representation must constitute the majority of voting members at all meetings, 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.
- (i) Admissions Sub-Committee: The Admissions Sub-Committee is a sub-set of the Admissions Committee at-large, appointed by the Dean of Admissions. It functions to make Admissions Committee decisions when the committee at-large is unable to convene (i.e. waitlist decisions). The Admissions Sub-Committee is composed of 12 members including voting ex officio members (Dean of Admissions, Associate Dean of Admissions, Dean of Multicultural Affairs) and faculty representation from the Admissions Committee in Boston and Maine.
- (j) Maine Track Admissions Sub-Committee:
- i. Rights and Responsibilities: The Maine Track Admissions Sub-Committee is responsible for carrying out policy of the Admissions Committee as it pertains to admission of students to the Maine track; for providing for, and monitoring, the selection of candidates for admissions to the Maine track.
 - ii. Membership: The Maine track Admission Sub-Committee shall be comprised of appointed faculty, administration, selected house staff and students appointed by the Chair[s] of the Maine track Sub-Committee and approved by the Dean. Select public members may be non-voting members of the subcommittee and are not required to have a Tufts academic appointment.

In order to be eligible for consideration for the Admissions Sub-Committee, candidates must be an active faculty member at TUSM in good standing at the assistant professor level (regardless of track) or higher. House staff must have academic appointments at TUSM.
 - iii. Chair[s]: The Tufts University School of Medicine Academic Dean at Maine Medical Center and the TUSM Dean of Admissions shall appoint the chair[s] of the Maine track Sub-Committee on admissions. The Chair[s] of the Maine track Admissions Sub-Committee reports directly to the TUSM Dean of Admissions.
 - iv. Voting Privileges: Each member of the sub-committee shall have one vote and must be present to cast that vote.
 - v. Quorum: The members of the sub-committee eligible to vote for admission of students to the school shall be defined as the functional group of the sub-committee. The composition of the functional group is defined as those subcommittee members who interviewed applicants since the last subcommittee meeting. A quorum of the Maine Track Admissions Sub-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.

Public Health and Professional Degree Programs Admissions Committees

- a) **Rights and Responsibility:** The Public Health and Professional Degree Programs Admissions Committee(s) shall be responsible for admissions and recruitment for the Public Health and Professional Degree Programs. Specific functions include selecting for admission a diverse, capable group of students who have expressed a strong interest in pursuing studies leading to a degree in the PHPD programs. The committees shall work closely with the Admissions Office and the respective admissions committees of partnering schools, programs and institutions to ensure that the admissions goals of the joint degree programs are congruent with their admissions criteria. The committees shall develop policies and procedures to recruit students from diverse backgrounds who have the capacity and attributes needed to succeed in the program; and shall review admissions data and adjust policies and procedures as necessary to achieve program goals.
- b) **Membership:** The Admissions Committee for Public Health Programs shall consist of faculty members appointed by the dean of the Public Health and Professional Degree programs and the chair(s) of the admissions committee. In addition, there shall be one student member appointed by the PHPD Student Senate. The director of admissions shall be an ex-officio non-voting member of the committee.

The Admissions Committee for the Physician Assistant program shall consist of an appointed chair, all principal faculty, Program Director, and Medical Director. The Director of Admissions shall be an ex-officio non-voting member of the committee.

The Admissions Committee for the Master of Science in Biomedical Science shall consist of faculty members appointed by the Program Director. The Director of Admissions shall be an ex-officio non-voting member of the committee.

- c) **Chair:** The Program Director(s) in consultation with the PHPD Dean shall appoint a faculty member to serve as chair of each Admissions Committee.
- d) **Term:** The term of membership of the Admissions Committees shall be three years. Where possible, terms will be staggered so that approximately one-third of the faculty committee membership will be appointed each year. Renewals or re-appointment to subsequent terms will be at discretion of the program director(s) in consultation with the dean for PHPD. The term limit for the student representative shall be one 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(s), the dean, or by the Director of Admissions.
- 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 three 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 seven 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 voting faculty members of the committee.

Section 5. 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 full 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 full professor whose primary appointment is in one of the basic science departments;
 - v. the dean of the Graduate School of Biomedical Sciences shall nominate one full professor whose primary appointment is in one of the basic science departments; and
 - vi. the Faculty Senate shall nominate one full professor whose primary appointment is in one of the basic science departments.
 - vii. There shall be 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 complete committee.
 - 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 60% of the membership for voting on proposed appointment, promotion, or tenure cases, and for all other business.

Section 6. 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 from any track in a clinical department. Up to two members may be from the clinical track, and no more than one of these clinical track members may be a Clinical Associate Professor. No more than five members shall hold the rank of associate professor, regardless of track. TUSM academic chairs and TUSM deans whether TUSM-employed or affiliated 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 7. Curriculum Committees

MD Curriculum Committee

- (a) Rights and Responsibility: The Curriculum Committees of the medical school shall have the responsibility for the development and implementation of the educational policies and curriculum of the MD, public health and health sciences programs 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 MD 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.

Public Health Programs Academic Affairs Committee

- a) Rights and Responsibility: The Academic Affairs Committee shall be charged with ensuring that the academic mission of the Public Health Programs is achieved through the curricula. The committee shall promote excellence in education for students in the Public Health Programs and develops policies which ensure the academic integrity and quality of degree, certificate and course offerings.
- b) Membership: The committee shall include the dean for PHPD, program directors and associate program directors from the Public Health Programs; concentration leaders for the MPH

program; track leaders from the Public Health Program's joint degree programs, one faculty at large, one faculty liaison from the Friedman School of Nutrition Science and Policy and a student representative appointed by the Student Senate. The dean for PHPD, assistant dean for public health programs, the assistant dean for student services, registrar shall be ex-officio non-voting members of the committee.

- c) Chair: The dean for PHPD shall appoint one faculty member of the committee to serve as chair for the Academic Affairs Committee.
- d) Term: The term of membership of the Public Health Academic Affairs Committee shall be three years. Renewals or re-appointment to subsequent terms will be at discretion of the dean for PHPD (or their designee). The term limit for the student representative shall be one year.
- e) Meeting Frequency: Regularly meetings of the committee shall be held monthly during the academic year. Additional meetings may be called by the chair or the dean for PHPD.
- 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.
- 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 voting members of the committee.

PHPD Curriculum Committees

- a) Rights and Responsibility: The MBS and PA Curriculum Committees are charged with ensuring that the academic mission of the MBS and PA Programs are achieved through the curricula. The Committees promote excellence in education for students in the MBS and PA Programs, respectively, and develop policies that ensure the academic integrity and quality of course offerings.
- b) Membership: The PA Curriculum committee shall include appointed principal faculty members, course directors, a representative from the PHPD program and/or the medical school Curriculum Committee, and a student representative elected by the didactic (first year) class.

The MBS Curriculum Committee shall include at least four principal faculty members and two student representatives elected by the class. The program director, associate program director and program manager shall be ex-officio members of the committee.
- c) Chair: The Medical Director will serve as chair of the PA Curriculum Committee. The Program Director in consultation with the Dean shall appoint one faculty member of the committee to serve as chair of the MBS Curriculum Committee.
- d) Term: The term of membership of the PA and MBS Curriculum Committees shall be three years. Renewals or re-appointment to subsequent terms will be determined by the program director in consultation with the dean for PHPD. The term limit for the student representative shall be one year.

- e) Meeting Frequency: Regular meetings of the PA committee shall be held at least three times during each academic year. Additional meetings may be called by the chair or the PHPD dean. Regular meetings of the MBS committee shall be held monthly during the academic year. Additional meetings may be called by the chair, program director or the dean for PHPD.
- 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.
- 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. Students representatives on the MBS committee shall be granted one combined 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 the power and responsibility to review and act upon formal notices of grievance from faculty members and, if deemed appropriate by the committee, to elect Formal Hearing Boards from among its members. 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. The Faculty Grievance Committee shall also have the responsibility to review faculty grievance procedures and recommend to the Executive Council, Faculty Senate and the faculty changes to the procedures.
- (b) Membership: The Faculty Grievance Committee shall consist of seven elected faculty members: three members from the basic science departments, one member from the Department of Public Health and Community Medicine, and three members from other 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 Committees

MD 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. The subcommittees of the Student Ethics and Promotions Committee for Public Health and Professional Degree Programs review all other public health and health sciences students.

In addition, the committee will consider all recommendations for dismissal of students from 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.

Public Health and Professional Degrees (PHPD) Promotions Committees

There are two PHPD committees that serve as subcommittees of the TUSM Student Promotion and Ethics Committee: 1) the PHPD Student Promotions Committee, which is inclusive of the Master of Public Health (MPH), Master of Science in Biomedical Sciences (MBS) and the Master of Science in Health Informatics and Analytics (HIA); and 2) the Physician Assistant (PA) Student Promotions Committee.

- a) Rights and Responsibilities: The promotions committees shall have the responsibility for developing and implementing promotion policies and procedures for all students enrolled in the School of Medicine's Public Health and Professional degree programs; 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 or suspension, requiring students to take a leave of absence, recommending re-admission, and recommending students for dismissal to the TUSM Student Promotions and Ethics Committee.
- b) Membership: The PHPD Student Promotions Subcommittee shall consist of at least seven faculty members. Faculty are appointed by the dean of the Public Health and Professional Degree programs. Where necessary, appointments are used to ensure broad representation of the degree programs offered by PHPD. The director of the Public Health Program, the director of the HIA program and the director of the MBS program shall be *ex officio* voting members of the committee. In addition, there shall be one student member appointed by the PHPD Student Senate. The dean of Public Health and Professional Degree programs and the registrar shall be *ex officio* non-voting members of the committee.
- c) Chair: The dean for PHPD appoints one faculty member of the committee to serve as chair for the PHPD Promotions Committee.
- d) Term: The term of membership of the PHPD Student Promotions Committee shall be three years. Renewals or re-appointment to subsequent terms will be at discretion of the dean for PHDP or their designee). The term limit for the student representative shall be one year. The term limit for the student representative shall be one year.

- 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 or the Dean.
- f) Meeting Agenda and Minutes: An agenda for the committee meetings shall be prepared by the chair of the committee. The agenda and supporting materials shall be distributed to committee members at the start of a meeting. Due to the confidential nature of meeting content, minutes shall be kept but not distributed.
- g) Voting Privileges: Each member of the committee shall have one vote and must be present in person or via contemporaneous electronic participation. By unanimous agreement and under exceptional circumstances, members may vote by email so long as the matter requiring vote has been heard earlier by the members voting by email.
- h) Quorum: A quorum shall consist of a majority of the faculty voting members of the committee.

Physician Assistant Student Promotions Committee

- a) Membership: In the PA program, the Principal Faculty shall be those faculty working at least 50% FTE with primary academic responsibility assigned to the PA program who report to the program director. The Physician Assistant Promotions Committee consists of the appointed chair, two or more appointed members of the principal faculty, the Medical Director, and one appointed faculty member from one of the other PHPD programs. In addition, a second-year PA student appointed by the Program Director shall serve on the committee. The registrar shall be an ex-officio non-voting member.
- b) Chair: The PA Program Director in consultation with the PHPD Dean shall appoint one faculty member of the committee to serve as chair.
- c) Term: The term of membership of the PA Student Promotions Committee shall be three years. Renewals or re-appointment to subsequent terms will be at discretion of the dean for PHPD (or their designee). The term limit for the student representative shall be one year. The term limit for the student representative shall be one year.
- d) 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 or the dean for PHPD.
- e) Meeting Agenda and Minutes: An agenda for the committee meetings shall be prepared by the chair of the committee. The agenda and supporting materials shall be distributed to committee members at the start of a meeting. Due to the confidential nature of meeting content, minutes shall be kept but not distributed.
- f) Voting Privileges: Each member of the committee shall have one vote and must be present in person or via contemporaneous electronic participation. By unanimous agreement and under exceptional circumstances, members may vote by email so long as the matter requiring vote has been heard earlier by the members voting by email.
- g) Quorum: A quorum shall consist of a majority of the faculty 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 challenges 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 and future goals and directions. 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 every eight years or earlier at the dean's discretion by at least two external (non-Tufts affiliated) reviewers. These reviews will be shared by the dean with the members of the Executive Council and the department reviewed.

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 guide 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 shall be reviewed every five years by each of the governing entities and standing committees so that Bylaws revisions or amendments may be recommended to the General Faculty. The dean may appoint an ad hoc committee to review all recommended revisions and present to the faculty.

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 to these Bylaws that is described in Article VII, Section 7.4 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 June 8, 2020

Approved by the Board of Trustees of Tufts University on November 7, 2020