

# FACULTY COUNCIL BYLAWS

## **Article I. Name**

This Council shall be known as the Faculty Council of the School of Medicine, University of Missouri-Kansas City.

## **Article II. Object**

The Faculty Council has the following responsibilities:

- Section 1 To be advisory to the Dean of the School of Medicine, University of Missouri-Kansas City of the School of Medicine on matters pertaining to faculty activities.
- Section 2 To facilitate and enhance communication between all faculty members of the School of Medicine, University of Missouri-Kansas City.
- Section 3 To advise the Dean of the School of Medicine on matters involving faculty development.
- Section 4 To advise the Dean of the School of Medicine concerning administrative functions of the University of Missouri-Kansas City, insofar as it relates to faculty activities.
- Section 5 To elect appropriate School of Medicine faculty representation to the University Senate of the University of Missouri-Kansas City.

## **Article III. Duties and Responsibilities**

- Section 1 Advise the Dean of the School of Medicine of the School of Medicine, University of Missouri-Kansas City on programs and policies within its areas of interest.
- Section 2 Form standing or ad hoc committees to study matters related to School of Medicine faculty activities.
- Section 3 Review and comment on policies proposed by other Councils within the School of Medicine as they relate to faculty function, evaluation, or development.

- Section 4      Serve as a forum for discussion as to whether the advancement of scholarly knowledge and the educational goals of the School of Medicine, University of Missouri-Kansas City, are being achieved.
- Section 5      Elect faculty representation and alternate to the Coordinating Committee of the School of Medicine, University of Missouri-Kansas City.
- Section 6      Provide the School of Medicine faculty representatives to the Faculty Senate of the University of Missouri-Kansas City.

**Article IV.    Membership**

- Section 1      Members of the Faculty Council will hold a current academic appointment from the School of Medicine.
- Section 2      Members will serve two-year terms with staggered appointments such that one-half of the members will be appointed every year.
- Section 3      The chair will serve a two (2) year term, with an option for re-election of that same person for an additional and consecutive two (2) year term.
- Section 4      Members may hold positions for no more than two (2) consecutive terms (four years).
- Section 5      Membership in the Faculty Council shall not be transferable to another faculty member.
- Section 6      Unexpected vacancies for any Council position will be filled through the same mechanism as was used to designate the vacating Council member.

**Article V.    Elections**

- Section 1      The selection of Faculty Council members will be made by election—two (2) members each from Children’s Mercy Hospital, Saint Luke’s Hospital, Center for Behavioral Medicine, , University of Missouri-Kansas City School of Medicine, and one (1) member each from Truman Medical Center-Hospital Hill and Truman Medical Center-Lakewood. Members elected should be interested in Faculty Council issues and may be chosen from the full-time, part-time or volunteer faculty. In 2004, one of the two members from each hospital shall serve a one-year term, and the second of the two members shall serve a two-year term. An elected term will begin July 1 and end June 30. Associate Deans at each affiliated institutions will identify candidates interested in serving on the Faculty Council. The election will be coordinated by the Office of Faculty Affairs.

- Section 2 The selection of the Faculty Council Chairman shall be made by the voting members of the Council by ballot election. He/she shall serve for a term of two (2) years with an option for re-election of that same person for an additional and consecutive two (2) year term. An elected term will begin July 1 and end June 30.
- Section 3 The Faculty Council shall have two representatives on the Coordinating Committee of the School of Medicine. The Chairman of the Faculty Council is a voting member of the Coordinating Committee. The Faculty Council will elect one (1) additional representative to serve as an alternate nonvoting member of the Coordinating Committee for a one-year term.
- Section 4 The Faculty Council shall have two (2) members representing Faculty Council/School of Medicine faculty to serve on the campus Faculty Senate. One of the representatives (Senator) shall be the Chairman of the Faculty Council. The other representative shall be a Faculty Council member who is elected from the School of Medicine Department of Basic Medical Science and Department of Biomedical and Health Informatics.
- Section 5 Ex-officio members shall serve terms concurrent with their positions.

## **Article VI. Meetings**

- Section 1 The Faculty Council will meet at least quarterly each year [at least four (4) meetings].
- Section 2 A special Faculty Council meeting may be called by the Chairman of the Faculty Council by written request to the faculty membership, and approval by a majority. The purpose of the meeting shall be stated in the call, and except in emergencies, three (3) days' notice will be required.
- Section 3 Items may be placed on the Faculty Council agenda by either the Faculty Council Chairman or any faculty member of the Council. The Faculty Council agenda will be e-mailed to the Faculty Council membership one week before each Faculty Council meeting. The Faculty Council agenda will be placed on the faculty website no later than one (1) week prior to a scheduled Faculty Council meeting.
- Section 4 Copies of the minutes of each Faculty Council meeting shall be supplied to Faculty Council members, the Coordinating Committee and the Chairman of the University Faculty Senate for informational purposes. Staff and clerical assistance will be provided by the Office of Faculty Affairs.

Section 5 A quorum of the Faculty Council members is not necessary for a meeting to proceed unless the Faculty Council wishes to take formal actions or make specific recommendations. In the latter instance, a quorum of one-half of the vote will be submitted to all Faculty Council members for review and vote.

## **Article VII. Standing Faculty Committees**

Three medical school faculty promotion committees exist: Regular Faculty Promotion and Tenure Committee, Non-Regular Physician Promotion Committee, and the Non-Regular Non-Physician Promotion Committee.

Section 1 Regular Faculty Promotion and Tenure Committee  
Membership on the School of Medicine (SOM) Regular Faculty Promotion and Tenure Committee is restricted to tenured regular faculty at the rank of Associate Professor or Professor (at least four of the members will be at the rank of Professor). The committee will consist of six (6) voting faculty members drawn from SOM departments authorized to make recommendations for tenure. Elected members serve three-year terms, and appointed members serve two-year terms. A faculty representative to the Campus Promotion and Tenure Committee serves as an *ex officio* member of the SOM Regular Faculty Promotion and Tenure Committee, may participate in discussions, but does not have a vote on the School Committee. Two-thirds of the committee members will be elected by the regular faculty, and one-third will be appointed by the Dean of the SOM. A Chairperson drawn from this committee membership is appointed by the Dean of the SOM. The Dean appoints a full professor as the School representative to the Campus Promotion and Tenure Committee. The Regular Faculty Promotion and Tenure Committee is responsible for making recommendations on tenure and promotion of regular faculty within SOM departments authorized to recommend tenure. Upon request from the Dean, the Committee shall make recommendations concerning the selection of applicants for regular faculty positions. The Committee will conduct a third-year review of tenure-track faculty in the third probationary year. The Committee will review the performance of tenured faculty five (5) years after one of the following relevant events: 1) a tenure decision, 2) the last formal review for promotion to associate or full professor, or 3) being hired with tenure.

Section 2 Non-Regular Physician Promotion Committee  
Membership on the Non-Regular Physician Promotion Committee shall consist of five (5) elected and three (3) appointed members and a Chairperson, all of whom shall be SOM full-time/non-regular (non-tenure) faculty members. The five (5) elected members shall hold the rank of either Associate Professor or Professor, serve for a period of five (5) years

and may not succeed themselves in consecutive terms unless no other candidate is available from his/her sponsoring clinical affiliate institution. The three (3) appointed members shall hold the rank of either Associate Professor or Professor and shall be appointed by the Dean of the SOM to serve terms of four (4) years. The Chairperson shall hold the faculty rank of Professor. He/she shall be appointed by the Dean of the SOM to a term of office not to exceed seven (7) years and may not be reappointed to consecutive terms. At the Dean's discretion, the appointed members will be selected to represent one or more of the major medical specialties which may not otherwise be represented, and these appointments should strive to adequately represent the broad diversity of the SOM faculty. The elected members will be elected by the faculty of the primary affiliated hospitals. The Non-Regular Physician Promotion Committee reviews, evaluates and advises the Dean of the SOM regarding SOM full-time/non-regular (non-tenure), part-time paid, volunteer, and joint UMKC faculty candidates seeking initial faculty appointments, changes and promotions.

**Section 3**      **Non-Regular Non-Physician Promotion Committee**  
Membership on the Non-Regular Non-Physician Promotion Committee shall consist of a total of five (5) Professors or Associate Professors who themselves are non-regular (non-tenure), non-physician and non-clinical physician faculty within the academic departments of the SOM. The committee will also include a Chairperson who will serve for seven (7) years. Of the five (5) Professor or Associate Professor members, three (3) shall be elected by their peers to serve for five (5) years, and two (2) shall be appointed by the Dean to serve for three (3) years. The Dean shall appoint the Chairperson from the non-regular (non-tenure), non-physician and non-clinical physician faculty. The Non-Regular Non-Physician Promotion Committee reviews, evaluates and advises the Dean of the SOM regarding SOM full-time/non-regular (non-tenure), part-time paid, volunteer, and joint UMKC faculty candidates seeking initial faculty appointments, changes and promotions.

## **Article VIII. Bylaw Changes**

**Section 1**      The Faculty Council Bylaws may be amended by a process similar to the way they were adopted—that is, Faculty Council Bylaw amendments may be proposed at the Faculty Council meetings and approved by the majority of the Faculty Council faculty members present. The approved Faculty Council Bylaw amendments will be forwarded to the Coordinating Committee and the Dean of the School of Medicine, University of Missouri-Kansas City for a final decision.

## **Article IX. Parliamentary Rules**

Section 1     The rules contained in the current edition of *Robert Rules of Order Newly Revised Tenth Edition* shall govern the Faculty Council meetings in all cases in which they are applicable and in which they are consistent with the Faculty Council Bylaws and any special rules of order which the Faculty Council may adopt.