

# CONSTITUTION OF THE UNIVERSITY OF MINNESOTA MEDICAL SCHOOL

## **One Mission, Two Campuses**

The Mission of the Medical School is to be a leader in enhancing the health of people through the education of skilled, compassionate and socially responsible physicians. With two campuses serving diverse populations in rural and urban Minnesota the Medical School is dedicated to preeminence in primary care medicine, exemplary specialty care and innovative research.

## **Article I. Name and Purpose.**

### **Section A. Name.**

The name of this college is the University of Minnesota Medical School. It is a single medical school comprised of two campuses (Twin Cities and Duluth). Its authorities are delegated by the Board of Regents in accordance with the Constitution of the University Senate, which stipulates that such authorities are extended by the Regents to the President, the University Senate, the campus assemblies, and the faculties. These authorities may be modified by subsequent action of the Board of Regents. Actions of the School will be taken in compliance with appropriate University rules, regulations, policies, and procedures.

### **Section B. Purposes.**

The Medical School is responsible for the professional educational program leading to the degree Doctor of Medicine; for certain undergraduate courses presented for students registered in other colleges; for graduate instruction in the basic medical sciences in cooperation with the Graduate School; for graduate medical education; for continuing medical education; and for certain other professional or baccalaureate degree programs.

## **Article II. Membership, Faculty, the Dean, Organization, Department, Councils.**

### **Section A. Members.**

The members of the Medical School shall be its faculty, students, administration, academic staff, and other support personnel. Members of the School shall participate in the affairs of the Medical School as outlined in the constitution and bylaws and as assigned by the Dean.

### **Section B. Faculty.**

1. The faculty shall consist of all tenured, tenure track, and term-appointed individuals who hold the rank of Professor or Regents' Professor, Associate Professor, Assistant Professor, and Instructor. The rights, privileges and responsibilities of the faculty shall be in accord with the current University Senate Policy on Academic Freedom and Responsibility. Faculty rank and appointment is determined by appointment and promotion criteria established by the Medical School consistent with relevant University documents, including, where applicable, the Regulations Concerning Faculty Tenure. Tenure at the time of appointment or at a subsequent time requires a vote of the eligible faculty in accordance with the University of Minnesota Regulations Concerning Faculty Tenure and University policies and procedures extending and implementing the tenure regulations.

The procedure for removal of a tenured Medical School faculty member for cause shall be that procedure stated in the University of Minnesota Regulations Concerning Faculty Tenure.

2. **Executive Faculty, Purposes, and Responsibilities.**

There shall be an Executive Faculty to consist of the President of the University, the appropriate academic officer of the University as designated by the President, the Dean, Dean for the Duluth Campus, Associate and Vice Deans, and other Medical School administrative staff as designated by the Dean, and all Professors, Associate Professors, and Assistant Professors with tenure or on the tenure track in Medical School departments.

The Executive Faculty shall establish a Faculty Assembly comprised of all members of the Executive Faculty and all faculty from both campuses with term appointments. The Faculty Assembly will be responsible for the academic affairs and internal policies of the School, including but not limited to; entrance requirements, curricula, instructional methodologies, examinations, grading, granting of degrees, and disciplinary matters not within the jurisdiction of the All-University Disciplinary Committee. Voting on changes to the Constitution and Bylaws is reserved for members of the Executive Faculty. Establishment or abolition of a department or a council or for amalgamation of departments or councils shall occur upon a favorable vote of the Executive Faculty, provided that each such proposal has received the prior approval of the Dean, and a recommendation from the Department Heads Council, Faculty Advisory Council, and when appropriate the Dean for the Duluth Campus. Establishment or abolition of a department must be consistent with Regental and University Policy.

**Meetings.** The Executive Faculty of the Medical School, and its established Faculty Assembly as defined in the Bylaws, shall meet at least twice a year.

**Committees.** The following committees and the councils noted in Section D shall be organized as standing Committees of the Executive Faculty or the Faculty Assembly of the Medical School: committees overseeing admissions and student scholastic standing for both Duluth and Twin Cities campuses. Composition and function of standing Committees and Councils and procedures for the establishment of other standing Committees are prescribed in the Bylaws of the Medical School.

**Section C. The Dean.**

The Dean, as chief executive officer of the School, is accountable to the President or the President's designee. The Dean shall be appointed by the Board of Regents upon the recommendation of the President of the University.

The President or the President's designee is empowered to appoint an advisory search committee to assist in the selection of the Dean. The search committee will be charged with the responsibility of submitting a limited number of nominees from which a candidate will be recommended to the Board of Regents.

The administrative appointment of the Dean is annually renewable. The President or the President's designee is responsible for an annual review and evaluation of the Dean, prior to

reappointment. The review shall be conducted in a form and manner determined by the President or the President's designee.

The Dean shall have administrative authority over the affairs and resources of the Medical School.

The Dean shall provide leadership in formulating policies, introducing and testing ideas and proposals which support efforts toward continued improvement of the School's educational, research and clinical programs. The Dean shall be responsible for the interpretation of the School's programs to the University and community. The Dean shall be responsible for the development and implementation of a periodic review of departmental programs. The Dean or the Dean's designee shall preside over meetings of the Medical School's Faculty. The Dean shall be responsible for the use of space and equipment of the School. The Dean or the Dean's designee shall serve as the primary communicator for official business of the School with other University authorities. The Dean is responsible for preparation of the annual budget of the School. Where action of the Board of Regents is requested or required, the Dean shall make such recommendations as are necessary to the President or the President's designee of the University. Such recommendations shall include, but shall not be limited to resource needs, appointment, promotion, tenure and salary of all faculty.

**Subsection C.1. Dean for the Duluth Campus, University of Minnesota Medical School.**

The Dean for the Duluth Campus is the executive officer and chief representative of the Duluth Campus of the Medical School. The Dean for the Duluth Campus shall be appointed by the Dean of the Medical School. The Dean of the Medical School shall appoint a search committee of the Medical School whose membership is representative of the Duluth Campus, Twin Cities faculty, related health sciences of the University as a whole, and may include outside consultants. Following evaluation of nominees by this committee, in conjunction with the faculty, it shall submit the names of candidates from which the Dean of the Medical School may make the ultimate selection. The Dean for the Duluth Campus will report to the Dean of the Medical School. The Dean for the Duluth Campus shall:

- In collaboration with the Dean of the Medical School, develop and administer policies and procedures (including but not limited to academic freedom and promotion and tenure) delivered on the Duluth Campus.
- Share responsibility with the Dean of the Medical School for the organization and quality of the work performed on the Duluth Campus.
- Regularly, report to the Dean of the Medical School on the teaching, research, and service programs.
- Consult regularly with the Duluth Campus faculty on all matters of concern for discussion with the Dean of the Medical School.
- Develop in collaboration with the Duluth Campus faculty a campus-specific compact to include annual goals and objectives consistent with the Medical School and University wide goals and objectives.
- In consultation with Duluth Campus department heads and administration, submit an annual Duluth Campus budget for review and approval.
- Make recommendations regarding faculty appointments, promotion, tenure, and salary adjustments in consultation with department heads and in collaboration with the Dean's Office of the Medical School.

- Meet with the Duluth Campus Council of Department Heads at least once per month, in which recommendations shall be developed on needs, priorities, and allocation of resources.

In the administration of the Duluth Campus, the Dean for the Duluth Campus may be assisted by associate or assistant Deans, authorized by the President and the Board of Regents and approved by the Dean of the Medical School, whose duties are assigned by the Dean for the Duluth Campus. In order for the Dean for the Duluth Campus to further carry out the duties and obligations, he/she shall have the authority in consultation with the Dean of the Medical School, to appoint certain administrative committees and ad hoc committees as necessary.

The administrative appointment of the Dean for the Duluth Campus is annually renewable. The Dean of the Medical School is responsible for an annual review and evaluation prior to reappointment. The review shall be conducted in a form and manner determined by the Dean of the Medical School or the Dean's designee. Every five years this annual review will take the form of a major review to be carried out by a committee appointed by the Dean of the Medical School.

#### **Section D. Organization.**

1. The Medical School consists of two 'campuses', Twin Cities and Duluth, and includes Departments, Institutes, and Centers as established according to the Bylaws and approved by the Dean. Councils shall be constituted for research, education, basic science, clinical science, department heads, and for elected representatives of the faculty as outlined in the Bylaws.
2. **Determination of Internal Organization of Departments.** With the approval of the Dean and when appropriate in consultation with the Dean for the Duluth Campus and the Department Heads Council, Departments may establish administrative subdivisions, to be known as Divisions, Laboratories, or Sections, whenever the establishment of such units will clearly facilitate the teaching, research, and/or service functions of the Department.

#### **Section E. The Councils.**

1. **Purposes and Responsibilities.** The Councils are advisory to the Dean and are responsible for joint consideration and implementation of educational, research, and clinical programs, whenever such joint effort will facilitate the conduct of the programs. The Councils have no budgetary or other fiscal authority except as granted by the Dean.

#### **Section F. The Department.**

1. **Purposes and Responsibilities.** The Department is responsible for carrying out the appropriate segment of the teaching program for all undergraduate, graduate, continuing medical education, and graduate medical education programs of the Medical School. Departments are responsible for the advancement of knowledge in their respective fields. Departments are responsible for the promotion of excellence in their respective disciplines.
2. **Organization and Administration.** The Faculty of the Department shall include all Professors, Associate Professors, Assistant Professors, and Instructors who participate in the instruction of students enrolled in educational programs listed in Article 1, Section B whether such service is rendered at the University of Minnesota or at an affiliated

teaching site. Each Department shall have a Head, whose appointment as Department Head is made by the Dean, after consultation with an appropriate advisory committee and with members of the faculty of the Department. The administrative appointment of the Department Head is annually renewable by action of the Dean. The Dean is responsible for conducting an annual review and evaluation leading to reappointment of the Department Head. The review shall be in a form and manner determined by the Dean. The Head of the Department shall preside over departmental meetings, shall be the departmental spokesman to the administration of the Medical School and shall represent the Department on the Department Heads Council of the Medical School. The Department Head is responsible to the Dean for educational, research, and clinical programs and for administrative matters and use of resources assigned to the Department. Department Heads on the Duluth Campus will report to the Dean through the Dean for the Duluth Campus. The Department Head is responsible for the preparation, after appropriate consultation with members of the departmental Faculty, of an annual budget proposal for consideration by the Dean. Departmental meetings shall be regularly scheduled in accordance with departmental charters, bylaws, or practices.

### **Section G. Department Heads Council.**

Voting membership of the Department Heads Council of the Medical School shall include the Dean, who shall serve as Chair; the Heads of all Medical School Departments, Institutes and Center Directors. The Department Heads Council shall meet at the call of the Dean, usually on a monthly basis, but not less frequently than nine times during the University's fiscal year. It shall be responsible for overseeing the administration of the policies of the Executive Faculty relating to educational matters and shall be advisory to the Dean with respect to research, budgetary, and other aspects of the Medical School's mission and operation. The Dean will discuss with the Department Heads Council the preparation of the annual budgets of the Medical School, including policies governing the allocation of funds for salary increases and general policies concerning the allocation and expenditure of the various resources of the Medical School.

### **Section H. Faculty Advisory Council.**

In recognition of the need of the Dean for a responsible group of faculty advisers who can meet frequently when necessary on short notice, there shall be a Faculty Advisory Council of the Faculty Assembly of the Medical School. Members of the Faculty Advisory Council shall be those Medical School faculty who have been elected by their peers to the All-University Senate. The Faculty Advisory Council shall, through the Dean, make recommendations to the Department Heads Council and/or the Executive Faculty, or its assembly as may be appropriate.

## **Article III. Participation by Students and Non-Faculty Personnel.**

### **Section A. Participation by Students.**

The Bylaws of the Medical School shall establish organizational mechanisms by which students may participate appropriately in aspects of Medical School governance and policies which are relevant to student rights, interests, and concerns. The Bylaws shall define the representation of students in the membership of certain standing committees of the Executive Faculty, including the Admissions Committee and the Committee on Student Scholastic Standing. The Medical School Student Council (or its successor body), a duly constituted and elected council of medical students, which represents the interests and concerns of the medical student body, shall be the vehicle for student consultation and communications with the Medical School Administration and the Faculty Assembly.

**Section B. Participation by Academic Professional and Administrative Staff.**

The Bylaws of the Medical School shall establish organizational mechanisms by which Academic Professional and Administrative Staff members may participate appropriately in aspects of Medical School governance and policies which are relevant to their rights, interests, and concerns. The University provides systems organizations, policies, and procedures which govern the activities and safeguard the rights of professional and administrative staff.

**Section C. Non-Academic Employees.**

The Bylaws of the Medical School shall establish mechanisms by which non-academic employees may participate appropriately in aspects of Medical School governance and policies which are relevant to their rights, interests, and concerns. In general, the University provides extensive systems, organizations, policies, and procedures which govern the activities and safeguard the rights of non-academic personnel.

**Article IV. Grievance Policies and Procedures.**

All constituencies and individuals of the Medical School shall subscribe to and be governed by the University of Minnesota's statement on Academic Freedom and Responsibility (approved by the Board of Regents, December 14, 1963 and the University Senate Statement of December 3, 1970). Disposition of grievances arising within the Medical School shall be consistent with and derived from established grievance procedures of the University of Minnesota.

**Article V. Adoption of the Constitution of the Medical School.**

**Section A. Adoption Procedure and Effective Date.**

This constitution, having been fully considered by the Executive Faculty during its formative stages, shall be presented for definitive discussion at a meeting or meetings of the Faculty Assembly of the Medical School. The Constitution of the Medical School shall be submitted to the Executive Faculty for a vote by mail ballot. Unless more than one-third of the total membership of the Executive Faculty of the Medical School shall have voted disapproval, within a stipulated voting period of not less than 20 days after such submission, the Constitution shall be considered approved by the Executive Faculty.

**Section B. Bylaws.**

The Executive Faculty of the Medical School may enact, amend, or repeal Bylaws, provided such Bylaws are in accord with the provisions of this Constitution, the Constitution of the University Senate, and the policies and regulations of the Board of Regents.

**Article VI. Amendment Procedure.**

**Section A. Initial Approval and Ratification by Executive Faculty.**

Proposed amendments to the Constitution may be enacted by a vote of the Executive Faculty of the Medical School, provided that the proposed amendment has been submitted in writing to members of the Executive Faculty at least ten days prior to the date of the vote on the amendment.

A proposed amendment will be presented for discussion and an advisory non-binding vote of the Faculty Assembly prior to Executive Faculty action. A proposed amendment shall be submitted to the Executive Faculty for ratification by written ballot. The period during which the members of the Executive Faculty will have an opportunity to consider and submit a written vote on a proposed amendment shall be at least 15 days. A simple majority of approving votes, by

Executive Faculty members returning written votes by ballot, is required for ratification of an amendment to this Constitution.

**Section B. Final Approval and Adoption.**

Proposed amendments to the Constitution duly approved and ratified by the Executive Faculty of the Medical School in accord with Section A above shall be submitted to the Dean for approval, and for final approval in accord with applicable Regental and University Policy. They shall be in effect the day following final approval.

Approved by the Regents January 10, 1986

Amended May 1998

Amended June 2002

Amended May 2008

Amended June 2011

Amended November 2012