

FACULTY ASSEMBLY BYLAWS OF
THE CHARLES E. SCHMIDT COLLEGE OF MEDICINE

In recognition that the Faculty of the University has established the Florida Atlantic University Faculty Constitution and Bylaws to define shared governance for the University, the Faculty of the Charles E. Schmidt College of Medicine adopts these Bylaws to define the role of shared governance within the College. The Faculty has approved these Bylaws with full acknowledgment that authority for operation of the University is vested in the President by law and by the policies enacted by the Board of Trustees. At the same time both the Administration and the Faculty agree that the Faculty plays an essential role in the development of policies and practices by which the University fulfills its academic mission. The goals of shared governance and these Bylaws are to maintain the respect and the communication between Faculty and Administration that make it possible for the University to function. The administration, faculty and staff will work together to foster collegiality among all members of the College.

ARTICLE I. OBJECTIVE:

The Charles E. Schmidt College of Medicine is the unit of Florida Atlantic University organized to provide education in the biomedical sciences, to conduct research, to provide education to medical students, to educate other graduate students and to award degrees as approved by the Board of Governors. In addition, the College will also provide core College of Medicine curricula to students enrolled in the dual degree programs.

ARTICLE II. FUNCTIONS:

The Faculty Assembly of the Charles E. Schmidt College of Medicine is established for the purposes of Faculty governance.

B. Educational Policy

ARTICLE III. MEMBERS:

Collectively, the faculty of the Charles E. Schmidt College of Medicine will constitute the College of Medicine Faculty Assembly. The College Faculty Assembly will include all individuals who hold a faculty title with professorial rank, instructors, lecturers, adjuncts, guest faculty, visiting professors, and other instructors whose salary is supported by the College of Medicine. Only those faculty members with tenure, in ~~tenure~~ ~~tenure~~ ~~positions~~, or in contract positions that are full-time (as defined below), with a primary appointment in the College of Medicine, may vote, hold office, and be elected to serve on committees, except for the College of Medicine Curriculum Committee, College of Medicine Admissions Committee ~~for~~ the Doctor of Medicine degree, the Medical Student Promotions and Professional Standards Committee (MSPPSC), and the subcommittee named the Committee of Appointments and Promotion (CAP) of the Promotion and Tenure committee, on which FAU College of Medicine affiliate faculty may serve as appointed members.

Nonvoting Members: All faculty holding decanal titles and departmental chairs shall ~~be~~ ~~office~~, non-voting members. Faculty on leave of absence will be considered non-voting members of the Faculty Assembly.

Full-Time Faculty: For purposes of LCME accreditation and reporting, full-time status referred to herein shall mean .5 FTE or greater. This classification shall not affect the University's determination of full-time, which shall remain 1.0 FTE.

2. Election

- a. The Secretary shall distribute a ballot, paper or electronic, to each voting member within one week of the nominations.
- b. A teller committee composed of one voting member selected by each candidate shall count the ballots or verify the electronic ballots.
- c. Election shall be by majority vote of the valid ballots returned.
- d. The Chair shall be elected first, followed by the Vice Chair and then the Secretary.

ARTICLE V. AGENDA AND ORDER OF BUSINESS:

B. The Agenda

1. Meeting Notice and Agenda

Notice of a Faculty Assembly meeting shall be delivered to each member at least two weeks prior to the meeting, and the agenda at least three working days in advance of the meeting. Such notice and agenda may be provided electronically to each member's official FAU email address.

2. Submission of Items

Members of the Faculty may submit agenda items to the Secretary for the consideration by the Faculty Assembly Executive Committee (FAX Committee). Proposed agenda items should be submitted to the FAX Committee in advance of the FAX Committee meeting at which the agenda for the Faculty Assembly meeting is set (normally two to three weeks before the Faculty Assembly meeting).

3. Items by Petition

If at least thirty percent of the voting members submit an agenda item by petition, the Chair must include it on the Faculty Assembly agenda for the next meeting. Such agenda items should be submitted to the FAX Committee in advance of the FAX Committee meeting at which the agenda for the Faculty Assembly meeting is set (normally two to three weeks before the Faculty Assembly meeting).

4. Items Added from the Floor

Items added to the Faculty Assembly agenda from the floor may not be acted upon until the next Faculty Assembly meeting.

C. The Order of Business

The FAX Committee shall determine the order of business for each Faculty Assembly meeting when preparing the agenda. In addition to items requiring decision, the agenda for regular meetings shall normally include Announcements and Open Discussion.

ARTICLE VI. MEETINGS:

A.

Departmental Chairs to identify nominees eligible to serve on the Committee. In the absence of eligible faculty members, eligible faculty members may be nominated and elected from one of the other College departments. Eligible voting members of the department shall elect from the slate of Chair identified nominees a replacement to serve immediately to the end of the current term. In the event the remaining term is less than one year, that person will be eligible to stand for election to another term.

5. Meetings

Committees shall meet regularly, as necessary, but at least once each fall and spring semester. Dates of meetings should be announced to all members well in advance of such meetings.

6. Committee Officers

Each Standing Committee shall elect a Chair and other officers (Vice Chair and/or Secretary) who shall each serve two years. Such officers remain eligible to serve subsequent terms upon re-election or re-appointment, except as otherwise described under the "Terms" section II, A3

e. The Chair

The elected Chair of Standing Committees shall serve as a voting member of such committee, and shall:

- (1) preside at Committee meetings
- (2) solicit agenda items, then prepare and distribute the agenda
- (3) communicate with the ViceChair of the Faculty Assembly as requested by the FAX Committee
- (4) serve on corresponding University Committees during his/her service, if approved by the Dean and the University and if consistent with University practice.
- (5) If the Chair is unable to fulfill his/her duties as chair, the Committee may elect a replacement from among the Committee members.

f. Vice-Chair

- (1) The ViceChair shall preside in the absence of the Chair.

- (1) take minutes, present them to such Committee for adoption at its next scheduled meeting and distribute them to each member of the Committee, the Vice Chair of the Faculty Assembly, the Dean of the College of Medicine, and others when appropriate;
- (2) pass all minutes and all Committee data to the newly elected Secretary at the first meeting of the Committee in the fall.

Note: Administrative staff shall carry out the functions described in #1 & #2 in the following committees: COMCOIPEC, College of Medicine Admissions Committee for the Doctor of Medicine degree, and MSPPSC.

7. Administrative Titles

Recognizing that from time to time, administrative titles may change, all administrative titles delineated in this document shall reflect such changes, and shall not require a vote by the members of the Faculty Assembly.

8. Committee reports

The chairs of the Standing Committees shall provide to the Faculty Assembly one annual Committee report which shall summarize the activity of such Committee over the prior period.

9. Nominations and election of Chair, Vice-Chair, and Secretary where specified, shall be from the floor, or by electronic or paper ballot at the last meeting of the Spring Semester.

10. Voting Procedure in Case of a Tie

In the event of a tie vote, the Dean shall cast the deciding vote.

B. The Committees

The following Standing Committees are established.

1. The Faculty Assembly Executive Committee (FAX Committee)

The structure and responsibilities of the FAX Committee shall include the following:

a. Membership

The membership of this Committee shall be comprised of the Chair, the Vice-Chair, the Secretary of the Faculty Assembly and four College representatives to the University Faculty Senate (see Article VIII, below). The Chair of the FAX Committee will serve as a fifth representative to the Faculty Senate. The membership of the FAX Committee and the four Faculty Senators shall be voted on every two years, with faculty members from the Department of Biomedical Science and faculty members from the Clinical Science Departments serving as University Faculty Senators.

Chairs of Standing Committees may be invited as necessary to attend FAX Committee meetings, but they cannot vote.

The responsibilities of the FAX Committee shall include the following:

c. Agenda

The Committee shall set the agenda for Faculty Assembly meetings.

d. Elections

The Committee shall issue calls for nominations and prepare ballots, paper or electronic, for College-wide elections.

e. Advisory to the Dean

The Committee shall communicate to the Dean the views and/or concerns of the Faculty Assembly.

f. Advisory to the Faculty Assembly

The Committee shall initiate, discuss, evaluate, and recommend short and long-range plans and policies for the College to the Faculty Assembly.

g. Committee Officers

The Chair and the Secretary of the Faculty Assembly shall serve as the Chair and Secretary for this Committee.

h. Quorum

A quorum for this Committee shall consist of four members.

i. Frequency of Meetings

Meetings should occur at least 2-3 weeks before the meeting of the Faculty Assembly, or when deemed necessary, or at the request of the Dean. The FAX Committee shall meet with the Dean upon request.

2. The College of Medicine Graduate Programs Committee

The structure and responsibilities of the College of Medicine Graduate Programs Committee shall include the following:

a. Membership

Membership to this committee will consist of 4 representatives from the Biomedical Science Department and 3 from the Clinical Science Department to reflect the proportional distribution of primary appointments and annual

responsibilities of faculty membership. Eligibility will be determined based on a number of factors evidencing active involvement in graduate programs including annual assignment in teaching graduate course(s) or active role in graduate student mentors. In the future, the number of representatives may be adjusted based on establishment of new departments and addition of new faculty eligible for participating in graduate programs. Members must meet the definition of "Graduate Faculty," as defined in the Graduate College Governance Document (April 30 2021) at <https://www.fau.edu/graduate/documents/graduate-college-governance-document-april-30-21.pdf> which at a minimum requires:

Members must hold the rank of Assistant Professor or above (clinical, research or scientist/faculty) Members must be actively involved in graduate teaching or graduate mentoring

Members must hold a graduate teaching assignment in AOR from their Department Chair that is non-zero.

The Senior Associate Dean for Research shall serve as a non-voting *ex officio* member of the Committee. The Committee shall also elect a Secretary.

Elected members shall serve a two year term. Members remain eligible to serve subsequent terms upon re-election, as described under the "Term" Section II, A3.

b. Approval of Courses and Programs

- (1) The Committee shall review and report to the Faculty Assembly recommended changes to the graduate programs including new courses. This Committee should encourage new course development and provide feed

The Senior Associate Dean for Research shall serve as an *ex officio* non-voting member of the committee. The Committee shall also elect a Secretary.

Elected members shall serve a two-year term. Members remain eligible to serve subsequent terms upon re-election, as described under the "Terms" section II, A3.

b. Responsibilities

Responsibilities of the Committee shall include the review of policies regarding budget allocations, including allocations for equipment and infrastructure. The Committee will make recommendations to the Dean.

c. Communication of Recommendations

The Committee shall communicate its recommendations in writing to the Dean and the Faculty Assembly.

4. The Research and Scholarship Committee

a. Mission

The mission of FAUCOM RSC is to assist with the development and implementation of resources to enhance trainee (medical student, resident, fellow) participation in research and other scholarly activities as a whole. The Committee will make resource recommendations to the Dean, UME curricular recommendations to the COMCC, and GME curricular recommendations to the GMEC.

b. Membership

The Biomedical Science Department shall be entitled to three representatives and the Clinical Science Departments shall be entitled to two

In situations where a member of a Clinical Department of a specific discipline is discussed, a representative from the Clinical Department may be added as an ad hoc member. Departments should select tenured faculty for committee membership when possible, with a goal of at least three tenured professors from the BMS and Clinical Science Departments, with these six members designated as "Tenure Voters". Additional non-tenured members are eligible to vote on decisions of promotion but may not vote on decisions regarding tenure.

In the event that the numbers of eligible tenured faculty in the department decreases, thereby affecting the number of eligible committee members as described above, additional Committee members may be added using one of the following methods, subject to the approval of the Dean of the College of Medicine and the Provost:

- (I) If a department does not have a sufficient number of eligible tenured faculty to serve on the committee, one or more non-tenured professors may serve and vote on decisions regarding promotion, but may not vote on decisions regarding tenure (fewer than 6 Tenure Voters on the committee).

c. Voting

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Faculty who serve on the College Promotion and Tenure Committee shall not be eligible to vote at the departmental level. Following departmental review and voting, the Chair of the Department shall provide independent evaluation of the candidate via Interfolio. The Departmental and Chair recommendations shall then be considered by the College Promotion and Tenure Committee during review of the candidate's e-Portfolio. The College Promotion and Tenure Committee will forward its voting results and recommendations to the Dean via Interfolio, who shall then provide his/her own evaluation before submitting the faculty member's e-Portfolio to the Provost and Chief Academic Officer (for cases that do not involve tenured or tenure track faculty) or the University Promotion and Tenure Committee (for cases that involve review of tenured or tenure-track faculty). The College Promotion and Tenure Criteria posted at <https://www.fau.edu/medicine/documents/com-promotion-and-tenure-criteria.pdf> shall guide promotion and tenure actions for the College Promotion and Tenure Committee.

6. The College of Medicine Sustained Performance Evaluation (SPE) Committee

In response to the Provost's instructions ([see https://www.fau.edu/provost/documents/spe-memo-october-3-2016.pdf](https://www.fau.edu/provost/documents/spe-memo-october-3-2016.pdf)) a "Sustained Performance Evaluation Policy Committee (COMSPEPC)" was established and reported out its recommendations, subsequently approved by the eligible voting members of the Faculty Assembly, on Jan 31, 2017. The Committee recommended the establishment of two separate department SPE Committees, representing the Biomedical Sciences Department and the Collective Clinical Sciences Department.

The SPE process is separate and distinct from annual and other employee evaluations in that the evaluation will focus on long-term accomplishments over a period of multiple years. Most importantly, the SPE process has been designed to uphold the University's fundamental principles of tenure, academic freedom, due process, and confidentiality in personnel matters.

a. Membership of Department SPE Committees

The Biomedical Sciences and Clinical Science Departments SPE Committees shall consist of Associate or Full tenured Professors. The Committees shall be composed of at least three faculty members. In all cases, any person with a plausible conflict of interest in evaluating a particular faculty member cannot serve on the Department Peer SPE Committee in the year of that faculty member's SPE.

b. Date for Election to Membership

The Departments shall ordinarily elect their Committee representatives in the latter part of the spring semester.

c. Terms

Initial terms of appointment shall be staggered such that one-half of the Committee shall be appointed for a one-year term, and one-half of the committee shall be appointed for a two-year term. At the termination of each of these appointments, all ensuing appointments shall revert to two-year appointments. New members shall serve

The previously established ad hoc COMSPEPC shall be established as a permanent committee of the faculty to meet as needed. The membership shall be established as 6 tenured Associate or Full Professors, three each from the Biomedical Science Department and the Clinical Science Departments collectively.

The Committee shall review and evaluate current SPE policy guidelines and make recommendations for updating current policy as required by future instructions from the Office of the Provost.

7. The College of Medicine Curriculum Committee (COMCC)

The Curriculum Committee is charged with the full and absolute responsibility for the continuous quality improvement (CQI) process including reviewing, evaluating, and making policy for the medical education program as a w3.3 (am9 (s)3.5 (pons)39-3.9 (m)--3.9 (m)-

held by the end of the academic year. The terms of service for initially elected faculty members under item 12 above will be staggered so that one faculty member will serve an initial term of 2 years, while the other faculty member will serve for 1 year, with elections thereafter every 2 years. Elected students will serve for one term. If an elected faculty member, staff or student is unable for any reason to fulfill his/her duties, including failing to attend at least 60% of regularly scheduled committee meetings, the Chair of the COMCC may call a vote of the committee's voting members to vote on whether such committee member should be dismissed. Any vacancies shall be filled in accordance with the process described under Article VII, Section (2) (A) (4) on Vacancies.

A faculty Vice Chair shall be elected by the COMCC and shall serve as Vice Chair and Chair-elect for a two-year term, after which he/she shall become Chair for a two-year term. In the event that the Vice Chair is unable to assume the role of Chair after his/her term as Vice Chair, another faculty

Chair will be elected by the COMCC members for a two-year term. Members serving as Vice Chair or Chair may not hold decanal titles or be departmental chairs.

b. COMCC Subcommittees.

There shall be two Subcommittees of the COMCC, and other ad hoc working groups as needed for curriculum development. The Chair for each of the Subcommittees shall be elected by the members of the respective subcommittee.

(1) The Learning Resources Subcommittee shall work in collaboration with the library, FAU Office of Information Technology, College of Medicine Information Technology, faculty and staff to provide direct input and feedback on library collections, services, and policies and shall facilitate the development and implementation of a vision for effective utilization of technology in teaching, learning and scholarship among the faculty, students, administration, and staff. The voting membership of the Learning Resources Subcommittee shall be comprised of the College of Medicine librarian(s), the College of Medicine representative to the FAU Office of Information Technology Advisory Committee, the College of Medicine Director for Health Information Technology, Manager of Educational Technology, one M1/M2 course director, one M3/M4 clerkship director, and one elected IT/learning resources student representative from each class. The Associate Dean for Medical Education (or designee), Associate Dean for Educational Affairs and Admissions, Assistant Dean for Clinical Curriculum, and Assistant Dean for Clinical Curriculum shall be permanent *officio* non-voting members of this committee. The Chair of the Learning Resources Subcommittee shall be elected by the voting members of the subcommittee.

(2) The Curriculum Integration and Program Evaluation Subcommittee (CIPEC) shall facilitate the review of the curriculum as a whole, including 1) monitoring curriculum content to identify gaps, redundancies, and appropriate sequencing, 2) ensuring integration of content within periods of study (horizontal integration) and across years (vertical integration), 3) monitoring student learning outcomes and

Four (4) of the Committee's eligible faculty members shall be elected with the goal of (2) from the Biomedical Science Department (2) from the Clinical Science Departments and the rest of the faculty members shall be appointed by the Senior Associate Dean for Student Affairs and Admissions or the Associate Dean for Educational Affairs and Admissions in consultation with the Dean of the College of Medicine. Eligibility requirements for elected members include 1) having graduated from an accredited medical school, or 2) serving/have served as a co-director/curriculum/thread director, program director, assistant program director or having fulfilled a minimum teaching commitment of 10% in medical education in the two-years prior to the election and having fulfilled the minimum required medical student application reviews for a single admissions cycle within two-years prior to the election. Elected faculty shall serve for two (2) year terms, with elections held at the end of the academic year. The term of service for initially elected faculty members w

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Ex-officio: All faculty members from the College of Medicine holding decanal positions (including at the assistant and associate levels) shall be *ex officio* voting members of the Committee for so long as they hold those positions.

Student

1. He/she will distribute the ballots, paper or electronic, to the voting members of the Faculty Assembly.
2. The Chair of the Faculty Assembly shall appoint a teller committee consisting of three faculty members not up for election to count the ballots or verify the electronic ballots.
3. The winners shall be determined on the basis of who has received the most votes.
4. If a ti

SECTION 3. ADOPTION

A. Ballots

Voting shall be by ballot, paper or electronic, which shall be distributed by the Secretary of the Faculty Assembly to the voting members no later than two weeks after the discussion. A vote may take place at a meeting being held, providing that a motion to hold an immediate vote is adopted, and is subject to the same requirements as the motion to send to ballot.

B. Tellers

A teller committee appointed by the Chair of the Faculty Assembly shall count ballots or verify the electronic ballots no later than two days after distribution.

C. Vote Required

For amendments to the Bylaws to become effective, 1) at least ~~40~~⁴⁰ of the voting members of the faculty must return valid ballots, 2) 3/5 of those returned votes must be in favor, and 3) the Office of the Provost approves the changes.

¹ These Bylaws follow, and remain subject to, FAU's current University Faculty Senate Constitution and Bylaws as well as all applicable University regulations, policies and procedures and president's and provost's memoranda.

Revision History

08/22/07 – Adopted
11/09/09 – Revised
03/18/10 – Revised
06/28/10 – Revised
08/02/10 – Revised
09/07/10 – Adopted
12/15/10 – Tec Revision
06/21/11 – Revised
03/29/12 – Revised
09/25/12 – Revised (Amendments of 09/13/12)
05/15/13 – Revised (Amendment of 04/04/13)
01/30/14 – Revised
03/18/14 – Revised (Amendment of 03/10/14)
03/12/15 – Revised (Amendment of 03/10/15)
12/21/15 – Revised (Amendment of 12/16/15)
08/17/16 – Revised
11/29/17 – Revised
10/26/18 – Revised
08/13/19 – Revised
02/07/20 – Revised
04/06/20 – Revised (*P&T criteria and procedures links only*)
06/12/20 – Revised
07/14/20 – Revised
09/23/21 – Revised
06/17/22 – Revised
06/09/23 – Revised