

1 BYLAWS OF THE FACULTY
2 OF THE
3 COLLEGE OF MEDICINE
4 THE UNIVERSITY OF VERMONT
5 AND STATE AGRICULTURAL COLLEGE

6
7 As Approved by
8 The College of Medicine Faculty

9 DATE 09/20/2012

10 Effective Date: September 21, 2012

11
12 Article 1

13 ORGANIZATION

14
15 The Faculty of the College of Medicine (herein referred to as
16 "College") includes all professors, associate professors,
17 assistant professors, instructors and research associates on the
18 salaried and volunteer pathways of the College. The Faculty is
19 further subdivided into departments, each administered by a
20 department Chair. Departments and their title, and areas of
21 responsibility, are determined by the Board of Trustees of the
22 University of Vermont and State Agricultural College (herein
23 referred to as "University") upon recommendation of the Dean,

1 the Provost and the President. Departments may be further
2 divided into divisions, sections or units. For the purpose of
3 this document, the term "section" is used as a proxy for all
4 such additional terms.

5

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Article II

7

OFFICERS AND THEIR DUTIES

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9 Section 1. The officers of the Faculty of the College consist
10 of the Dean; the Associate Deans; the Assistant Deans; the
11 Secretary of the Faculty; and the Chair, Vice-Chair and Section
12 Chiefs of the departments of the College.

13

14 Section 2. The Dean is responsible for the effective
15 administration of the College. S/He is responsible for the
16 programs of study in the College, with regard to their purposes
17 and content, the effectiveness of instruction, the counseling
18 and advising of students, and the supervision of the Faculty of
19 the College. The Dean presides over meetings of the Faculty.
20 With advice from the Chairs, the Dean makes recommendations to
21 the Provost for all matters of Faculty status, including
22 appointment, reappointment, promotion and dismissal. The Dean
23 prepares a budget for the College for submission to the Provost

1 and subsequently to the President and Board of Trustees. The
2 Dean also administers the budget after its adoption. The Dean
3 appoints all College committees and is an *ex officio* member of
4 each. Some committee members are elected by the Faculty, and
5 others serve at the discretion of the Dean.

6
7 Section 3. The Senior Associate, Associate and Assistant Deans
8 are responsible to the Dean for the effective performance of
9 such duties as may be assigned to them by the Dean. In the
10 absence of the Dean, each will assume such duties ordinarily
11 performed by the Dean as may be assigned to him/her by the Dean
12 or Provost.

13
14 Section 4. The Secretary of the Faculty is appointed by the
15 Dean and keeps a record of the meetings of the Faculty, and
16 performs such other duties that are assigned by the Faculty or
17 the Dean.

18
19 Section 5. Each department is administered by a Chair who is at
20 liberty to appoint a Vice-Chair(s) and/or Section Chiefs.
21 Qualifications, appointments and responsibilities are outlined
22 in Article IV of these bylaws and in the University and
23 University Officers' Manual (Section 303.1.1-7).

1
2 Article III

3 DUTIES OF THE FACULTY
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5 Section 1. The Faculty is responsible for defining policies and
6 formulating rules and regulations pertaining to all academic
7 matters in the College, including instruction, research and
8 service, provided that these are consistent with the policies
9 and rules and regulations of the University. The Faculty is
10 also responsible for enforcing the policies and the Rules and
11 Regulations of the Faculty, and of the University Faculty
12 Senate.

13
14 Section 2. The Faculty sets standards for admission,
15 advancement and graduation, provided that such standards are not
16 lower, nor less specific, than those set by the University
17 Faculty Senate, the Board of Trustees of the University, and the
18 administrative officers of the University.

19
20 Section 3. The Faculty has the responsibility to:

- 21 (a) Define the objectives of the educational programs of
22 the College;
23 (b) Develop courses and curricula consistent with those

1 objectives;

2 (c) Assess the progress of medical students enrolled in
3 the College, assess their qualifications as future
4 doctors of medicine, and counsel and advise the
5 students as regards postgraduate training, practice
6 and research;

7 (d) Encourage and support all programs of education,
8 research and service, including those educational
9 programs relating to undergraduate, graduate, and
10 postdoctoral students;

11 (e) Recommend to the University Faculty Senate the
12 students qualified to receive degrees;

13 (f) Develop postgraduate programs;

14 (g) Integrate the programs of the College with those of
15 the University, and foster effective coordination of
16 effort;

17 (h) Maintain adequate records and reports of students,
18 staff, and programs.

19

20 Section 4. The Faculty may delegate certain of these functions
21 to committees or individuals who will be responsible to the
22 Faculty for proper execution of their assigned duties.

23

1 Article IV

2 ACADEMIC DEPARTMENTS

3
4 Section 1. Duties of Academic Departments. It is the function
5 of each department to develop appropriate programs of
6 instruction, research and service, within the framework set by
7 the Faculty as a whole as defined in Article III of these
8 bylaws. It is the additional function of each department to
9 assure that its instructional programs are as effective as
10 possible, and to recommend to the Faculty, or to the appropriate
11 officer or committee of the Faculty, changes that might improve
12 the performance of the department. It is the duty of the
13 department to integrate its programs into those of the College
14 and University. Further, it is the duty of each member of the
15 department to safeguard, properly use and maintain all
16 University property assigned to the department.

17
18 Section 2. Jurisdiction. Each department has jurisdiction over
19 matters that concern primarily its own internal policy as long
20 as those policies are consistent with the policies of the
21 College and University. Matters involving other departments, or
22 policies of the College or University, are to be referred to the
23 Dean or Provost for appropriate action.

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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 selection 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. The Chair of each department is responsible to the Dean for the effective administration of all academic activities assigned to the department, including teaching, research and service. Accordingly, the Chair oversees the department-specific courses (both graduate and undergraduate) of instruction with regard to purpose, content, and effectiveness; and supervises members of the department in the performance of their

1 responsibilities in research and service. The Chair
2 monitors the quality of work being done by students
3 matriculating through the department; counsels and
4 advises them regarding their work; and provides
5 written warnings to students whose performance is
6 unsatisfactory. At periodic intervals, as determined
7 by the Dean and/or University, the Chair submits
8 student grades and evaluations to appropriate College
9 and/or University authority for all students enrolled
10 in courses for which the department is responsible.

11
12 The Chair ensures faculty participation and quality of
13 instruction in centrally administered courses that
14 require the expertise of the department.

15
16 The Chair makes recommendations to the Dean with
17 regard to appointments, reappointments, promotions,
18 dismissals and other changes in status of faculty in
19 the department as specified in the College Faculty
20 Handbook and Standards and Guidelines for Faculty
21 Appointment, Reappointment, and Promotion.

22
23 The Chair prepares a budget for his/her department and

1 administers it after its adoption.

2
3 It is the duty of the Chair to safeguard all
4 University property assigned to his/her unit and to
5 see that it is properly used and maintained.

6
7 Article V

8 MEETINGS OF THE FACULTY

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10 Section 1. The Faculty of the College meets upon call by the
11 Dean at least three times annually. One meeting is held near
12 the close of the academic year at which time candidates for
13 graduation are recommended to the University Faculty Senate for
14 granting of all degrees by the Board of Trustees. Upon petition
15 by fifty or more members of the Faculty, special meetings must
16 be called by the Dean.

17
18 Section 2. Notice of meetings. Notice of meetings is given to
19 members of the Faculty at least seven days before any meeting.
20 However, emergency meetings may be held with no less than
21 twenty-four hours notice by paper or electronic mail, telephone
22 or word of mouth; and, provided that no business affecting the
23 future policy of the College in a major way is transacted at

1 such emergency meetings.

2

3 Section 3. Quorum. One-sixth of the salaried members of the
4 College of Medicine Faculty will constitute a quorum for
5 purposes of voting; however, a lesser number may adjourn a
6 meeting.

7

8 Section 4. Voting privileges. All individuals having a Faculty
9 appointment in the College are eligible to vote.

10

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Article VI

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COLLEGE ADVISORY COUNCIL

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

17

18 The College Advisory Council meets at least monthly and acts in
19 an advisory capacity to the Dean on all matters that may be
20 referred to it by the Dean, the College, and the Faculty; or by
21 senior University leadership.

22

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Article VII

1 COMMITTEES

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3 Section 1. The standing committees of the Faculty consist of
4 the Committee on Admissions, the Committee on Advancement, the
5 Committee on Fitness, the Medical Curriculum Committee, the
6 Faculty Standards Committee, and the Nominating Committee. Each
7 of these committees reports periodically, but at least annually,
8 to the Faculty and is responsible for adopting its own
9 procedures for carrying out its duties as set forth herein. Ad
10 hoc committees may be appointed by the Dean, or elected or
11 appointed by the Faculty, to deal with specific problems or
12 projects as need dictates. At the discretion of the Dean,
13 additional *ex officio*, non voting members may be appointed to
14 any of the standing committees. Upon the adoption of revised or
15 new Bylaws of the Faculty of the College, the Dean has the
16 authority to ensure that standing committees are properly
17 constituted in accordance with changes that have been made in
18 committee structure or function (e.g., the Dean may elect to
19 stagger terms of committee members to ensure asynchronous
20 turnover). A simple majority is a quorum for all committees.

21

22 Section 2. The Committee on Admissions determines criteria for
23 eligibility for admission, subject to the approval of the

1 Faculty, and selects qualified students for the study of
2 medicine according to the standards contained within the Rules
3 and Regulations of the Faculty, and the University.

4 Applications for advanced placement and readmission to the
5 College are also considered by this committee.

6

7 The Committee on Admissions consists of a chair, who is the
8 member of the Office of the Dean responsible for admissions, and
9 other members of the Faculty appointed to three year terms by
10 the Dean. The Dean solicits nominations from department Chairs.
11 In addition, the Dean may appoint non-faculty members to the
12 committee not to exceed twenty percent of the total membership
13 of the committee.

14

15 Section 3. The Committee on Advancement reviews the total
16 performance of each student at regular intervals and determines
17 whether classes of students should advance among the levels of
18 the Vermont Integrated Curriculum (VIC) and sends to the College
19 Faculty the names of candidates to be recommended for
20 graduation. The committee also determines the course of action
21 for individual students who fail to show sufficient academic
22 progress during their studies. Decisions of the committee are
23 final unless appealed to the Dean. In its procedures and

1 actions, the committee is governed by the Rules and Regulations
2 of the Faculty, which are contained in the Medical Student
3 Handbook.

4

5 Faculty members of the Committee on Advancement are appointed to
6 three year terms by the Dean who solicits nominations from
7 department Chairs. The committee consists of nine faculty
8 members who are not involved in performing summative student
9 assessment (i.e., assigning grades) in the VIC. To the extent
10 possible, faculty members represent nine different departments.
11 Additional committee members include the Senior Associate Dean
12 for Medical Education and the Associate Deans for Clinical
13 Education and Student Affairs who are *ex officio*, non voting
14 members; as well as one student from each medical student class
15 who is elected by majority vote of his/her class and serves for
16 the duration of his/her matriculation. Student members of the
17 committee are voting members except when a member of his/her
18 class comes before the committee. A chair is elected annually
19 from the nine voting faculty members, and may serve multiple
20 terms.

21

22 At meetings of the committee, a majority of its members
23 constitute a quorum. Decisions and actions of the committee are

1 determined by a majority vote of its voting members present and
2 voting. In the case of a tie, the motion does not pass.

3

4 Section 4. The Committee on Fitness investigates and recommends
5 appropriate action in the event that a student's behavior brings
6 into question his/her fitness for a career in medicine.

7 Findings and recommended actions of the committee are final
8 unless appealed to the Dean. The Committee on Fitness consists
9 of five members who serve three-year terms (appointed by the
10 Dean), one of whom is elected annually by the committee to serve
11 as chair. The appointed members shall not be from among faculty
12 who are involved in summative student assessment.

13

14 Section 5. The Medical Curriculum Committee (in previous Bylaws
15 of the Faculty of the College named the Instructional
16 Improvement Committee) provides integrated institutional
17 responsibility for the overall design, management, and
18 evaluation of a coherent and coordinated medical curriculum. As
19 a representative committee, the Medical Curriculum Committee
20 advances the best overall interests and educational objectives
21 of the College as a whole. The Committee will be cognizant of
22 national medical education priorities and requirements as
23 established by the American Association of Medical Colleges, and

1 the American Medical Association through the Liaison Committee
2 on Medical Education.

3

4 The Committee ensures logical sequencing of various segments of
5 the curriculum, coordination of content within and across
6 academic periods of study and use of methods of pedagogy and
7 assessment appropriate for achievement of program objectives.
8 To achieve this, the Committee evaluates course and program
9 effectiveness, monitors content and student workload and reviews
10 stated course and clerkship objectives. As a result of
11 continuing curricular review, the Committee may implement
12 changes to the medical education curriculum. The Medical
13 Curriculum Committee is also responsible for routine revisions
14 to the Rules and Regulations of the Faculty that result in
15 improvement in administrative efficiency and compliance with
16 state and federal laws, or standards of accreditation.

17

18 The Medical Curriculum Committee consists of a chair and 15
19 voting members of the Faculty who serve three year terms. Of
20 these members, seven are appointed by the Dean and eight are
21 elected by the faculty. Each department will nominate one
22 faculty member to be on the ballot for elections to the
23 Committee.

1

2 In addition, one student member, from each medical student
3 class, with full voting rights, is annually elected by members
4 of that student's class. Elected student members must be in
5 good academic standing to be eligible to serve. The member of
6 the Office of the Dean responsible for administration of the
7 curriculum serves as Chair of the Committee. Additional ex-
8 officio, non-voting members may be appointed as needed.

9

10 Section 6. The Faculty Standards Committee reviews and makes
11 recommendations to the Dean on all reappointments and
12 promotions, and all appointments with tenure pending. The
13 committee also reviews and makes recommendations to the Dean
14 regarding all sabbatical leave requests.

15

16 The Faculty Standards Committee consists of two tenure pathway
17 faculty members, three clinical scholar pathway faculty members,
18 two research scholar pathway faculty members, one educator
19 scholar pathway faculty member, and one volunteer pathway
20 faculty member; to be consistent with the distribution of
21 faculty within these pathways. These nine members are elected
22 by vote of the Faculty for three year terms. Faculty who are
23 research associates or instructors are not eligible to serve on

1 this Committee. Four additional members of the Committee are
2 appointed by the Dean for three year terms, one from each
3 pathway excepting the volunteer pathway. With regard to these
4 four additional members, the Dean will attempt to ensure that
5 there's reasonable departmental representation across the
6 College on the Committee beyond the nine described above. The
7 Chair for this Committee is elected annually by its members, and
8 may serve multiple terms.

9

10 The Dean instructs each eligible department to poll its
11 membership to identify individuals who are willing to stand for
12 election to the Faculty Standards Committee. Each department
13 determines from among those so identified one person in each
14 category of the Faculty relevant to that department whose
15 name(s) is forwarded to the Dean. The list of nominees is
16 submitted to all salaried faculty members, except that the
17 volunteer faculty elects the volunteer faculty candidate.
18 Election is by secret ballot. Those candidates receiving the
19 highest number of votes by eligible category are elected.

20

21 Each of the nine elected faculty members serves for a term of
22 three years except in the case where a faculty member is elected
23 to complete the term of a faculty member who has resigned.

1

2 Section 7. The Nominating Committee has the responsibility to
3 generate slates of candidates for University committees
4 including, but not limited to, Standing Committees of the
5 University Faculty Senate, Presidential Search Committees,
6 Provost Search Committees, Dean Search Committees and Dean
7 Review Committees. In the case of elections to Standing
8 Committees of the University Faculty Senate, the full ballot is
9 generated by the Nominating Committee. In the cases of
10 Presidential, Provost, and Dean Search Committees, one-half of
11 the ballot is generated by the Nominating Committee, and the
12 other half is generated by the College Advisory Council.

13

14 It is the responsibility of the Dean to charge Chairs to poll
15 department members to identify faculty to stand for election by
16 the department. The elected faculty name is forwarded to the
17 Dean to serve a three-year term on the Nominating Committee.

18

19 Section 8. Senatorial Elections. In cases where the College is
20 asked to conduct elections for University Faculty Senate
21 Committees, the Nominating Committee pro-actively seeks
22 nominations from all Departments to place on the ballot, which
23 is submitted to the University Faculty Senate to administer the

1 vote. The committee is responsible, together with staff from
2 the Office of the Dean, for developing the ballot from those
3 nominated.

4
5 Section 9. Search Committees for President, Provost or Dean;
6 Dean Review Committees. In cases where the College is asked to
7 present nominees, one half of the nominated ballot is proposed
8 by the Nominating Committee and one half by the College Advisory
9 Council.

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11 Article VIII

12 ACADEMIC FREEDOM, TENURE, PROMOTION,

13 TERMINATION AND PERQUISITES

14
15 Section 1. The College Faculty Handbook governs all issues
16 regarding academic freedom, tenure, promotion, termination of
17 employment and perquisites regarding full-time officers of
18 instruction.

19
20 Section 2. All appointments, reappointments, promotions, tenure
21 decisions, termination of employment, or any other employment
22 matter will be treated, as defined by the most current
23 University policy, without regard to unlawful criteria including

1 race, color, religion, ancestry, national origin, place of
2 birth, sex, sexual orientation, disability, age, positive HIV-
3 related blood test results, status as a disabled or Vietnam Era
4 Veteran, genetic information, or gender identity or expression,
5 as these terms are defined under applicable law, or any other
6 factor or characteristic protected by law.

7

8 Section 3. For any faculty member to qualify for appointment as
9 a full-time officer of instruction, s/he meets all of the
10 following requirements:

11

12 (a) S/He is an individual whose primary obligations are
13 academic, related to teaching, research and service.

14

15 (b) S/He holds a position on the Faculty which is
16 considered by the Dean as essential to the best
17 interests of the College.

18

19 (c) S/He agrees that College duties take precedence over
20 other responsibilities, involvement in the latter of
21 which requires prior approval from the Dean.

22

23 (d) S/He is generally available for consultation to the

1 Dean and members of the Faculty and student body.

2
3 (e) S/He devotes full-time effort, as defined by the
4 College and University exclusive of vacation or leave,
5 to College teaching, research and service endeavors.

6
7 (f) If a physician, s/he may or may not by terms of
8 his/her employment be allowed the privilege of
9 engaging in the income-producing practice of medicine
10 in an approved Medical Practice Group, the
11 compensation from which is described in the College
12 Faculty Handbook.

13
14 Section 4. Volunteer members of the Faculty of the College may
15 be considered for certain perquisites as established by the
16 Board of Trustees of the University.

17
18 Article IX

19 RULES AND REGULATIONS OF THE FACULTY

20
21 The Faculty makes rules and regulations to carry out the proper
22 function of the College as defined in these Bylaws. These are
23 cognizant of the College Faculty Handbook and the standards

1 contained in "Functions and Structure of a Medical School" as
2 formulated by the Liaison Committee on Medical Education. All
3 such rules and regulations shall be in accord with those of the
4 University. As described above, the maintenance of the Rules
5 and Regulations of the Faculty, and revisions thereof, is the
6 responsibility of the Medical Curriculum Committee. The Rules
7 and Regulations of the Faculty shall be contained within the
8 College of Medicine Student Handbook.

9

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Article X

11

AMENDMENTS TO BYLAWS

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

19

20 Section 2. The Bylaws of the Faculty of the College may be
21 amended by an electronic ballot of the faculty providing that
22 two-thirds of the members voting vote in favor of the amendment,
23 and one-sixth of the salaried faculty return a ballot by the due

1 date. Written notification of the amendment is to be provided
2 no less than twenty-one (21) calendar days before the close of
3 balloting.

4

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