

BYLAWS TO THE CONSTITUTION OF THE UNIVERSITY OF MINNESOTA MEDICAL SCHOOL

Article I. Faculty Assembly.

Section A. Composition of the Faculty Assembly.

The Executive Faculty of the Medical School defines the membership of the Faculty Assembly as composed of the members of the faculties of the various Medical School Departments with appointment designated as 94XX titles in the University professorial ranks with the exception of volunteer community-based adjunct faculty.

Section B. Responsibilities of the Faculty Assembly.

1. The responsibilities of the Faculty Assembly include all academic affairs and internal policies of the School including entrance requirements, curricula, instruction, examinations, grading, degrees, and disciplinary matters not within the jurisdiction of the All-University Disciplinary Committee.
2. The Faculty Assembly shall receive reports and recommendations from the various Councils and Committees established in the Constitution and in the Bylaws.

Section C. Meetings of the Faculty Assembly.

1. The Dean shall preside at meetings of the Faculty Assembly. The Chair of the Faculty Advisory Council shall serve, ex-officio, as Vice Chair of the Faculty Assembly and shall preside in the absence of the Dean. The Dean shall, with the consent of the Faculty Assembly, appoint a Secretary of the Faculty Assembly, who need not be a member of the faculty. The Secretary of the Faculty Assembly shall be the custodian of its records and shall be responsible for circulating the agenda and keeping the minutes of each Faculty Assembly meeting. The Secretary shall perform such additional functions as shall be assigned by the Dean or other responsible officers of the Faculty Assembly and/or standing Committees and Councils as defined in the Constitution and further defined in the Bylaws.
2. Regular meetings of the Faculty Assembly shall be held no less than twice per year.
3. A special meeting shall be held at the request of the Committee on Student Scholastic Standing.
4. Special meetings of the Faculty Assembly shall be held on the call of the Dean or upon the written request of twenty members of the Faculty Assembly.
5. The agenda for each meeting of the Faculty Assembly shall be distributed at least one week in advance to all members of the Faculty Assembly and to such others as the Faculty Assembly may direct. Members of the Faculty Assembly may submit items for the agenda. The minutes of meetings of the Faculty Assembly shall be distributed to all members as promptly as possible after each meeting.
6. At any regular or special meeting of the Faculty Assembly, twenty percent of the membership of the Faculty Assembly shall constitute a quorum for the transaction of the academic affairs of the Medical School, except that any substantive matter shall, at the

written request of twenty members of the Faculty Assembly, be submitted to the entire Faculty Assembly by mail ballot. Requests for submission of substantive items to a mail ballot must be submitted to the Dean no later than the day prior to the scheduled meeting of the Faculty Assembly in the case of items that have appeared on the agenda duly distributed in advance of the meeting. In the case of substantive items dealt with at a meeting of the Faculty Assembly that did not appear on the advance agenda, requests for submission of a mail ballot must be submitted to the Dean within ten (10) calendar days following the meeting. Mail ballot decision shall be determined by a majority of those voting on the issues.

Section D. Committees of the Faculty Assembly.

1. Faculty Advisory Council.

- a. The Faculty Advisory Council members will be Medical School faculty members who have been elected by their peers to the All-University Senate, but to always include two faculty members from the Medical School Duluth Campus, and at least one representative appointed from Hennepin County Medical Center, Regions Hospital, and the Veterans Affairs Medical Center. The elected faculty members to the All-University Senate must be comprised of a minimum of 2/3 tenure/tenure-track faculty who have three years of university service and whose appointments are equal to or greater than 67% time. The remainder of the elected faculty may be either tenure/tenure-track faculty (P or N) or non-tenured track faculty (Clinical scholar (I), Teaching (K), and Research (W) tracks) with three years of university service and appointments equal to or greater than 67% time.
- b. The Faculty Advisory Council shall meet upon the call of the Dean at a time and place designated by the Dean. Meetings will be held throughout the course of each year. No minimum frequency of meetings is specified. If one month or more has elapsed since the previous meeting, a meeting of the Faculty Advisory Council with the Dean shall be held upon the written request of any two members of the Council for the purpose of considering matters important to the Medical School.
- c. The members of the Faculty Advisory Council shall elect the Chair of the Faculty Advisory Council.
- d. The responsibility of the Faculty Advisory Council is to advise the Dean on substantive matters pertinent to the research, education, or clinical programs of the Medical School. Responsibilities will include advising the Dean on faculty affairs, finance, and planning matters. The Council may develop subcommittees or task forces as needed for specific tasks.
- e. The Faculty Advisory Council will serve as a committee on committees and councils for the purpose of recommending faculty nominees to the Faculty Assembly for the Councils and Committees. The nominating committee of the Faculty Advisory Council will first seek suggested nominees from members of the Department Heads Council and solicit additional nominees as required to achieve appropriate representation on the Councils and Committees. Medical School Duluth Campus nominees to the Duluth Campus Admissions Committee, Committee on Student Scholastic Standing, and Research Council will be brought to the Faculty Advisory Council by Duluth members of the Faculty Advisory Council. Duluth nominees must be selected by the Duluth Campus

faculty assembly. It shall, at the spring meeting each year, recommend to the Faculty Assembly a slate of nominees to fill any vacancies on the Admissions Committee, the Committee on Student Scholastic Standing, the Education Council, and the Research Council. Nominees endorsed by the Faculty Assembly shall take office on July 1st of the year of the election.

- f. Faculty Advisory Council members are expected to attend regularly scheduled meetings. Members are allowed up to three absences in a year. Members must notify the Chair or Vice Chair if they are unable to attend, and are expected to provide an alternate to be present in their absence. Any more than three absences, with or without an alternate, will result in the member's removal from the Faculty Advisory Council Faculty..

2. **Medical School Admissions.**

- a. **Admissions Executive Committee.** The Admissions Executive Committee shall be responsible for final decisions on the admission of prospective students who will carry out studies toward the degree of Doctor of Medicine. The committee shall be composed of nine members of the Medical School faculty: one member shall be an MD/PhD faculty member, six shall be faculty members from the Twin Cities campus, and two shall be faculty members from the Medical School Duluth Campus. The Associate Dean for Admissions for the Medical School – Twin Cities, and the Assistant/Associate Dean for Admissions and Student Affairs for the Medical School – Duluth Campus, shall be ex-officio, non-voting members of the committee. The members shall be appointed by the Dean of the Medical School, in consultation with the Twin Cities and Duluth Admissions Committees and the subcommittee responsible for the selection of prospective M.D./PhD. students, with the endorsement of the Faculty Advisory Council. Members of the Admissions Executive Committee may not be active members of the Twin Cities and Duluth Admissions Committees or the M.D./PhD. Program selection subcommittee.
- b. **Oversight Committee on Admissions.** The Oversight Committee on Admissions shall be comprised of the Associate Dean for Admissions for the Medical School – Twin Cities, the Assistant/Associate Dean for Admissions and Student Affairs for the Medical School – Duluth Campus, the Chair or a Co-Chair of each Admissions Committee, the Dean for the Duluth Campus, the Vice Dean for Education, the Directors of the M.D./PhD. Program, the Center for American Indian and Minority Health, the Office of Minority Affairs and Diversity, and Minnesota's Future Doctors. The Oversight Committee shall be responsible for the oversight of the Admissions Committee processes on the two campuses and for compiling the admissions data for the annual Liaison Committee on Medical Education report.
- c. **Twin Cities Campus Admissions Committee.** The Twin Cities Campus Admissions Committee shall be a standing committee composed of at least ten members that shall be responsible for the selection each year of the students who will carry out studies toward the degree of Doctor of Medicine, subject to approval by the Admissions Executive Committee. The Associate Dean for Admissions for the Medical School -Twin Cities shall be an ex-officio, non-voting member. Committee members will be recruited to serve by the Associate Dean for Admissions. Nominees will be recommended to the Faculty Assembly each spring. Members shall, each year, elect Co-Chairs from among their number. In addition to the faculty membership of the Admissions Committee, provision

shall be made annually for appropriate student representation to the Committee. Such student representation shall be accomplished by agreement between the Office of Admissions and the Medical School Student Council, acting as the representative council of the Medical School student body. In the event of a vacancy during the academic year, a new member may be appointed by the Associate Dean for Admissions to complete the unexpired year of the term. The Committee shall make a report of its activities to the Education Council and the Faculty Assembly at least once each year. The membership of the Twin Cities Campus Admissions Committee may include representatives of organized medicine in Minnesota, to be designated by the appropriate organizations.

- d. **Duluth Campus Admissions Committee.** The Medical School Duluth Campus Admissions Committee shall be composed of at least ten faculty and community members selected and proposed by the Dean for the Duluth Campus, in conjunction with the Duluth Campus faculty assembly, with confirmation by the Medical School Faculty Assembly. At least one-half of the members of the Committee shall be regularly appointed faculty members of the Medical School Duluth Campus. The Assistant/Associate Dean for Admissions and Student Affairs for the Duluth campus shall be an ex-officio, non-voting member of the committee. This committee shall be responsible for the annual selection of students who will be admitted to carry out studies toward the degree of Doctor of Medicine, subject to approval by the Admissions Executive Committee. This committee shall be guided by the policies of the Medical School.

- e. **MD/PhD Admissions Committee.** The Medical Scientist Training Program (MD/PhD) Steering Committee will serve as the MD/PhD Admissions Committee and will be responsible for the selection each year of the students who will carry out studies towards the dual degrees of MD and PhD, subject to approval by the Admissions Executive Committee. The Associate Dean for Admissions for the Medical School – Twin Cities shall be an ex officio, non-voting member. Members will be appointed by the Medical Scientist Training Program (MD/PhD) Director, who will also serve as the Chair of the committee. Membership will limited to a term of 4 years. Provision shall be made annually for appropriate representation to the MD/PhD Admissions Committee by current MD/PhD students. Members may serve more than one term, but terms must be non-consecutive. In the event of a vacancy during the academic year, a new member may be appointed by the Medical Scientist Training Program (MD/PhD) Director to complete the unexpired year of the term.

3. Medical School Student Scholastic Standing.

- a. **Twin Cities Committee on Student Scholastic Standing.** There shall be a standing Committee on Student Scholastic Standing consisting of at least six members of the Faculty Assembly, together with a sufficient number of alternate members to permit its effective functioning. Members shall be elected in accord with Section D.1.e, of the Bylaws of the Medical School. Duly elected members shall, each year, elect a Chair. In addition to the faculty membership of the Committee on Student Scholastic Standing, provision shall be made annually for appropriate student representation to the Committee. Such student representation shall be accomplished by consultation and agreement between the Faculty Advisory Council and the Medical School Student Council, acting as the representative council of the medical student body. In the event of a vacancy during

the academic year, a new member may be appointed by the Associate Dean for Students and Student Learning to complete the unexpired year of the term. This Committee will monitor each student's academic progress and related matters at the end of each academic period recommending appropriate action for each case in accordance with the Policies and Procedures. The Committee on Student Scholastic Standing, acting for the Faculty Assembly, shall be responsible for recommending to the Dean those students eligible for advancement and those students eligible for graduation with the degree of Doctor of Medicine. In addition, the Committee will decide action to deny advancement to students deemed ineligible and inform the Dean. Policy matters not satisfactorily resolved by the usual procedures of the Committee will be referred for final determination to the Faculty Assembly as a whole, which shall hold a special meeting for this purpose at the request of the Committee. The Committee on Student Scholastic Standing will report on its activities to the Education Council and the Faculty Assembly at least once each year.

- b. **Duluth Campus Scholastic Standing Committee.** The Scholastic Standing Committee shall be composed of six faculty, two from each of the Departments of Biobehavioral Health and Population Sciences, Biomedical Sciences, and Family Medicine, and Community Health, Duluth Campus; and one medical student from each class, participating as feasible, and shall include the Assistant/Associate Dean for Admissions and Student Affairs and a representative from the Center of American Indian and Minority Health as non-voting ex officio members. Department Heads will nominate two faculty from their departments to serve for a term of one year; medical students shall be selected for a term of one year through such procedures as the Student Body may establish.

The Scholastic Standing Committee shall monitor the quality of student performance in a continuous and consistent fashion. To this end, it shall determine guidelines for student academic standing, and it shall monitor each student's progress toward the Doctor of Medicine degree. This committee shall make recommendations to the Duluth Campus Faculty Assembly concerning each student's promotion, transfer, termination, and/or special programming. The Duluth Campus Faculty Assembly's actions on such recommendations will then be transmitted to the Dean for the Medical School Duluth Campus for action. The Duluth Campus Scholastic Standing Committee will report on its activities to the Education Council, the Duluth Campus Faculty Assembly and the Faculty Assembly at least once each year. Any action to deny advancement to students deemed ineligible will be reported to the Dean of the Medical School through the Dean for the Medical School Duluth Campus.

4. Duluth Campus Faculty Assembly

- a. There shall be a standing committee of the Medical School Faculty Assembly named the Duluth Campus Faculty Assembly consisting of all faculty members who have at least a 25% 94XX appointment and whose primary academic responsibilities are within the Duluth Campus of the Medical School. The responsibilities of the Duluth Campus Faculty Assembly will include all academic affairs and internal policies of the Medical School that are pertinent to the Medical School Duluth Campus. As a standing committee of the Medical School Faculty Assembly, all actions must be in concert with the overall Medical School Faculty Assembly and its actions.
- b. The Duluth Campus Faculty Assembly shall receive reports and recommendations from the various Committees established in the Medical School Constitution and Bylaws for

- the Medical School Duluth Campus and shall establish such committees as necessary to accomplish the goals of the Duluth Campus Faculty Assembly.
- c. The Chair of the Duluth Campus Faculty Advisory Committee shall preside at meetings of the Duluth Campus Faculty Assembly. The Duluth Campus Faculty Assembly will appoint a Secretary who will be the custodian of its records and shall be responsible for circulating the agenda and keeping the minutes of each Faculty Assembly meeting.
 - d. Regular meetings of the Duluth Campus Faculty Assembly shall be held no less than twice per year. A special meeting shall be held at the request of the Committee on Student Scholastic Standing. Special meetings of the Faculty Assembly shall be held on the call of the Chair of the Duluth Campus Faculty Assembly or upon the written request of five members of the Duluth Campus Faculty Assembly.
 - e. The agenda for each meeting of the Duluth Campus Faculty Assembly shall be distributed at least one week in advance to all members of the Duluth Campus Faculty Assembly and to such others as the Duluth Campus Faculty Assembly may direct. Members of the Duluth Campus Faculty Assembly may submit items for the agenda. The minutes of meetings of the Duluth Campus Faculty Assembly shall be distributed to all members as promptly as possible after each meeting.
 - f. At any regular or special meeting of the Duluth Campus Faculty Assembly, twenty percent of the membership of the Duluth Campus Faculty Assembly shall constitute a quorum. Any substantive matter shall, at the request of five members of the Faculty Assembly, be submitted to the entire Faculty Assembly by mail ballot.
 - g. The responsibilities of the Duluth Campus Faculty Assembly will be to perform duties referred to in the Medical School Constitution and Bylaws:
 - i. Select nominees to the Duluth Campus Admissions Committee, Committee on Student Scholastic Standing and Research Council, to be brought to the Medical School Faculty Advisory Council by the Duluth members of the Faculty Advisory Council
 - ii. Recommend faculty and community members for the Duluth Campus admissions committee to the Dean for the Duluth Campus (who makes the formal recommendation to the Medical School Faculty Assembly)
 - iii. Act on recommendations of Scholastic Standing Committee re. student promotion, transfer, termination and/or special programming
 - iv. Approve campus specific policies developed by committees of the Duluth Campus (e.g., CUMED, Admissions, Student Scholastic Standing)
 - v. Establish a Duluth Campus Faculty Advisory Committee that will consult with the Dean for the Duluth Campus on faculty matters and oversee the business of the Duluth Campus Faculty Assembly
- 5. Creation of Other Standing Committees.** Five or more members of the Faculty Assembly may recommend the establishment of a standing committee of the Faculty Assembly. Such recommendations, with appropriate justification and documentation, will be considered by the Faculty Advisory Council. The Faculty Advisory Council will submit its recommendation to the Faculty Assembly which will then vote on the establishment of any proposed new standing committee, with a simple majority ruling.
- 6. Creation of Special Committees.** The Faculty Assembly may create such special committees as it deems necessary for the execution of its responsibilities. Such special committees shall be discharged upon completion of their assigned duties.

Article II. Administrative Organization of the Medical School.

Section A. Departments.

1. The Medical School shall include the following departments:
 - Department of Anesthesiology
 - Department of Biochemistry, Molecular Biology, and Biophysics
 - Department of Biomedical Sciences (Duluth Campus)
 - Department of Dermatology
 - Department of Emergency Medicine
 - Department of Family Medicine and Community Health
 - Department of Family Medicine and Biobehavioral Health (Duluth Campus)
 - Department of Genetics, Cell Biology and Development
 - Department of Integrative Biology and Physiology
 - Department of Laboratory Medicine and Pathology
 - Department of Medicine
 - Department of Microbiology and Immunology
 - Department of Neurology
 - Department of Neuroscience
 - Department of Neurosurgery
 - Department of Obstetrics, Gynecology, and Women's Health
 - Department of Ophthalmology and Visual Neurosciences
 - Department of Orthopaedic Surgery
 - Department of Otolaryngology
 - Department of Pediatrics
 - Department of Pharmacology
 - Department of Rehabilitation Medicine
 - Department of Psychiatry
 - Department of Radiation Oncology
 - Department of Radiology
 - Department of Surgery
 - Department of Urology

2. The Medical School shall include Centers and Institutes such as the Institute for Human Genetics, the General Clinical Research Center, the Biomedical Engineering Institute, the Center for Immunology, the Lillehei Heart Institute, and others authorized by the Dean following consultation with the Faculty Advisory Council and the Department Heads Council. The Dean and when appropriate the Dean for the Duluth Campus, shall be responsible for developing guidelines for such authorization.

3. **Faculty Practice Organization.** The University of Minnesota Medical School physician-faculty practice group, organized in 1996 as the University of Minnesota Physicians (UMP), exists for the purposes of enabling the Medical School to carry out its mission by providing quality care to patients, supporting quality instruction to medical students and post-M.D. graduate medical education students, and supporting medical and scientific research. In accordance with the practice organization's Bylaws, the Dean is a voting director of UMP as are nine (9) members of the Department Heads Council and nine (9) faculty physicians of the Medical School. The Medical School Associate Dean for Clinical Affairs is a non-voting director. Full-time faculty physicians are required to be members of UMP and are governed by the University of Minnesota Board of Regents' Rules concerning the private practice of medicine. The Dean's responsibilities include approval of the Articles and Bylaws of UMP

and its annual budget. The Dean must also approve clinical programs, creation of new clinical services, and new practice sites based on an evaluation of the education and research needs of the School.

Section B. Department Heads Council.

1. **Membership.** The Department Heads Council will be composed of the Medical School department heads of the Twin Cities and Duluth campuses, Directors of Centers and Institutes approved by the Department Heads Council and the Dean, and duly designated representatives of affiliated teaching sites as recommended by the Dean. Non-voting members shall include the Dean for the Duluth Campus and Associate and Vice Deans of the Medical School.
2. **Additional Responsibilities.** In addition to those responsibilities provided for in Article II, Section G, of the Constitution, the Department Heads Council also has the obligation to review recommendations from the Education and Research Councils in order to present its recommendations to the Faculty Assembly for concurrent consideration.

Section C. The Education Council.

1. **Membership.** The Education Council will be composed of at least twenty-seven voting members including a chair appointed by the Dean. Six members will be faculty representatives from the Twin Cities campus, four will be faculty representatives from the Duluth campus and one will be a faculty representative from the Graduate Medical Education committee. Four of the six Twin Cities faculty members will be selected by the voting members of the Twin Cities course and clerkship directors (two from the Scientific Foundations Committee and two from the Clinical Education Committee, with staggered terms) and two members will be selected by the Faculty Advisory Council. Of the four Duluth faculty members, two will be selected by the Committee on Undergraduate Medical Education Duluth (CUMED) and two will be selected by the Duluth Campus Faculty Assembly. Six members will be members of the Department Heads Council including the Chairs of the Basic Sciences Council and the Clinical Sciences Council. One member of the Department Heads Council will be elected by the Basic Science Council and three members will be elected by the Clinical Sciences Council. Four members will be student representatives of each class on the Twin Cities campus, and two members will be student representatives of each class on the Duluth campus elected in accordance with the Bylaws of the Medical Student Council. One member will be an active resident representative of the Graduate Medical Education committee. Additional members may be appointed by the Dean. Unless specifically noted above, administrative leaders should serve in an ex officio role, not as voting members.
2. **Terms.** Faculty members will serve for three years except that initial appointments will be staggered in order to create a cycle of two expiring terms each year. Student and resident members will serve one-year renewable terms.
3. **Chair.** The Chair of the Educational Council will be appointed by the Dean and need not be selected from among the members described in Section C.1. The Chair will serve a three-year term.
4. **Responsibilities.** The Education Council will advise the Dean in all matters of education in the Medical School and recommend policy for implementation by the educational programs.

The Education Council will meet at least monthly. The Education Council will report at least annually to the Faculty Assembly following review of recommendations by the Department Heads Council and the Faculty Advisory Council.

Section D. The Research Council.

1. **Membership.** The Research Council will be composed of at least eight voting members. The Faculty Advisory Council and the Dean will each appoint an equal number of members; the Dean will appoint the chair. The Committee membership will reflect principal research communities within the Medical School, including the Duluth Medical Research Institute. The Research Council will enlist expert advisory groups of faculty in specific fields for advice. The Vice Dean for Research will be an ex officio member of the Research Council.
2. **Terms.** Faculty members will serve for three years and the initial appointment will be staggered in order to create a cycle of at least two expiring terms each year.
3. **Responsibilities.** The Research Council will meet at least six times each year. The Research Council will advise the Dean in matters of research in the Medical School and recommend policy for implementation, following review of these recommendations by the Department Heads Council and the Faculty Advisory Council. The Research Council will report annually to the Faculty Assembly.

Section E. Basic Sciences Council.

1. **Membership.** The Basic Sciences Council will be comprised of the Heads of the Medical School Basic Science Departments.
2. **Chair.** The Chair of the Basic Sciences Council will be elected by the members every two years.
3. **Responsibilities.** Serves as advisor to the Dean in all administrative, educational, and research policies affecting the Medical School in general and the collective Basic Sciences Departments in particular.
4. **Meetings.** Subject to the call of the Chair or the Dean.

Section F. The Clinical Sciences Council.

1. **Membership.** The Clinical Sciences Council will be comprised of the Heads of the Medical School Clinical Sciences Departments.
2. **Chair.** The Chair of the Clinical Sciences Council will be elected by the members.
3. **Responsibilities.** Serves as advisor to the Dean in all administrative, educational, research, clinical policies, and issues affecting the Medical School in general and the collective Clinical Sciences Departments in particular.
4. **Meetings.** Subject to the call of the Chair or the Dean.

Section G. Duluth Council of Department Heads

To provide for advisory and executive continuity in concert with the Dean for the Duluth Campus and his/her administrative staff, the heads of departments shall exist as a Council of

Department Heads. A chair of the Council shall be chosen by the members of the Council. The chair shall have the responsibility of drawing up the agenda for regular meetings and other meetings called by the chair or by the Dean for the Duluth Campus. The Council shall consist of the following department heads or chairs and the Dean for the Duluth Campus:

- Department of Biomedical Sciences
- Department of Family Medicine and Biobehavioral Health

It is the responsibility of each department to establish academic standards of performance and work with Course Directors and Course Faculty to develop curricula that meet the standards of undergraduate, medical, graduate, and any other specialized educational program consistent with the proceedings of the Education Council.

Article III. Amendment of Bylaws.

Bylaws of the Medical School may be enacted, repealed, or amended by a simple majority vote of the Executive Faculty provided that the proposed change in Bylaws has been submitted, in writing, to each member of the Executive Faculty at least 15 days prior to the date of the vote on the change. Bylaw changes will be presented for discussion and an advisory, non-binding vote by the Faculty Assembly prior to Executive Faculty action. Proposed amendments to the Bylaws shall be submitted to the Executive Faculty for a 15-day balloting period following Faculty Assembly action. Amendments shall be implemented by the Dean.

January 1986
Amended October 1996
Amended June 1998
Amended June 2002
Amended May 2008
Amended June 2010
Amended June 2011
Amended June 2012
Amended November 2012
Amended June 2014
Amended June 2015
Amended June 2016
Amended June 2017