

**BYLAWS OF THE FACULTY
OF THE
THE ROBERT LARNER M.D. COLLEGE OF MEDICINE
THE UNIVERSITY OF VERMONT
AND STATE AGRICULTURAL COLLEGE**

As Approved by

The President and Provost

DATE: September 19, 2020

Article I

INTRODUCTION AND ORGANIZATION

The faculty of the Larner College of Medicine includes all professors, associate professors, assistant professors, faculty scientists, clinical practice physicians, and instructors on the salaried and volunteer pathways of the Larner College of Medicine. The faculty is further subdivided into departments, each administered by a department Chair. Departments and their title, and areas of responsibility are determined by the Board of Trustees of the University of Vermont and State Agricultural College (herein referred to as University”) upon recommendation of the Dean, the Provost and the President. Departments may be further divided into divisions.

The Dean, committees of the faculty, and the faculty determine the governance and policymaking processes within their purview. All such policies, guidelines and procedures are in accordance with the University and the standards contained in *Functions and Structure of a Medical School* as formulated by the Liaison Committee on Medical Education.

Article II

ADMINISTRATION

Section 1. The officers of the faculty of the Larner College of Medicine consist of the Dean; the Senior Associate Deans; the Associate Deans; the Assistant Deans; the Secretary of the Faculty; and the Chair, Vice Chair(s) and Division Chiefs of the departments of the Larner College of Medicine.

Section 2. The Dean is responsible for the effective administration of the Larner College of Medicine. The Dean is also responsible for the programs of study in the Larner College of Medicine, regarding their purposes and content, the effectiveness of instruction, the counseling

and advising of students, and the supervision of the faculty of the Larner College of Medicine. Meetings of the faculty are presided over by the Dean. With advice from the Chairs, the Dean makes recommendations to the Provost for all matters of faculty status, including appointment, reappointment, promotion and dismissal. The Dean charges all Larner College of Medicine standing committees. All committees include faculty representation; details of committee election and assignment are included below.

Section 3. The Senior Associate, Associate and Assistant Deans are responsible to the Dean for the effective performance of such duties as may be assigned to them by the Dean. In the absence of the Dean, they may assume such duties ordinarily performed by the Dean as may be assigned to them by the Dean or Provost.

Section 4. The Secretary of the Faculty is appointed by the Dean, to serve a renewable, three-year term, and ensures that an accurate record of the meetings of the faculty is accomplished.

Section 5. Each department is administered by a Chair who is at liberty to appoint a Vice-Chair(s) and/or Division Chiefs. Qualifications, appointments and responsibilities are outlined in Article V of these bylaws and in the University and University Officers' Manual.

Refer to article 303.1 in the [UNIVERSITY AND UNIVERSITY OFFICERS' MANUAL](#) for additional information.

Article III

LARNER COLLEGE OF MEDICINE ADVISORY COUNCIL

The Larner College of Medicine Advisory Council consists of the Dean who serves as Chair, the Chair of each department, the Senior Associate and Associate Deans, and other individuals by invitation of the Dean.

The Larner College of Medicine Advisory Council meets at least monthly and acts in an advisory capacity to the Dean. A permanent written record of its deliberations and decisions is maintained.

Article IV

RESPONSIBILITIES AND PRIVILEGES OF FACULTY

Section 1. The faculty, through the appropriate faculty committees, are responsible for defining policies, and formulating guidelines and procedures pertaining to all academic matters in the Larner College of Medicine, including instruction, research and service, provided that these are consistent with the policies of the University.

Section 2. The faculty has the responsibility to set standards, develop criteria, and implement effective policies and procedures.

Section 3. The faculty also has defined responsibilities relative to the medical education program. These include, but are not limited to, establishing criteria for selection, developing and implementing effective policies and procedures regarding, and making decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

Article V

DEPARTMENT ORGANIZATION

Section 1. Duties of Academic Departments. Departments are administrative units charged with implementation of the educational, research, and clinical programs of the Larner College of Medicine. Formal recognition of a department requires approval of the Dean, the LCOM faculty, the Provost and the Board of Trustees.

The Dean shall meet with each department chair at least annually to review the departmental report and academic activities. Additionally, basic science and clinical departments shall be periodically reviewed comprehensively per the University's policies and procedures as found in the [University Officers Manual](#).

Section 2. Jurisdiction. Each department has jurisdiction over matters that concern primarily its own internal policies if those policies are consistent with the policies of the Larner College of Medicine and University.

Section 3. Chairs of Academic Departments.

- a) **Appointments.** Eligibility for appointment as Chair of a department is established by academic achievement in the same or related fields. An initial appointment as Chair is made by the Provost upon recommendation of the Dean who is advised by a search committee appointed by the Dean. Reappointments to the position of Chair are made annually by the Dean with approval by the Provost via procedures described in the University and University Officers' Manual (Section 303.1.4).

- b) **Duties of Chair.** Refer to article 303.1 in the [UNIVERSITY OFFICERS' MANUAL](#)

Article VI

COMMITTEES

Section 1. The standing committees of the faculty consist of:

- Continuous Quality Improvement Committee
- Admissions Committee
- Advancement Committee
- Committee on Fitness
- Medical Curriculum Committee
- Faculty Standards Committee
- Nominating Committee.

Each standing committee reports at least annually to the faculty. All policies and procedures of standing committees are reviewed by the Larner College of Medicine Advisory Council and approved by the Dean and the faculty of the Larner College of Medicine annually. Membership and authority of these committees is per the document attached to these bylaws in Appendix I. Interested faculty for election or appointment is determined through an annual nomination or self-nomination process that is shared with all faculty and department chairs. The Larner College of Medicine makes every effort to promote inclusive excellence in medicine and supports the appointment of diverse members to committees. We believe that having diverse members enhances the effectiveness of these committees and positions them well to address the evolving needs of the College. The faculty are appointed or elected to staggered three-year terms by the Dean. Ad hoc committees may be appointed by the Dean as needed for specific projects. A simple majority is a quorum for all committees and is required for all votes.

Section 2. Continuous Quality Improvement (CQI) Committee. The CQI Committee provides oversight for ongoing quality improvement processes in support of our medical education mission. This includes, but is not limited to, issues related to the Liaison Committee on Medical Education accreditation standards and elements. The purpose is to monitor and improve, in real-time, educational program quality and ensure the medical education program's compliance with accreditation standards. As appropriate, this process will address areas of the Strategic Plan that require monitoring or improvement.

The Committee's work includes, however is not limited to: determining which issues and accreditation elements are monitored, how often monitoring occurs, which individuals/groups receive and review the results, and the process, accountability, and timeline for improving identified issues. The Committee works closely with, and does not duplicate, the work or authority of the Medical Curriculum Committee.

The Continuous Quality Improvement Committee is composed of eight members: a faculty Chair, with relevant experience, appointed by the Dean, and four additional elected faculty with expertise in pre-clinical or clinical medical education. In addition, the committee includes one elected staff member, one representative with relevant experience appointed by the dean, and one elected student representative from the Student Education Group. The Committee reports to the Dean. As the process reflects independent oversight, members of the Medical Curriculum

Committee or leaders directly involved in the oversight of functions reviewed by the Liaison Committee on Medical Education accreditation process would not serve on this Committee.

Section 3. Admissions Committee. The Admissions Committee determines criteria for eligibility for admission, subject to the approval of the faculty, and selects qualified applicants for the study of medicine. The final responsibility for accepting students to the Larner College of Medicine rests with the formally constituted Admissions Committee. The selection of individual medical students for admission is not influenced by any political or financial factors.

The Admissions Committee is composed of 15 voting members appointed by the Dean. The Committee Chair is a faculty member, who is elected annually from the voting members and may be re-elected. At least eighty percent (80%) of the voting members are faculty. The Dean may appoint non-faculty voting members to the committee not to exceed twenty percent (20%) of the total membership of the committee. The committee must be free of bias and potential conflict of interest.

Section 4. Advancement Committee. The purpose of the Advancement Committee is to protect the public and the medical profession by ensuring that the academic standards of the Larner College of Medicine are upheld. It is composed of nine faculty members and a student from each class who review the overall academic performance and progress of each student at regular intervals and determines whether students should advance in the levels of the curriculum. The committee also determines the course of action for individual students who fail to show sufficient academic performance and progress during their studies. Decisions of the committee are final unless appealed to the Dean. In its procedures and actions, the committee is governed by policies which are contained in the Larner College of Medicine Medical Student Handbook.

The Advancement Committee includes 9 voting faculty members appointed by the Dean. A student class representative in good academic standing is elected from each class by class majority vote and serves for the duration of their matriculation. Student members of the committee are voting members who abstain for votes that pertain to a member of their class. The Committee Chair is elected annually from the voting members and may be re-elected. Committee members shall not include faculty who are involved in summative student assessment.

Section 5. Fitness Committee. The purpose of the Fitness Committee is to protect the public and medical profession by ensuring that the professional standards of the Larner College of Medicine are upheld.

The Fitness Committee is composed of 5 voting faculty members appointed by the Dean. Members review and recommend appropriate action if a student's behavior brings into question their fitness for a career in medicine. Findings and recommended actions of the committee are final unless appealed to the Dean. The Committee Chair is elected annually from the voting members and may be re-elected. Committee members shall not include faculty who are involved in summative student assessment.

Section 6. Medical Curriculum Committee. The Medical Curriculum Committee is the institutional body that oversees the medical education program. The Committee provides integrated institutional responsibility for the overall design, management, integration, evaluation and enhancement of a coherent and coordinated medical curriculum. The Committee implements needed changes to the medical education curriculum. The Committee is cognizant of national medical education priorities and requirements as established by the Association of American Medical Colleges, and the American Medical Association through the Liaison Committee on Medical Education.

The Medical Curriculum Committee is composed of a non-voting Chair who is the Senior Associate Dean for Medical Education, 15 voting members of the faculty, and a voting student member representing each class. Of the faculty members, eight are elected by the faculty and seven are appointed by the Dean. A student class representative, in good academic standing, is elected by class majority vote, and serves a three-year term.

Section 7. Faculty Standards Committee. The Faculty Standards Committee reviews and makes recommendations to the Dean on all faculty reappointments, promotions, and the award of tenure.

The Faculty Standards Committee is composed of 15 faculty members: ten elected and five appointed members. The Chair for this Committee is elected annually by its members and may be re-elected. Committee members must be of associate professor or professor academic rank.

Section 8. Nominating Committee. The Nominating Committee has the responsibility to generate slates of candidates for University committees including, however not limited to, Standing Committees of the University Faculty Senate, Presidential Search Committees, Provost Search Committees, Dean Search Committees and Dean Review Committees.

The Nominating Committee is composed of 15 faculty members representing each Larner College of Medicine department. Committee members must be of associate professor or professor academic rank.

Article VII

MEETINGS OF THE FACULTY

Section 1. The faculty of the Larner College of Medicine meets upon call by the Dean at least three times annually. Upon petition by 10 percent or more of the salaried faculty, special meetings must be called by the Dean.

Section 2. Notice of meetings is given to members of the faculty at least seven days before any meeting. Emergency meetings may be held at the discretion of the Dean.

Section 3. One-sixth of the salaried members of the Larner College of Medicine faculty will constitute a quorum for purposes of voting.

Section 4. All individuals having a faculty appointment in the Larner College of Medicine are eligible to vote.

Article VIII

AMENDMENTS

Section 1. The Bylaws of the Faculty of the College may be amended at any regular meeting of the faculty by two-thirds vote of a membership quorum as defined in Article VII Section 3 above. Written notice of any amendment and the subject matter thereof must be given in the notification of the meeting at which it is to be considered.

Section 2. The Bylaws of the Faculty of the Larner College of Medicine may be amended by an electronic ballot of the faculty providing that two-thirds of the members voting vote in favor of the amendment, and one-sixth of the salaried faculty return a ballot by the due date. Written notification of the amendment is to be provided no less than twenty-one (21) calendar days before the close of balloting.

Section 3. These Bylaws of the Faculty of the Larner College of Medicine are to be reviewed for revisions a minimum of every eight years. At such time, the Dean will convene an ad hoc committee of faculty to review and propose revisions that are to be voted on at a duly warned meeting of the Larner College of Medicine faculty.

Section 4. Material amendment or revision of the Bylaws of the Faculty of the Larner College of Medicine requires approval of the Board of Trustees of the University.

Prior Revisions

Approved by the Larner College of Medicine Faculty on 09/20/2012;
Effective Date September 21, 2012.

Appendix I
Standing Committees

Standing Committees					
List all major standing committees of the medical school and provide the requested information for each, including whether members are <i>all appointed</i> (A), <i>all self-nominated/peer-nominated/peer-selected</i> (S), or whether the committee has <i>both appointed and peer-selected members</i> (B), and whether the committee is charged with making <i>recommendations</i> (R), is <i>empowered to take action</i> (A), or <i>both</i> (B).					
Committee	Reports to	Total Voting Members	Total Faculty Voting Members	Membership Selection (A/S/B)	Authority (R/A/B)
Continuous Quality Improvement (CQI)	Dean	8	7	B	R
Admissions Committee	Faculty	15	12	A	A
Advancement Committee	Faculty	12	9	A	A
Fitness Committee	Faculty	5	5	A	A
Medical Curriculum Committee	Faculty	18	15	B	A
Faculty Standards Committee	Dean	15	15	B	R
Nominating Committee	Dean	15	15	B	R