

# Bylaws of the Faculty of Medicine Wright State University Boonshoft School of Medicine

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## **Preamble**

The Faculty of Medicine of Wright State University Boonshoft School of Medicine (hereinafter called School of Medicine) has adopted the following Bylaws to assist it in the orderly conduct of its affairs and to facilitate the performance of its duties and obligations in accordance with the administrative policies, rules and regulations of the Board of Trustees of Wright State University.

These Bylaws and any amendments thereto are subject to the approval of Wright State University.

## **Article I. Name**

The name of this body shall be the Faculty of Medicine of Wright State University Boonshoft School of Medicine: hereinafter called the Faculty of Medicine.

## **Article II. Functions**

### **Section 1. Academic Affairs**

The Faculty of Medicine shall conduct and supervise instruction in the science and art of medicine. To satisfy this obligation, both to the individual student and to the people of the state of Ohio, it shall be the responsibility and the prerogative of the Faculty of Medicine, within the limitations set by the rules and regulations of the Board of Trustees of Wright State University to:

- A. Establish, evaluate and regulate the curriculum and the standards of acceptable academic performance within the School of Medicine;
- B. Establish standards for admission of students to the School of Medicine;
- C. Establish standards for student promotion and approve candidates from the School of Medicine for certification of graduation by the Board of Trustees of Wright State University;
- D. Prescribe measures to be taken in cases of academic deficiencies and/or failure;
- E. Consider and recommend upon all general policies bearing upon the quality of instruction in the School of Medicine.

### **Section 2. Faculty Affairs**

The Faculty of Medicine shall encourage, support and engage in teaching, research and other scholarly endeavors, including but not limited to grants procurement, publishing, updating content and pedagogies, life-long learning, and presenting at regional, national, and international meetings. Faculty

are also expected to serve on committees necessary to the mission and governance of the School of Medicine and Wright State University.

### **Section 3. Administrative Affairs**

The Faculty of Medicine shall maintain an active interest in the process and future of the School of Medicine. Therefore, within the rules and regulations of the Board of Trustees of Wright State University, the Faculty of Medicine shall:

- A. Be consulted upon general administrative affairs of the School of Medicine;
- B. Perform those tasks supportive of teaching and scholarship: e.g. serve upon faculty and administrative committees, attend to administrative and disciplinary duties, and promote intellectual excellence;
- C. Be organized into administrative discipline-oriented units designated as departments. The responsible administrative officer for each department shall be designated as chair.

The primary departmental appointment of the individual faculty member will be used to determine the constituency for purposes of university-wide representation.

### **Section 4. Student Affairs**

The teaching obligations, duties, and responsibilities of the Faculty of Medicine require that it shall have the authority and power to establish and maintain standards of ethical and professional conduct for students in the School of Medicine. It shall be the responsibility of the dean, or delegated agent or agents, to enforce all rules governing student affairs and activities and to oversee admissions, student services, activities, resident placement, and financial aid.

## **Article III. Membership**

### **Section 1. Fully Affiliated Members**

- A. All persons appointed to the rank of professor, associate professor, assistant professor, or instructor and who have accepted such a position in a department of the School of Medicine, shall be fully affiliated members of the Faculty of Medicine; provided that the provisions of Section 4 of this article shall have been complied with.
- B. Categories of fully affiliated faculty membership are defined in current School of Medicine policies.
- C. Participants in School of Medicine residencies and postdoctoral programs will be eligible for appointments for the length of training.

### **Section 2. Partially Affiliated Members**

All other persons who have been duly appointed to the Faculty of Medicine shall be partially affiliated members of the Faculty of Medicine, subject to continuance as provided in Section 4 of this article.

### **Section 3. Right of Members**

Each member shall be entitled to participate in the deliberations of the Faculty of Medicine, vote upon all business brought before the Faculty of Medicine, and sit upon committees of the Faculty of Medicine. Members in residencies, postdoctoral programs, and research faculty are excluded from participation and vote.

### **Section 4. Academic Freedom, Tenure and Due Process**

The Faculty of Medicine, insofar as is possible, supports and is guided by the intent of the **1940 *Statement of Principles of Academic Freedom and Academic Tenure, Revised*** as published by The American Association of University Professors.

The Faculty of Medicine, in recognition of its unique diversity of composition, responsibilities, geographic distribution and standards within Wright State University, defines its criteria for membership (Article III, Sections 1 and 2) and its concept of continuance (A below).

Regarding due process, these Bylaws supersede contracts with the University for employed faculty.

#### **A. New Appointments, Continuance, and Promotions**

New faculty appointments, continuances, and promotions will be administered by the Office of Faculty and Clinical Affairs in accordance with the appropriate School of Medicine procedures.

#### **B. Removal or Suspension**

Removal or suspension of a faculty member during a period of appointment shall occur only because of (a) demonstrated incompetence or dishonesty in teaching or scholarship, or (b) substantial and manifest neglect of duty, or (c) personal conduct which substantially impairs the individual's fulfillment of the individual's institutional responsibilities, (d) malicious conduct which directly obstructs the performance of instructional or scholarly program authorized or permitted by the university, (e) violation of the faculty member's employment contract, or (f) documented violation of Boonshoft School of Medicine policies.

The process of removal or suspension is defined in the appropriate current School of Medicine procedure.

#### **C. Appeal Mechanism**

Fully affiliated faculty employed by the university may initiate an appeal as defined in the appropriate current School of Medicine procedure.

#### **D. Departmental Chair Appointment and Continuances**

Recommendation for the appointment of a departmental chair, or equivalent, ordinarily shall be made by the Dean of Medicine upon advice of a special committee convened for this purpose.

No more than five years shall elapse without review of the individual in the position of departmental chair. The process for the review of a departmental chair will be in compliance with current School of Medicine policy and procedures. Such policy and procedures will be readily available for review by the faculty. Removal of a faculty member from the position of departmental chair in no way shall affect the individual's appointment or rank in the Faculty of Medicine.

The evaluation for continued appointment of the departmental chair as a member of the Faculty of Medicine shall be initiated by the Dean of Medicine in the manner prescribed in Article III, Section B.

#### E. Joint Appointments

Nothing in these Bylaws shall be construed as infringing upon the rank, title, or tenure status of a member holding a joint appointment in another school or college.

## **Article IV. The Administration of the School of Medicine**

### **Section 1. General**

The administration of the School of Medicine, insofar as it concerns the Faculty of Medicine, shall be conducted by the Dean of Medicine and others, such as associate deans or assistant deans who may be appointed upon the dean's recommendation. The Dean of Medicine and administrative associates and assistants shall hereinafter be referred to as the administration of the School of Medicine.

### **Section 2. Dean of Medicine**

The Dean of Medicine shall be the chief executive of the Faculty of Medicine. The Dean of Medicine may appoint a designee of the Faculty of Medicine to serve during the dean's absence and, in case of an emergency, the University president shall appoint an acting dean. The Dean of Medicine shall be an ex officio member of all standing and special committees, with vote. The Dean of Medicine shall have in the administrative office whatever associates are necessary to carry out the dean's responsibilities. At the request of the dean, and approval of the committee, the dean's associate or assistant dean may represent the Dean of Medicine on any standing and special committee without vote.

## **Article V. Committees of the Faculty**

### **Section 1. General**

A. The Faculty of Medicine shall be governed by a representative form of government.

Unless otherwise specified in these Bylaws, the term of members elected to a standing committee shall be for two years, commencing on July 1 following election. No person may be elected to more than two consecutive terms to any one standing committee.

Unless otherwise specified in these Bylaws, the membership terms of a standing committee shall be staggered; half of the elected constituency shall be elected annually.

No member of the faculty may serve concurrently on more than three standing committees.

B. The Dean of Medicine or designee shall appoint all committees except those which are elected by the Faculty of Medicine or are constituted in a particular manner as described by these Bylaws.

C. An official report of a committee shall be adopted by a majority vote of the committee.

D. At regular intervals, each standing committee shall report to the Faculty of Medicine. Each standing committee may seek faculty advice throughout the deliberations of the committee. Minutes of standing committee meetings will be made available to any faculty member on request.

E. The first meeting of a newly elected committee shall be called by the member whose last name is first in alphabetical order, except that if the previous year's chair remains on a committee, that member shall call the first meeting. The first order of business shall be the election of a chair, and each committee shall elect its chair annually, unless otherwise provided for in these Bylaws.

F. Vacancy in any elected position on any standing committee must be brought to the attention of the Nominating Committee. In consultation with that committee chair, the dean will appoint a replacement to serve until the next regularly scheduled election. The elected person shall serve the unexpired term created by the original vacancy.

G. The Faculty of Medicine empowers the chair of a standing committee, in consultation with other members of the committee, to recommend the removal of any member of that committee who fails to participate in the committee's activities. The Dean of Medicine so informed, may act on the recommendation and will inform the Nominating Committee of actions resulting in a vacancy.

## **Section 2. Executive Committee**

### **A. Committee Purpose**

The Executive Committee shall:

Act in an advisory capacity to the dean of medicine.

Review and approve recommendations of the standing committees.

Act on all matters not specifically delegated to other committees.

Recommend an interim policy until such time when the appropriate standing committee shall recommend a permanent policy.

Recommend special meetings of the faculty as deemed advisable.

### **B. Committee Membership**

The Executive Committee is composed of the dean of medicine, those assistant and associate deans designated by the dean of medicine, each departmental chair, and two elected members of the faculty. The dean of medicine shall be chair of the Executive Committee.

### C. Committee Meeting Schedule

The committee will meet regularly, at least quarterly.

## **Section 3. Nominating Committee**

### A. Committee Purpose

The Nominating Committee annually prepares and presents a slate of candidates for standing committees. The committee receives nominations for all elected positions on standing committees. Each nomination shall be approved by the nominee, by the departmental chair, and by the dean of medicine before the Nominating Committee presents the names to the faculty in January.

All recommended committee nominations should seek broad and balanced representation of faculty diversity in gender, ethnicity, academic rank, discipline (both basic science and clinical expertise), and years of service.

### B. Committee Membership

The Nominating Committee shall be composed of eight members elected by faculty.

## **Section 4. Student Promotion Committee**

### A. Committee Purpose

The Student Promotion Committee shall (1) evaluate medical student performance and (2) nominate medical students for certification of graduation.

Evaluate the overall performance of each medical student at the termination of each academic year and recommend to the associate dean for students affairs, the promotion, or other appropriate action, of the student.

During the course of an academic year, the associate dean and the committee chair shall have major responsibility for keeping the Student Promotion Committee informed as to the performance of each class, paying particular attention to those students experiencing academic difficulty.

When appropriate, the committee chair may call the committee into session for formal review and/or action related to a student's academic performance.

Nominate medical students for certification of graduation in the instance of the final grading sequence. The nominations must be ratified by the Faculty of Medicine before presentation to the president for final action by the Board of Trustees.

### B. Committee Membership

The Student Promotion Committee shall be composed of four elected faculty members, three faculty members appointed by the Dean, and the Associate Dean for Student Affairs. In addition, the

Committee shall include the following non-voting members: The Associate Dean for Medical Education and two students.

Recognizing that the School of Medicine desires a diverse student body and serves a total community, the committee should, ideally, include representation from this broad constituency. In the event that the associate dean for student affairs perceives an imbalance in the composition of the committee, the associate dean may, with the concurrence of the majority of the committee voting, appoint an additional one to two faculty members for a one-year term.

#### C. Committee Meetings

The committee shall meet upon the call of the chair at least once at the termination of each academic year. It can be called for specific business during the academic year by the dean, its chair, or by written petition to its chair by any two members of the committee.

#### D. Student Petition

A student may petition the associate dean for student affairs that there be further deliberations in the student's behalf; the associate dean may call the committee to deliberate the specific petition. Results of such a call meeting shall be recorded and filed in the office of the associate dean for student affairs.

### **Section 5. Admissions Committee**

#### A. Committee Purpose

The Admissions Committee shall select and admit medical students for the Wright State University Boonshoft School of Medicine. The associate dean for student affairs/admissions shall be responsible for review of admissions to ensure conformity with criteria of admissions specified by the Faculty of Medicine.

#### B. Committee Membership

The Admissions Committee shall be composed of the associate dean for student affairs/admissions; at least four (4) members elected by the faculty; no fewer than one person representing the lay public; one student elected by the student body from the second year class and to serve only one year; and, such other members as necessary to fulfill the mission of the school.

The associate dean for student affairs/admissions shall be the chair of the Admissions Committee.

All non-elected members shall be appointed by the Dean of medicine.

The Faculty of Medicine, recognizing the amount of time required by the activities of the Admissions Committee, absolves its members from participation on all other standing committees.

## **Section 6. Faculty Curriculum Committee**

### **A. Committee Purpose**

The Faculty Curriculum Committee shall have jurisdiction on all matters directly pertinent to the curriculum of the School of Medicine including, but not limited to, program objectives, process, implementation integration, coordination and evaluation.

### **B. Committee Membership**

1. The Faculty Curriculum Committee shall be composed of:

- a. The dean of medicine, or alternate.
- b. Three dean's designees.
- c. Three department chairs elected by the Executive Committee, one of which should be chair of a basic science department.
- d. Three members elected by the faculty, one of which should be from a basic science department.
- e. Biennium 1 chair.
- f. Biennium 2 chair.
- g. Class representatives from each class with one vote per class (total of four student votes).
- h. Other members may be appointed by the associate dean for academic affairs as necessary to fulfill the mission of the committee.

2. The dean of medicine shall designate one member of the Faculty Curriculum Committee to become the chair of the committee.

3. Elected positions to the Faculty Curriculum Committee shall have a term of three years, except that the student representatives shall have one-year terms. One-third of the elective positions shall be filled annually.

4. Appointed positions shall have a term of one year.

### **C. Quorum**

A quorum at any regular or special meeting of the Faculty Curriculum Committee shall be at least nine members. The majority of the quorum must be faculty.

### **D. Subcommittees**

Ad hoc correlative or special interest subcommittees shall be created by the Faculty Curriculum Committee as the need arises. The recommendations of these ad hoc subcommittees shall be directed to the Faculty Curriculum Committee for review and action.



#### E. Proposals for curriculum changes

Proposals for major changes in curriculum policy and design as defined by the Faculty Curriculum Committee must be ratified by a majority of faculty members present at a regularly scheduled faculty meeting.

### **Section 7. Faculty Promotion and Advancement Committee**

#### A. Committee Purpose

The Advancement and Promotion Committee shall receive and evaluate applications for faculty promotion, development leave, and faculty awards related to excellence in teaching and/or research. The recommendation and evaluations of the Advancement and Promotion Committee will be submitted to the dean of medicine for further action and/or implementation.

#### B. Committee Membership

The Advancement and Promotion Committee shall be composed of a minimum of eight elected members and a maximum of twelve. Election to the committee will be limited to members of the faculty with the rank of associate professor or above and not limited to multiples of four. At least half of the committee membership will be at the rank of professor.

### **Section 8. Research Committee**

#### A. Committee Purpose

The Research Committee shall set overall policy, provide guidance, plan development, and encourage excellence of research by the faculty of the School of Medicine. The committee may appoint such subcommittees as are required or deemed appropriate; e.g. subcommittees on human research, on safety, on isotopes, on resource utilization and planning, etc.

#### B. Committee Membership

The committee shall consist of the associate dean for research, the director of the Laboratory Animal Resources, and eight elected representatives of the faculty.

### **Section 9. Bylaws Committee**

#### A. Committee Purpose

The Bylaws Committee shall have jurisdiction on all matters directly pertinent to the Bylaws of the School of Medicine including, but not limited to, recommendation and review of needed modifications or amendments as deemed necessary for the proper internal governance of the faculty. The Bylaws Committee shall meet as needed to respond to concerns regarding the School of Medicine Bylaws. These Bylaws shall be comprehensively reviewed by the Bylaws Committee every three years.

#### B. Committee Membership

The Bylaws Committee shall be composed of eight members elected by the faculty. Membership will be for a four year period and staggered so that one-fourth of the membership shall be elected annually.

## **Article VI. Meetings, Rules and Procedures**

### **Section 1. Regular Meetings**

The Faculty of Medicine shall meet annually in May in order to conduct the regular business of the faculty.

A. A call of a regular meeting shall be made available to the faculty and include the designated date, time, place, and tentative agenda and shall be sent to each member of the Faculty of Medicine no less than ten (10) calendar days prior to the date of said meeting by the secretary of the faculty.

Postponement of a faculty meeting shall require a notice of the meeting to be postponed and the call for the rescheduled meeting.

B. At the annual meeting of the Faculty of Medicine, the order of business shall be: (1) approval of minutes; (2) special announcements; (3) introduction of new members of the faculty; (4) old and unfinished business; (5) reports of committees in order listed in Article V; (6) reports of special or ad hoc committees; (7) new business to be referred for deliberation by the appropriate committee; (8) adjournment.

### **Section 2. Secretary**

A secretary of the Faculty of Medicine will be appointed by the Dean of Medicine and may be either a faculty member or an administrative employee.

### **Section 3. Special Meetings**

Special meetings of the Faculty of Medicine shall be called by the Dean of Medicine as deemed necessary provided that every effort be made to make the call of the meeting available to the members of the faculty not less than three (3) days in advance of the date of said special meeting.

A. The Dean of Medicine, also, will call for a special meeting of the Faculty of Medicine upon written petition of twenty-five (25) members of the faculty.

B. The call of the meeting shall state the date, time, place, and special purpose of the meeting.

C. The order of business is limited to the special purpose stated in the call of the meeting.

### **Section 4. Quorum**

A quorum at any regular or special meeting of the Faculty of Medicine shall be those members of the faculty present providing the members of the Executive Committee shall not be greater than 50 percent of the attendees.

### **Section 5. Faculty Elections**

The elections will be carried out in accordance with the appropriate School of Medicine procedure.

## **Section 6. Rules of Order**

All regular and special meetings of the Faculty of Medicine shall be conducted in accordance with *Robert's Rules of Order, Revised*, except as otherwise provided for in these Bylaws.

The dean of medicine, or a member of the faculty designated by the dean, shall preside.

## **Section 7. Minutes**

Minutes of each regular and special meeting of the Faculty of Medicine shall be kept and be available to the faculty by the secretary of the faculty.

## **Article VII. Amendments**

The Faculty of Medicine Bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Faculty of Medicine, provided that the amendment or amendments shall have been offered at a previous meeting or published in writing to the Faculty of Medicine not less than thirty (30) days prior to the regular meeting at which the vote is to be taken. Amendments shall take effect upon adoption by the Faculty of Medicine and recommendation of the Dean of Medicine, and submission to the provost of Wright State University.

## **Bylaws Amended Dates**

Adopted and in force: July 1, 1976

### **May 18, 2017**

- Article v, Section 4.B Amended.

### **May 19, 2016**

- Article III, Section 4.B Amended.

### **May 21, 2015**

- Article IV, Section 6.B Amended.
- Article IV, Section 6.C Quorum added. Following sections relettered to D and E.

### **May 19, 2011**

- Article II, Section 2. Title change and amended.
- Article II, Section 4. Amended.
- Article IV, Section 3. Deleted.
- Article V, Section 2. Reformatted.
- Article V, Section 3. Reformatted and amended.
- Article V, Section 4. Reformatted.
- Article V, Section 5. Reformatted and amended.
- Article V, Section 6. Reformatted.
- Article V, Section 7. Committee name change and reformatted.

- Article V, Section 8 and Section 9. Reformatted.
- Article VI. Paragraph B deleted.

**May 15, 2008**

- Article III, Section 4.A and B amended and combined into one section (A)
- Article III, Section 4.C amended and relettered to B.
- Article III, Section 4.D amended and relettered to C.
- Article III, Section 4.E and F relettered to D and E.
- Article V, Section 7 deleted.
- Article V, Section 8 amended and renumbered to 7. Sections 9 and 10 become Sections 8 and 9.
- Article VI, Section 5 amended.

**May 18, 2006**

- Added Boonshoft to medical school name.
- Article III, Section 1.A and B amended.
- Article III, Sections 2 and 3 amended.
- Article III, Section 4.A.1 and 2 amended.
- Article III, Section 4.B.1 amended.
- Article III, Section 4.B.2 and 3 deleted. Section 4.B.4 becomes Section 4.B.2.
- Article III, Section 4.C, D, and E amended.
- Article IV, Sections 1 and 2 amended.
- Article V, Section 1.D and E amended.
- Article V, Section 2.A amended.
- Article V, Section 3 amended.
- Article V, Section 4.A, B, and D amended.
- Article V, Section 5.A amended.
- Article V, Section 6.C amended.
- Article V, Section 6.D added. Section 6.D and E become Section 6.E and F.
- Article V, Section 8 amended.
- Article VI, Sections 1, 3, and 5 amended.

**September 22, 2005**

All referenced sections are prior to number changes:

- Article III, Section 1.B.1 and 2 amended.
- Article III, Section 1.C. deleted.
- Article III, Section 1.D. amended and becomes Section 1.C.
- Article III, Sections 2 and 3 amended.
- Article III, Section 4, paragraphs 1 and 2 are interchanged and paragraphs 3 and 4 are deleted.
- Article III, Section 4.A.1 and 2 amended.
- Article III, Section 4.B. paragraph 1 amended.
- Article III, Section 4.B.3 amended; B.3 and 4 are interchanged.
- Article III, Section 4.C.paragraph 1 amended.

- Article III, Section 4.D.3 amended.
- Article III, Section 4.E amended and list renumbered.
- Article III, Section 4.F deleted. Section 4.G becomes 4.F.
- Article IV, Section 2 amended.
- Article IV, Section 3 moved to Article VI, Section 2. Section 3 becomes Section 2.
- Article V, Section 1.A paragraph 1 amended.
- Article V, Section 1.A.2 amended.
- Article V, Section 1.A.4 deleted.
- Article V, Sections B, C, D, and E amended.
- Article V, Section G deleted. Section H becomes Section G.
- Article V, Section 2.A.2-5 amended
- Article V, Section 2.A.6 added.
- Article V, Section 3 amended.
- Article V, Section 4 deleted. All following section will decrease by one number.
- Article V, Section 5.A paragraph 2 and B.1.a and b amended.
- Article V, Section 6, paragraph 1 amended.
- Article V, Section 7.A.1, 2, 3, 5 and 7.C amended.
- Article V, Sections 8 and 9 amended.
- Article V, Section 10, paragraph 2 amended.
- Article V, Section 11, paragraph 1 amended.
- Article VI, Section 2. Moved from Article IV, Section 3. All following sections increase by one number
- Article VI, Section 2 (old), paragraph 1 amended.
- Article VI, Section 4 and 5.B (old) amended.
- Article VI, Section 4.C deleted.

### **January 15, 2004**

All referenced sections are prior to number changes:

- Article I (Name, Object, Purpose) divided into two articles (I ? Name; II ? Functions). Sections 2-5 of Article I become Sections 1-4 of Article II. All following articles increased by one number
- Article I, Section 5 amended.
- Article II, Section 1, added B. Subsequent lettered sections in this article increased by one letter.
- Article II, Section 4.B.3 and 4.B.4 amended.
- Article III, Section 3 and Section 4 amended
- Article IV Sections 1.A.1, 1.A.3, 1.C, 1.E, 3, 5.C, and 10 amended.
- Article IV, Sections 4.C and 12 deleted.

**January 16, 2003**

- Article II, Section 3 amended;
- Article II, Section 4.C added with all following subsections increased by one letter;
- Article II, Section 4.D amended;
- Article IV, Section 7.4 amended and Section 7.5 added

**January 17, 2002**

- Article IV, Section 4.C amended;
- Article IV, Section 5.A.1. delete;
- Article IV, Section 6.A.2 amended;
- Article IV, Section 9 amended

**September 21, 2000**

- Article II, Section 4.B, C.1 & 2 amended;
- Article IV, Section 3.A.2 and Section 11, paragraph 1, sentence 2 amended;
- Article V, Section 4.B amended

**May 28, 1998**

- Article IV, Section 1, sentence 3, amended

**September 19, 1996**

- Article IV, Section 7.A.1, amended;
- Article IV, Section 12, added

**October 17, 1997**

- Article II, Section 1.A and B, Section 4.B and B.3, amended

**May 17, 1990**

- Article IV, Section 1.A.4, and Section 7.A.4

**May 21, 1987**

- Article I, Section 4.C

**September 30, 1985**

- Article IV, Section 3.A
- Article V, Section 4

**September 15, 1983**

- Article II, Section 4.B

**May 21, 1982**

- Delete "Hospital Affairs Committee"

**January 21, 1982**

- Article IV, Section 1.F