

BYLAWS OF THE FACULTY  
OF  
SAINT LOUIS UNIVERSITY  
SCHOOL OF MEDICINE

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## **Preamble**

These Bylaws have been developed in an effort to articulate the role of the faculty in the shared governance of the Saint Louis University School of Medicine as broadly outlined in the Constitution of the School of Medicine of Saint Louis University. These Bylaws apply to the goals, missions, and objectives of the School of Medicine and its Faculty as part of the larger organization of Saint Louis University. Where conflicts exist between these Bylaws and the Constitution, the Constitution shall take precedence.

## **ARTICLE I: FACULTY MEETINGS**

### **A. Plenary Sessions**

The Faculty shall meet as delineated in the Constitution, Article I, Section 2E. A quorum shall consist of the nearest whole number equivalent to seven percent (7%) of the total number of faculty as determined at the beginning of each academic year.

### **B. Agenda**

The order of business for the meetings shall be determined by the Dean, or designate of the Dean, with the advice and assistance of the Faculty Secretary. Members of the faculty shall consult the Faculty Secretary regarding items of business that they wish placed on the agenda.

### **C. Order of Business**

Roberts' Rules of Order shall prevail for the conduct of meeting business.

### **D. Special Meetings**

Provisions for calling special meetings are delineated in the Constitution, Article I, Section 2E.

## **ARTICLE II: THE FACULTY ASSEMBLY**

### **A. Membership**

The Faculty Assembly consists of all full-time faculty of the School of Medicine of Saint Louis University and shall be called the Faculty Assembly of the School of Medicine.

### **B. Purpose**

The purpose of the Faculty Assembly is to enable the full-time faculty to participate in the shared governance of the School of Medicine in an advisory capacity to the Dean as specified in the Faculty Manual. The goal of the Faculty Assembly is to strengthen the academic mission of the School of Medicine.

### **C. Executive Committee of the Faculty Assembly (ECFA)**

#### **i. Membership**

Seven Faculty Assembly members (at least four clinical and at least two basic science) elected by the faculty to the ECFA. This executive group then chooses a President and Secretary. All executive committee members shall be elected by the membership of the Faculty Assembly. The Secretary of the ECFA shall be responsible for keeping the minutes of meetings of the Faculty Assembly and of the ECFA, and for overseeing election of the ECFA.

The ECFA shall carry out its obligations through a determination of the "sense of the full-time faculty" on issues regarding academic policies and in matters concerning the faculty of the School of Medicine by communication thereof to the Executive Committee of the Faculty, the Dean of the School of Medicine, and the Faculty Senate.

The Executive Committee of the Faculty Assembly (ECFA) shall advise and make

recommendations to the Dean of the School of Medicine, the Dean's designee, or other members of the administration, as appropriate, with regard to the sense of the Faculty Assembly, as substantiated through electronic communications as supported on the Faculty Assembly website and/or the minutes of the Faculty Assembly, on any and all matters pertaining to the academic life of the faculty of the School of Medicine, including but not limited to education, research, and medical practice.

### **ARTICLE III: ELECTIONS AND VOTING**

#### **A. Ballots from the Committee on Faculty Affairs**

Such ballots will be electronically created and approved by the Faculty Affairs Committee and transmitted to the Faculty Secretary. The Faculty Secretary will email the ballot to the general faculty. The ballots will be tabulated and the results sent to the Faculty Secretary. If the Faculty Secretary is a candidate on the ballot, the Faculty Secretary shall appoint a Chief Teller to whom the completed ballots are sent. The Faculty Secretary or Chief Teller will report the election results to the Dean who will announce the results at the next general faculty meeting. If announcement of results of balloting is judged to be urgent, the Dean may use other expedient means to provide the results to the faculty.

#### **B. Voting at Faculty Meetings**

When a quorum is present (seven percent of the total number of faculty), matters of business requiring a vote shall be decided by a show of hands or paper ballot at the discretion of the Dean. The Faculty Secretary shall appoint sufficient tellers to assist in tallying such voting. Any voting member of the faculty may request a secret ballot on any item on which a vote is to be taken.

### **ARTICLE IV: THE FACULTY SECRETARY, MEMBERSHIP ON COMMITTEES AND ELECTED OR APPOINTED OFFICES**

#### **A. Term of Election or Appointment**

The Faculty Secretary shall be elected for a three-year term. Members of the faculty elected or appointed to standing committees or other offices approved by the faculty shall serve no more than a maximum of six successive years. Succession to the position may be attained for a maximum of another six successive years after vacating the office or committee for at least a year.

#### **B. Condition of Membership**

Members elected or appointed to standing committees, or other offices, will have agreed to serve prior to election or appointment. Failure to attend a minimum of fifty percent (50%) of the meetings for that committee shall constitute forfeiture of office, and the chair of the committee shall inform the Dean once annually of any members not attending fifty percent of the meetings. The Dean may recommend continued membership on the committee to the committee chair, or the Dean, upon recommendation of the Committee on Faculty Affairs, shall appoint a new committee member. If an elected position has been vacated, the Faculty Secretary shall inform the Dean of the name of the candidate who received the next highest number of votes in the most recent election for that position. At the end of the normal term of appointment, an election will be held or a new appointment will be made. The incumbent may be elected or appointed for the new term of office provided the total length of election or appointment conforms to the regulations in

Article IV, Section A. Members of the committees or other offices who resign or retire will be replaced in accord with the above procedures.

## **ARTICLE V: STANDING COMMITTEES**

### **A. Committee on Admissions**

#### **i. Function**

The Committee has the responsibility to establish minimal requirements for admission of candidates to the student body of the School of Medicine. The Committee reviews the application and supportive evidence from each candidate, selects applicants for interview, and then offers acceptance to candidates for admission who meet the requirements. The committee will help initiate special recruitment programs for the School of Medicine.

#### **ii. Membership**

The Committee on Admissions is an administrative committee on which the faculty has representation. Members shall serve a term of six years. 70% of members are appointed by the Committee on Faculty Affairs, based on self- or peer-nominations. 30% of members will be appointed by the Dean, based on recommendation from the Associate Dean of Admissions. Prior to final nomination to the Committee, Division or Department Chairs will be consulted to determine eligibility of faculty to serve. The Associate Dean of Admissions shall serve as the Chair. In the absence of an Associate Dean of Admissions, the Dean shall appoint an acting Chair for a prescribed period. The Dean upon recommendation of the Associate Dean of Admissions may appoint interested students to the committee and each shall be a voting member of the committee. The term of appointment for student members shall be three years and is contingent upon continued excellent academic performance and recommendation of the Associate Dean of Admissions.

#### **iii. Meetings**

The Associate Dean of Admissions and at least four faculty members of the committee (considered a quorum) shall hold Committee meetings weekly during the academic year from September to May and upon request. The Admissions Office or the Dean shall provide secretarial support, technological support, and sufficient funds to meet the needs of the committee to acquire useful information on each applicant. The Associate Dean of Admissions, or designee, shall report to the general faculty at least twice each year. Regular reports shall be made to the Dean of the School of Medicine and to the Executive Committee of the Faculty throughout the academic year.

### **B. Committee on Continuing Medical Education**

#### **i. Function**

The Committee on Continuing Medical Education (CME Advisory Committee) will advise the Continuing Medical Education (CME) Department regarding policies and issues affecting the general operation of the overall continuing medical education program. The CME Advisory Committee is to advise and make recommendations to the CME Department in regards to policies for the operation of CME programs in compliance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education. It will provide the evaluation of the overall CME program at regularly scheduled intervals, the effectiveness of the administrative aspects of the CME Department, and outline the strategic plan for the

department.

ii. **Membership**

The Dean, in addition to the members of the Advisory Committee, shall appoint the Chair of the CME Advisory Committee. Voting members include faculty members representative of the School of Medicine departments, divisions and programs actively conducting CME activities; these members are appointed by the Committee on Faculty Affairs based on self- and peer-nominations. The Director of Continuing Medical Education may make recommendations of membership to the Associate Dean for CME and/or the CME Committee; these recommendations may include physicians or staff of the University Medical Group, Quality Assurance, Hospital Administration, and Outreach Administration, or representation from other departments or services within the University. Non-voting ex officio members may include representatives from the Office of the General Counsel, community physicians, and industry representatives, as needed. Key personnel from the CME Department shall also participate in all meetings, but will not hold a voting position on the committee.

iii. **Meetings**

The Committee shall have meetings at least quarterly from September to June and upon call. Urgent issues requiring immediate response by the committee may be disseminated electronically. A minimum of fifty percent (50%) of voting members shall represent a quorum, and must respond to proposals requiring action. The Department of Continuing Medical Education shall provide secretarial support. An annual report shall be provided to the Dean of the School of Medicine, and the Director of Continuing Medical Education shall present a report annually to the Executive Committee of the Faculty. Failure to attend at least 3 consecutive meetings will invoke an inquiry into the status of a member's position on the committee. The term of appointment shall be 3 years. Members may serve up to two consecutive terms.

C. **Committee on Faculty Affairs**

i. **Function**

The committee shall serve as the committee on committees, appointing faculty, based on self- and peer-nominations to serve on all standing committees of the School of Medicine, or other University committees; the committee shall serve as a nominating committee for those committees requiring general faculty elections, such as the Executive Committee of the Medical School, the Faculty Affairs Committee, the Faculty Senate, and Secretary of the Faculty. The committee shall recommend to the Dean the formation of additional standing committees as deemed appropriate by changes in the conduct or climate of medical education, biomedical research, and clinical practice. The Committee on Faculty Affairs will make specific recommendations to the Dean regarding the name, function, composition, and service tenure of members on such new committees. The Dean can request of the Committee on Faculty Affairs the names of candidates for appointments by the Dean to committees when necessary.

This committee shall serve as a resource for information concerning fellowships and awards and be active in the identification of candidates for awards and honors and in the application

process of such awards and honors. The committee shall be concerned with fostering the environment of scholarship. The committee may receive the grievances of individual faculty members. Faculty grievances shall be handled by complying with University procedures as outlined in the Faculty Manual.

This committee formally reviews the faculty bylaws every three years, or as necessary, and on review recommends such changes the committee deems appropriate to the faculty. The Committee on Faculty Affairs puts recommended revisions to the faculty bylaws to the general faculty for approval by vote as summarized in Article VIII.

This committee shall serve as an advisory committee to the Associate Dean of Faculty Affairs and Development and shall interface regularly with the Associate Dean of Faculty Affairs and Development on all matters related to faculty.

ii. **Membership**

The general faculty shall elect seven At-large members from the full-time ranked faculty: no fewer than two members from the basic sciences faculty, and no fewer than four members from the full-time clinical faculty. The Chair of the Executive Committee of the Faculty Assembly will attend as a non-voting ex officio member. An elected adjunct, part-time or voluntary faculty member may serve on the Committee in a non-voting capacity. Elected At-large members shall serve staggered terms of three years and may be re-elected, provided that their terms do not exceed six successive years. The Chair shall serve one year as Chair-elect, two years as Chair and one year as Past-Chair; the Past-Chair shall serve in a non-voting capacity. The candidates for Chair must alternate every election between the basic sciences and the clinical full-time faculty. The Chair shall attend the meetings of the Executive Committee of the Faculty to make reports to that committee and to report back to the Committee on Faculty Affairs. No officer may be elected to a second consecutive term. The year is defined from July 1 to June 30. The election shall be held prior to the spring general faculty meeting in order that the results may be announced at that time. The term of an elected member shall begin on July 1 following the spring election.

iii. **Elections**

The Committee on Faculty Affairs shall act as a nominating committee in selecting candidates to be voted by electronic ballot or selected by the Committee on Faculty Affairs for standing committees with membership appointed by the Committee on Faculty Affairs. The call for nominations is announced by both electronic messaging (email) and as an agenda item at the general faculty meeting held in the winter. The Committee on Faculty Affairs shall strive to seek external guidance in its role as the chief nominating committee by soliciting the names of nominees from faculty members outside of the committee. The Chair of the Committee on Faculty Affairs must give final approval to the electronic ballot and its format before the ballot is sent for the vote. The electronic ballots shall be sent by email to all ranked faculty at least twice in four weeks. Voting must be final by the date of commencement in May. Election of members to the Committee shall be by majority vote of the ranked faculty who participated in placing a vote.

If an elected member of the Committee on Faculty Affairs cannot fulfill the term of office,

the Dean upon recommendation by the Faculty Secretary, will make a temporary appointment in accord with the procedure stated in Article IV, Section B. If the procedure from Article IV, Section B cannot be observed due to a lack of candidates, the Dean may appoint a new member upon the recommendation of the Committee on Faculty Affairs. The appointed new member shall represent the appropriate faculty group and complete the unexpired term. Elections must then be held at the end of the completion of the unexpired terms.

iv. **Meetings**

The committee shall meet at least six times per year. Other meetings may be called at the request of the Chair, any two members of the committee, the Associate Dean for Faculty Affairs and Development, or the Dean. The Chair of the committee shall preside over the meetings and shall report to the general faculty, the Executive Committee of the Faculty, and the Dean on a regular basis. The Secretary of the Committee on Faculty Affairs, in consultation with the Chair and the Associate Dean for Faculty Affairs and Development, shall issue an agenda to the committee members at least 24 hours prior to meeting. The Secretary shall issue notice of all meetings at least fourteen days before scheduled meetings and maintain minutes of the meetings.

**D. Committee on Student Progress**

i. **Function**

The committee shall assess the progress of and recommend programs for individual students in order that these students meet the criteria for their advancement toward graduation; the committee shall also make recommendations for individual students regarding dismissal or continued retention within the student body. The committee shall report such deliberations and decisions to the Dean. The committee shall receive reports of the course directors, interview those students who wish to modify their course of study or whose progress indicates need for a change in course of study, review the details in executive session, and prepare recommendations for the Dean to be reported by the committee Chair. The committee will also act as an appeals body concerning student reported grade challenges and other issues deemed appropriate by the Associate Dean of Student Affairs. Reports of committee action will be made to the Executive Committee of the Faculty at regular intervals during the academic year.

ii. **Membership**

The committee shall consist of at least seven members of the faculty, none of whom is a departmental chair. Insofar as possible, membership on the committee should reflect an equal distribution between basic and clinical science faculty who have knowledge of the student body through active participation in instruction. Members shall be appointed to the committee by the Committee on Faculty Affairs, and shall serve for a term of six years. The Dean shall appoint the Chair of the committee. Ex officio members (non-voting) shall include the Associate Dean for Admissions and Students, the Assistant Dean for Students, the Associate Dean for Curricular Affairs, the Assistant Dean for Curricular Affairs and Academic Records, the Assistant Dean for Educational Development, and the Associate Dean for Multicultural Affairs. The office of the Associate Dean for Curricular Affairs shall maintain records, reports, and minutes of the committee meetings.



iii. **Meetings**

The committee shall meet at those times during the academic year most appropriate to review the promotion of students and to consider special problems of individual students. The committee shall meet on an ad hoc basis concerning student reported grade challenges and other issues, following the timeline laid out in the grade appeals process. The Chair shall preside and shall report to the Dean and Executive Committee of the Faculty as appropriate. Meetings may be called at the request of the Chair, the Secretary of the committee, the Dean, or four members of the committee.

E. **Credentials Committee**

i. **Function**

The School of Medicine shall have a Credentials Committee that is a subcommittee of the Executive Committee of the School of Medicine. It will make recommendations to the Executive Committee on matters of faculty appointment, promotion, and tenure for both full-time and part-time positions.

ii. **Membership**

The Credentials Committee is a sub-committee of the Executive Committee of the School of Medicine. There are seven members including the Chair. One member must be an elected member of the Executive Committee of the School of Medicine . All members must have attained the rank of associate or full professor with the majority tenured. The Faculty Affairs Committee appoints all members, including the chair. Membership should include approximately equal representation of the basic science and clinical departments (that is: three clinicians and four basic scientists, or four clinicians and three basic scientists) Members usually serve three-year terms with reappointment to additional terms determined by the Faculty Affairs Committee. The terms of the members are staggered. In case of early withdrawal, newly appointed members shall complete the terms of vacated seats before beginning a new three-year term. The length of the chair's term is at the discretion of the Dean.

iii. **Meetings**

Meetings are held as required.

F. **Curriculum Committee**

i. **Function**

The Curriculum Committee shall have full and centralized responsibility and authority in the design, management, integration, evaluation, enhancement, and oversight of a coherent and coordinated curriculum. Specifically, the Curriculum Committee shall:

1. Oversee the quality, design, development, integration, management, delivery, and evaluation of the education program (including program objectives and competencies) ;
2. Define, review, and take action on the SLUSOM's student assessment systems for each component of the curriculum;
3. Monitor student workload;
4. Oversee the learning environment of the SLUSOM, including the resources available to students, and the physical, social, and psychological factors that may impact the students;
5. Monitor comparability of educational experiences across sites;

6. Establish the SLUSOM's overall academic calendar;
7. Determine minimum competencies expected for all graduates of SLUSOM and requirements for advancing through the curriculum;
8. Develop innovations in clinical and academic education;
9. Approve and recommend approval to the Chief Academic Officer new and amended course educational objectives and syllabi;
10. Approve and recommend approval to the Chief Academic Officer policies relating to the educational mission;
11. Ensure the medical curriculum includes self-directed learning experiences;
12. Approval and oversight of required clinical experiences, monitor completion rates, and assess adequacy of patient volume or case mix;
13. Review balance between inpatient and ambulatory experiences;
14. Ensure that the curriculum includes adequate elective opportunities;
15. Ensure that medical students have the opportunity to interact with students from other disciplines;
16. Monitor the overall quality and outcomes of individual courses and clerkships;
17. Monitor the outcomes of the curriculum as a whole;
18. Identify and address problems related to course or curriculum structure, delivery, or outcomes. Track results achieved;
19. Support policies requiring participation related to teaching and/or assessing medical students;
20. Set the standards of achievement for courses, clerkships, and the curriculum as a whole

ii. **Membership**

The Committee on Faculty Affairs will populate the Curriculum Committee based on self- and peer- nominations. The Curriculum Committee will consist of the following elected members:

- Two course directors (one basic science and one clinical)
- Two clerkship directors
- Five additional faculty members (at least two at large basic science faculty and at least two at large clinical science faculty)

Other Voting Members

- Chair of the Curriculum Committee – Associate Dean for Undergraduate Medical Education
- Chair from each of the following subcommittees
  - Chair for Pre-clinical (M1-M2) Implementation and Integration – Associate/Assistant Dean of Pre-Clinical Curriculum
  - Chair for Clinical (M3-M4) Implementation and Integration Subcommittee – Associate/Assistant Dean of Clinical Curriculum
  - Chair for Student Assessment and Program Evaluation Subcommittee – Associate/Assistant Dean of Evaluation and Assessment
- Four students (both the chair and vice chair of the Student Pre-clinical and Clinical Committee)

Non-Voting Members

- Chairs for additional subcommittees, as designated by the curriculum committee, will be appointed from the faculty at-large by the curriculum committee and will serve as ex-officio, non-voting members

The Dean, or his/her designee, will serve as an ex-officio, non-voting member. The Dean, or his/her designee, may also appoint other individuals to serve in an ex-officio, non-voting capacity, including non-faculty members.

iii. **Meetings**

The committee shall meet at least monthly. Other meetings may be called at the request of the Chair, or any two members of the committee. The Chair of the committee or a designee shall preside over the meetings and shall report to the general faculty, the Executive Committee of the School of Medicine, and the Dean on a regular basis.

iv. **Sub-committees**

There shall be three standing subcommittees of the Curriculum Committee:

- Pre-clinical (M1-M2) Implementation and Integration
- Clinical (M3-M4) Implementation and Integration
- Student Assessment and Program Evaluation

**G. Graduate Medical Education Committee**

i. **Function**

The committee shall advise on and monitor the following: establishment of institutional policies for graduate medical education as detailed in Section II of the Institutional Requirements of the Essentials of Accredited Residencies in Graduate Medical Education; establish and maintain appropriate liaison with residency directors and with the administrators of other institutions participating in programs sponsored by the institution; conduct regular review of all residency training programs in relation to their compliance with institutional policies and the requirements of the relevant ACGME review committee; establish and implement policies and procedures for the selection, evaluation, promotion, and dismissal of residents; provide assurance of appropriate and equitable funding for resident positions, including benefits, support services, appropriate working conditions and duty hours of residents; conduct regular review of ethical, socioeconomic, medical/legal, and cost-containment issues that affect graduate medical education; establish and implement institutional policies and procedures for discipline and the adjudication of complaints and grievances relevant to the graduate medical programs. These policies and procedures must satisfy the requirements of fairness and of due process; they must apply equally to all residents, faculty, and residency programs in the sponsoring and participating institutions.

ii. **Membership**

The Graduate Medical Education Committee (GMEC) shall consist of at least 14 voting members selected from the faculty of the clinical departments as outlined in the School of Medicine policies and procedures. Four residents (elected by their peers) serve one-year terms. Selected School of Medicine and affiliated teaching hospital administrators are invited

to serve as ex officio members. The Associate Dean for Graduate Medical Education chairs the Graduate Medical Education Committee. Other ex officio Members may include the Associate Dean for Curriculum, the Medical Director of Saint Louis University Hospital, the Vice President Medical Affairs of the major affiliate (Cardinal Glennon Children's Hospital), the Associate Dean for Admissions, and the Medical Director of the Veterans Administration Hospital.

iii. **Meetings**

The Graduate Medical Education Committee meets monthly and maintains minutes of its deliberations.

**H. Graduate Program Advisory Council**

i. **Function**

The Graduate Program Advisory Council (GPAC) will serve in an advisory capacity to the Dean with regard to the non-professional graduate programs in the School of Medicine. It will review and make recommendations for the development, improvement, and quality control of graduate studies in the School of Medicine. GPAC reviews the merit of proposals for new non- professional graduate programs, assesses program quality, reviews substantive program changes, and reviews policy changes related to programs. GPAC also considers appeals of graduate student dismissals and reviews any claims of potential violations or ethical standards for academic or research behavior.

ii. **Membership**

The council consists of five voting members of the faculty appointed by the Committee on Faculty Affairs, representing the departments of Biochemistry and Molecular Biology, Center for Anatomical Science and Education, Molecular Microbiology and Immunology, Pathology, and Pharmacology and Physiology. Two graduate students shall also be appointed as voting members. Ex-officio (non-voting) members shall include the Chair or Director of each of the above departments in addition to the Director of the Core Graduate Program in Biomedical Science and a Representative of the Graduate Academic Affairs Committee. Faculty members are appointed for three year terms in such a way that at least one new member will be appointed each year. Members may be appointed for a second consecutive term. Students are appointed for a one year term shall but may be reappointed for up to three one-year terms.

iii. **Meetings**

Meetings shall occur quarterly during the academic year. Special meetings may be called by the Chair of the GPAC, Dean of the School of Medicine, or by written petition to the Chair signed by three regular voting members. A quorum shall consist of a simple majority of regular voting members. Items that are recommended by GPAC will be submitted to the Dean of the School of Medicine for disposition.

**I. Research Planning Committee**

i. **Function**

The committee shall provide general oversight and advice on a broad range of issues related to the development and support of research in the School of Medicine including review,

formulation and recommendation of policies pertaining to research in the School of Medicine; the committee also reviews major equipment requisitions equal to or exceeding \$15,000, unless the purchase has been peer-reviewed by an outside sponsor and is funded 100% by the outside sponsor; the committee participates in the School's strategic planning process in the specific areas of research and graduate education (Ph.D. and M.D./Ph.D. programs); and the committee performs other tasks as assigned by the Dean.

ii. **Membership**

There shall be twelve members of the committee comprised of both full time basic science and clinical faculty. Members of the committee shall be appointed by the Committee on Faculty Affairs, and serve three-year terms. The Dean shall also appoint the Chairperson who serves for a three-year term. Ex-officio members without vote shall include the Associate Dean for Research, Assistant Dean for Clinical Translational Research and Associate Dean for Finance and Administration for the Health Sciences Center. The Office of Planning and Operations shall provide administrative support.

iii. **Meetings**

The committee shall meet monthly from September through May and at any other time deemed appropriate by the Chair. Minutes of the meetings shall be maintained and forwarded to the Dean.

**J. Research Space Review Committee**

i. **Function**

The committee shall review the research productivity of all principal investigators within the School of Medicine annually and make recommendations to the Dean of the School of Medicine to leave unchanged, increase, decrease, or restore assigned space based on criteria for evaluation of productivity and assignment of laboratory space as elaborated in the School of Medicine Policies and Procedures. The RSRC shall report directly to the Dean.

ii. **Membership**

The committee shall consist of six faculty members, a Chair, the Associate Dean for Finance and Administration (ex officio, non-voting), the Associate Dean for Research (ex officio, non-voting), and the Senior Planning Associate (ex officio, non-voting). The Committee on Faculty Affairs shall appoint the six faculty members; these committee members shall be three faculty from the basic science departments and three faculty from the clinical departments. Department chairs are not eligible for membership. The Chair of the committee, appointed by the Dean for a term of two years, shall alternate between basic and clinical sciences and shall not be eligible to serve continuous terms longer than two consecutive years. Appointments to the committee shall be staggered to assure no more than two to three new members in any year.

iii. **Meetings**

The committee shall meet once each year with additional meetings scheduled by the chair as necessary to complete the annual reviews.

**K. Sabbatical/ Academic Leave Committee**

i. **Function**

The School of Medicine shall have an Academic/Sabbatical Leave Committee to evaluate proposals from full-time tenured faculty for professional development and renewal. The applicant will submit a proposal to their department chair that will be forwarded to the Dean's office. The applicant must follow the guidelines for submitting a proposal as referenced in the Faculty Manual and in accordance with the policy and procedure manual as outlined by this committee.

ii. **Membership**

The Committee on Faculty Affairs appoints members to the committee. The members serve a three-year term and may be reappointed for an additional term.

iii. **Meetings**

Meetings are held to review applications annually and when necessary and appropriate.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

A. **Function**

The function of this committee as outlined in Article II of the Constitution of the School of Medicine is to serve as an advisory and consultative body to the Dean, particularly to make recommendations regarding faculty appointments, promotion and tenure; the creation of new departments; and the appointment of deans and department chairs.

B. **Membership**

The Executive Committee of the School of Medicine shall consist of all departmental chairs, the Faculty Secretary, and six members elected from the ranked faculty as follows: two basic science faculty, three full-time clinical faculty and one adjunct, part-time or voluntary faculty member.

C. **Elections**

The Committee on Faculty Affairs shall act as a nominating committee in selecting faculty representatives to be voted by electronic ballot and announced at the spring General Faculty meeting and to the Executive Committee. The ballot shall be emailed to the general faculty at least twice in the four weeks prior to the date of the spring General Faculty meeting. The term of elected office is three years. Elected members may be re-elected, provided that their terms do not exceed six successive years. In case a member cannot fulfill the elected term, the Dean will make a new appointment from a list provided by the Committee on Faculty Affairs. The individual appointed to complete the unexpired term shall be a member of the same faculty group as the member being replaced.

i. **Meetings**

The Committee shall meet once each month, except for July and August, with the Dean presiding. A member of the Dean's staff shall maintain minutes of Executive Committee meetings.

## **ARTICLE VII: OFFICE OF THE DEAN**

In addition to the duties and obligations of the Dean as delineated in the Constitution and the Bylaws of the Executive Committee of the School of Medicine, the Dean shall have the authority to appoint ad hoc committees in any areas that the Dean deems responsible and valuable to assist in planning, improvement, operation, or function of the School of Medicine. Such committees

will report to and consult with the Dean; the Dean shall determine the composition and tenure of such committees.

#### **ARTICLE VIII: AMENDMENTS**

The bylaws of the faculty of the Saint Louis University School of Medicine may be amended through the following process:

1. Proposed amendment(s) is/are presented by the Committee on Faculty Affairs during the course of its regular review of the bylaws (as stated in Article V, Section C) or by any member of the faculty at a General Faculty meeting.
2. The Faculty Secretary shall record the substance of the proposed amendment(s) and summarize any discussion of the proposed amendment(s) for inclusion in the minutes of the meeting.
3. The proposed amendment(s) shall become an item on the agenda for discussion and vote for consideration at the next General Faculty meeting. A majority vote of 60% of the faculty in attendance at this meeting is required for consideration by the voting faculty. The proposed amendments and ballots will be distributed electronically by the Faculty Secretary to voting members. Voting will be open for 14 calendar days.
4. Upon closure of voting period, affirmation by 60% of those voting constitutes approval.
5. The Faculty Secretary, or designee, shall be responsible for documenting meeting minutes and updating the bylaws in accordance with the majority vote.
6. The official amended document, appropriately dated, will be lodged in the Office of Faculty Affairs and Professional Development.

*Revised Bylaws of the Faculty adopted by faculty: January 29, 2018*