



BYLAWS

Article I. Purpose

The purpose of the bylaws of The Florida State University College of Medicine is to provide operating procedures within university policy, while recognizing the uniqueness of the College of Medicine. The operating procedures described below provide a process and ensure a forum for faculty participation in the leadership of the College of Medicine.

Article II. Operation and Maintenance

Section A. Faculty

1. **Membership:** The Faculty consists of all full-time and part-time professors, associate professors, assistant professors, assistants and associates in, preceptors, clerkship directors, clerkship faculty, and other members of the academic and administrative staff as the faculty itself shall determine. Persons appointed to a faculty position must possess appropriate academic degrees or be otherwise appropriately credentialed, demonstrate achievements within their disciplines, demonstrate the capability and continued commitment to be effective teachers, and have a commitment to continuing scholarly activity.
2. **Jurisdiction and Voting:** The full-time faculty constitutes the basic legislative body of the college, subject to the Constitution of the University and the regulations of the Florida Board of Governors, state law, and accreditation requirements, and therefore has jurisdiction in all educational and academic matters within the purview of the College of Medicine, including determination of its curriculum, and its admission and graduation standards. They are the voting members of the faculty and include those persons whose primary academic appointments are within the College of Medicine and who hold the full-time rank of Professor, Associate Professor, Assistant Professor, or Instructor in one of the departments and may be tenured, tenure-earning, or non-tenure-earning. Part-time faculty, faculty with visiting appointments, research associates, postdoctoral fellows, temporary faculty, volunteer faculty, and instructional personnel working for graduate degrees at FSU are non-voting members of the college. Part-time community based faculty members have academic input through their regional medical school campus dean, education director and department chair.
3. **Appointment:** The appointment process must involve the faculty member, the department chair, and the Dean, and it must comply with university policies and procedures. Upon appointment, faculty members are informed by their department chair or immediate supervisor of college policies on assignment of responsibilities, evaluation, renewal of appointment, promotion and/or granting of tenure, and dismissal, as stated in the Faculty Handbook.
4. **Meetings of the COM Faculty:**
 - a. The College of Medicine faculty meets in regular sessions at least twice each year at the call of the Chair of the Faculty Council.
 - b. Special sessions are held at the call of the Dean, either on his/her own initiative or at the written request of faculty members to the Faculty Council. After review of a written request, the Faculty Council makes a recommendation to the Dean for a meeting.
 - c. The Chair of the Faculty Council, in consultation with the Dean, prepares the meeting agenda and serves as the presiding officer. In the absence of the Chair of the Faculty Council, a member of the Faculty Council designated by the Chair presides.
 - d. The voting members of the full-time faculty in attendance at any regular or specially called meeting, including the regional campus deans attending in person or via videoconference or other electronic means, shall constitute a quorum.
 - e. **Order of Business:** The agenda for the meeting is developed by the chair of the faculty council or designate, based on solicited input from the faculty. Items may be added to the agenda of any meeting under New Business by a majority vote of voting members present.
 - f. All meetings are to be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided in these bylaws.
 - g. The minutes of meetings are recorded and distributed to all college faculty and staff.



Section B. Faculty Council

The Faculty Council Executive Committee serves as an advisory group to the executive leadership of the college. The Council fosters communication between the faculty and the college administration on any medical school policies and practices that may be of concern to the faculty.

1. **Membership:** All faculty shall be members of the Faculty Council. Voting members shall consist of full time faculty with primary academic appointments within the College of Medicine.
2. **Executive Committee:**
 - a. The Executive Committee of the Faculty Council consists of two voting faculty members from each academic department in the College.
 - b. Members of the Faculty Council Executive Committee are elected by the voting members of the faculty in their respective departments and serve for two year renewable terms beginning with the July meeting of the Council.
 - c. Elections are staggered so that members from the same department are elected on alternate years.
3. **Chair:** The Executive Committee of the Faculty Council elects a chair annually from among its own members.
 - a. The chair of the Council acts as a liaison between the Council and the college administration.
 - b. To facilitate communication between the administration and the faculty, the chair of the Council is a voting member of the College Executive Committee, to which the chair of the Council may present issues of concern to the faculty.
 - c. The chair of the Faculty Council also reports on actions of the College Executive Committee to the Faculty Council.
4. **Meetings of the Faculty Council Executive Committee:** The Faculty Council Executive Committee meets at least monthly to discuss issues of concern to the faculty, and to develop recommendations to be forwarded to the college administration on behalf of the faculty.

Section C. Committees

1. College Executive Committee

This committee advises the Dean on major operational and management issues and also approves all major policies and procedures relating to the operation of the college. The committee assists with dissemination of information to the faculty, administration, and staff on medical school policies and practices, certifies graduation, and provides reports to the semi-annual meetings of the faculty on all policy and procedural changes, and on all issues that require a vote of the full faculty.

- a. **Membership:** The voting members of the College Executive Committee are the Dean, senior associate deans, associate deans, department chairs, and the chair of the Faculty Council. Other members may be appointed by the Dean to serve as ex officio non-voting members.
- b. **Chair:** The Dean or his/her designee chairs the meetings of the committee and prepares the agenda.
- c. **Meetings:** The College Executive Committee meets every other week.
- d. **Agenda:** Members of the College Executive Committee may request that items be added to the agenda for regular meetings by placing a request with the Dean's administrative assistant no less than one day prior to the meeting at which the agenda item is to be discussed.

2. Curriculum Committee

The Curriculum Committee has responsibility for curricular design and development, implementation, and evaluation consistent with the mission of the college. To ensure a coherent, coordinated, and integrated professional medical curriculum, the committee reviews all components of the curriculum in the college on an ongoing basis and makes appropriate revisions and changes, as necessary.

- a. **Membership:** The voting membership of the Curriculum Committee consists of faculty appointed by the Senior Associate Dean for Medical Education and Academic Affairs and four student representatives elected by the medical student body one each from Years 1, 2, 3, & 4. Each class will offer a nomination to the Associate Dean for Student Affairs for approval prior to appointment. The



- Senior Associate Dean for Medical Education and Academic Affairs, as the chief academic officer appointed by the Dean for the FSU COM, shall be an ex-officio member of this committee. Other college administrators may be appointed as members of the committee by the Senior Associate Dean for Medical Education and Academic Affairs.
- b. Terms: Members of the Curriculum Committee are appointed for a three year term, which may be renewed once.
 - c. Chair: The Chair of the Curriculum Committee is appointed by and reports to the Senior Associate Dean for Medical Education and Academic Affairs who is responsible for oversight of the medical education program. The Chair prepares the agenda for each meeting.
 - d. Meetings: The Curriculum Committee meets twice monthly, or as needed.
 - e. There shall be two committees reporting to the Curriculum Committee. These committees continuously review their years of the curriculum, address implementation issues, and recommend changes to the Curriculum Committee for improvement of content, integration, and evaluation as necessary. The Chairs of these committees shall be appointed by the Senior Associate Dean for Medical Education and Academic Affairs and shall report to the Associate Dean for Curriculum Development and Evaluation.
 - i. The Year 1 & 2 Committee shall be comprised of the Director of Clinical Foundations, all Year 1 and Year 2 course directors, and members of the Office of Medical Education.
 - ii. The Year 3/4 Committee shall be comprised of the Director of Clinical Programs, the Senior Electives Director, the Education Directors for each clerkship discipline, the Regional Campus Deans and members of the Office of Medical Education.
3. Promotion Committee: The Promotion Committee is charged with making recommendations on promotion for all full-time faculty.
- a. Membership: The Promotion Committee is comprised of five non-tenure-earning, full-time faculty members of the College of Medicine at the level of Associate Professor or Professor and the five members of the college Tenure Committee, who are ex-officio voting members.
 - b. Terms: Committee members are elected by the departmental faculty of the College of Medicine for three year terms. Terms are staggered so members rotate periodically. There will be representation from all departments on the committee.
 - c. Chair: The Chair of the Promotion Committee is elected annually by the members of the committee.
 - d. Departmental promotion committees may be established to make promotion recommendations, via secret ballot, to the department chair.
 - e. Procedure for Promotion of Tenure Track Faculty:
 - i. The department chair will submit the chair's recommendations for promotion to the College Promotion Committee no later than September 1 each year. The chair's recommendation to the college Promotion Committee must be accompanied by the results of a secret ballot of the tenured faculty in the candidate's department. If the candidate is being considered for promotion to Associate Professor, only Associate Professors or Professors may participate in the secret ballot. If the candidate is being considered for promotion to Professor, only Professors may participate in the secret ballot.
 - ii. The College Promotion Committee will review all candidates for promotion and recommend, via secret ballot, for or against promotion to the Dean.
 - iii. For tenure-track faculty recommended by the Promotion Committee for promotion, the Dean, if supportive of promotion, forwards his/her recommendation to the Office of the Dean of the Faculties (see university faculty handbook) which sends the Dean's recommendation and supporting materials to the University Promotion and Tenure Committee.
 - iv. The University Promotion and Tenure Committee will review the candidate's materials and forward its recommendation to the Provost and President.



- v. A negative decision on promotion at any point in the deliberation process may be appealed in accordance with the procedures outlined in the FSU Faculty Handbook Provision for Appeal.
- f. Procedure for Promotion of Non-Tenure Track Faculty
 - i. The department chair will submit the chair's recommendations for promotion to the College Promotion Committee no later than September 1 each year. The chair's recommendation to the college Promotion Committee must be accompanied by the results of a secret ballot of the voting faculty in the candidate's department. If the candidate is being considered for promotion to Associate Professor, only Associate Professors or Professors may participate in the secret ballot. If the candidate is being considered for promotion to Professor, only Professors may participate in the secret ballot.
 - ii. The College Promotion Committee will review all candidates for promotion and recommend, via secret ballot, for or against promotion to the Dean.
 - iii. For non-tenure-track faculty, the Dean has the final decision for promotion.
 - iv. For non-tenure-track faculty recommended by the Promotion Committee for promotion, the Dean reviews the recommendation and submits advice regarding whether the record of the candidate meets the appropriate promotion criteria to the President via the Office of the Dean of the Faculties for final action. These recommendations are not reviewed by the University Promotion and Tenure Committee.
 - v. Recommendations for non-tenure track promotions should be submitted to the Office of the Dean of Faculties no later than March 15 each year.
- 4. Tenure Committee

The Tenure Committee is charged with making recommendations on tenure for all regular, full-time, tenure-track faculty.

 - a. Membership: The committee is comprised of five tenured, full-time faculty members of the College of Medicine elected by the tenure track faculty of the College of Medicine.
 - b. Terms: Committee members are elected for three year renewable terms. Terms are staggered.
 - c. Chair: The Chair of the committee is elected annually by the members of the committee.
 - d. Departmental Committees: Departmental committees are established in accordance with the provisions of Section 5 of the FSU Faculty Handbook to make tenure recommendations, via secret ballot, to the department chair.
 - e. Procedure for Granting of Tenure:
 - i. The Departmental Tenure Committee reviews, votes via secret ballot and submits a recommendation for or against tenure for the faculty candidate.
 - ii. The department chair will submit the chair's recommendations to the college Tenure Committee, accompanied by the results of a secret ballot of the tenured faculty in the candidate's department.
 - iii. After review of the candidate's tenure binder, the college Tenure Committee forwards to the Dean, via secret ballot, a recommendation for or against (or abstain) awarding tenure.
 - iv. The Dean, if supportive, forwards the recommendation to the University Promotion and Tenure Committee via the Office of the Dean of the Faculties.
 - f. Appeals Process: Tenure-track faculty have the right to appeal a negative decision on tenure at any point in the deliberation process in accordance with the procedures outlined in the FSU Faculty Handbook Section 5 Provision for Appeal.
- 5. Committee on Clinical Faculty

The Committee is charged with establishing criteria for the appointment and promotion of all Clinical Faculty. It reviews all applications for Clinical Faculty appointments above the rank of Clinical Assistant Professor and makes recommendations on such appointments to the Dean. Appointments at the Clinical Instructor and Clinical Assistant Professor ranks are approved by the individual department chairs. All



requests for promotion of Clinical Faculty above the rank of Clinical Assistant Professor are referred to the Committee on Clinical Faculty for review and recommendation to the Dean, based on the criteria for promotion.

Should initial appointment or promotion be denied by the Chair, a candidate may appeal to the Committee on Clinical Faculty. The Committee will reevaluate the application, and make a recommendation to the Dean. If the Committee on Clinical Faculty votes to deny an initial appointment above the level of Clinical Assistant Professor, the applicant may appeal to the Dean. Denial of promotion to a specific rank may be appealed in like manner. The Dean's decision is final.

- (a) Membership: The committee is comprised of the chairs of the five departments in the College of Medicine (ex officio), the Director of Community Clinical Relations (ex officio, non-voting), the Assistant Director of Administrative Services (ex officio, non-voting), and the Senior Associate Dean for Medical Education and Academic Affairs (ex officio, non-voting).
- (b) Chair: The Chair is elected annually by the committee.

6. Student Evaluation & Promotion Committee

The Student Evaluation & Promotion Committee makes recommendations regarding the standards and procedures for student evaluation, advancement, graduation, and disciplinary action. Upon approval by the Dean, the standards and procedures are included in the student handbook. This committee verifies individuals in each class for promotion and graduation by review of each student's academic performance

- a. Membership: The Associate and Assistant Deans for Student Affairs are ex officio non-voting members of the committee. The Dean appoints the other members of the committee, which must include at least one representative from each department in the college and a faculty representative for the third and fourth year educational program. The Senior Associate Dean for Medical Education and Academic Affairs serves as an ex officio non-voting member of the committee.
- b. Terms: Committee members are appointed by the Dean for one year terms and may be renewed annually.
- c. Chair: The Chair of the committee is appointed by the Dean.
- d. Committee Roles:
 - i. Reviews each student's performance at the end of each semester and makes recommendations regarding the students' continued progress in the College of Medicine. The Committee also reviews each student's performance on the USMLE Exams and makes recommendations regarding students continued progression in the College of Medicine based on this performance.
 - ii. Reviews and makes recommendations regarding students' requests for leaves of absence. The Committee may also initiate leaves of absences for students.
 - iii. Approves Candidates for Graduation: The procedure for approving candidates for graduation from the College of Medicine is as follows: Thirty days before graduation, the Student Evaluation & Promotion Committee reviews each candidate's file and forwards the list of students who have completed all requirements for graduation to the Executive Committee for final certification.

7. Admissions Committee

This committee establishes the criteria and procedures for the admission of medical students and students for the Bridge program based upon the mission of the College of Medicine. The committee considers students for admission who apply through the early decision and regular admission processes.

- a. Membership: The committee is made up of College of Medicine faculty members and students. The Assistant Dean for Admissions solicits committee member nominations from department chairs and the Associate Dean for Student Affairs and Admissions and makes recommendations to the Dean



regarding the committee's membership. The Associate and Assistant Deans for Student Affairs and the Senior Associate Dean for Medical Education and Academic Affairs shall be ex officio voting members of the committee.

- b. Terms: Members are appointed annually by the Dean for one year renewable terms.
- c. Chair: The chair is appointed by the Dean.
- d. Meetings: Following each interview session, the committee meets as scheduled by the Admissions Office. All committee members must participate in the annual admission committee workshop or an alternate orientation session with the Assistant Dean for Admissions.

8. Library and Learning Resources Committee

The primary charge of the Library and Learning Resources Committee is to coordinate all College of Medicine support services specific to delivering knowledge-based information to faculty, students, and staff of the College of Medicine. In supporting the knowledge-based information needs of the curriculum, the committee in conjunction with the Curriculum Committee performs such functions as advising the Medical Library Director on purchase or licensure of print and electronic resources; making recommendations concerning major library policies and services; facilitating effective communication about Medical Library services and resources among all constituencies within the College of Medicine; and assisting in planning activities that will help set long-term strategies in the area of information delivery.

- a. Membership: The committee is comprised of the Medical Library Director, a library faculty member, two additional faculty members appointed by the Dean, the Director of Medical Informatics, the Director of Information Technology, a student representative appointed from each class, an Office of Student Affairs representative, and a Faculty Senate Libraries Committee representative.
- b. Terms: Members are appointed for one year renewable terms.
- (c) Chair: The Chair is appointed by the Dean.
- (d) Meetings: The Committee meets upon the call of the Chair.

9. Regional Medical School Campus Deans Committee

This committee handles issues relating to administration of the regional medical school campuses. The committee is charged with ensuring that there are adequate resources on each campus to provide comparable clinical instruction and student support to the assigned medical students.

- a. Membership: This committee is comprised of the College of Medicine's Senior Associate Dean for Regional Campuses, Regional Medical School Campus Deans, the Senior Associate Dean for Medical Education and Academic Affairs, the Director of Community Clinical Relations, the Regional Campus Administrators, the Associate Dean for Student Affairs and Admissions, the Associate Dean for Medical Education and the Associate Dean for Faculty Development.
- b. Chair: The chair is the Senior Associate Dean for Regional Campuses.
- c. Meetings: The Regional Medical School Campus Deans Committee meets weekly or upon the call of the chair.

10. Scholarship Committee

This committee establishes criteria and procedures for the awarding of COM-directed scholarships to Bridge and medical students. The Committee also makes nominations to the Dean for students nominated from the college to outside entities requesting one or a limited number of applicants per school.

- a. Membership: The committee is appointed by the Dean and includes the following ex-officio voting members: Associate Dean for Student Affairs and Admissions, Assistant Dean for Student Affairs, Senior Associate Dean for Medical Education and Academic Affairs, Assistant Director of Student Support Services, Director of Community Clinical Relations, Assistant Director of Accounting, and the Financial Aid Coordinator.
- b. Terms: Committee members are appointed annually by the Dean for one year renewable terms.



- c. Chair: The Assistant Director for Student Services serves as chair of the committee.
- d. Meetings: The committee meets at the beginning of the academic year to award available scholarship funds to students for the Fall and Spring semesters. It may meet at other times upon the call of the Dean.

11. Special Committees and Task Forces

The Dean may appoint special committees and task forces, as necessary, including but not limited to the following:

- a. Strategic Planning Committee
- b. Graduation Committee
- c. LCME Committee(s)
- d. Faculty Search Committee(s)

Section D: College of Medicine Leadership

1. Office of the Dean

- a. Appointment: The Dean is appointed by the President, reports to the Provost, and serves at their pleasure.
- b. Duties:
 - i. The Dean is the chief academic and administrative officer of the college and has ultimate individual responsibility for the design and management of the educational program.
 - ii. The Dean is responsible for the management of the college's resources and has authority to ensure the implementation and management of the educational program, and to facilitate change when modifications to the curriculum are determined to be necessary.
 - iii. The Dean establishes the administrative structure, academic departments, and programmatic direction to ensure that the College of Medicine fulfills its mission.

2. Office of Senior Associate Dean

- a. Appointment: The Senior Associate Deans are appointed by and serve at the pleasure of the Dean.
- b. Duties: The duties of the Senior Associate Deans are delineated in their letters of offer and their annual Assignment of Responsibility.

3. Office of Associate Dean

- a. Appointment: The Associate Deans are appointed by the Dean or the Senior Associate Dean for Medical Education and Academic Affairs and serve at their pleasure.
- b. Duties: The duties of the Associate Deans are delineated in their letters of offer and their annual Assignment of Responsibility.

4. Office of Department Chair

- a. Appointment: The chair is appointed by and serves at the pleasure of the Dean.
- b. Duties: The chair is the executive officer of the department.
 - i. Duties of this office include recruiting and hiring faculty, presiding at departmental meetings, acting as liaison between the department and the administrations of the college and university, serving as a member of the Executive Committee, administering budgets developed by the chair and faculty and approved by the Dean, and coordinating the activities of the department.
 - ii. In collaboration with the Senior Associate Dean for Medical Education and Academic Affairs and the Office of Medical Education, the chair is responsible for assigning faculty to teach courses and for otherwise facilitating the implementation and evaluation of educational programs and evaluation of the performance of faculty involved in those programs.
 - iii. The chair is also responsible for evaluation of the research and service performance of the faculty in the department (including promotion and tenure decisions).



- iv. It is the duty of the chair to make recommendations for the growth, advancement, and the encouragement of research for the department.
- v. Discretionary within each department is the establishment of an associate chair whose responsibilities are defined and elaborated upon by the department. The associate chair serves in the absence of the chair and has additional duties established by the department. The associate chair is appointed by the chair.

Section E. Election of Representatives to the Faculty Senate

1. The allocation of College of Medicine representation in the University Faculty Senate is in accordance with current University policy. Senators serve for a term of two years and must be elected prior to the regularly scheduled April meeting of the Senate. The Secretary of the Senate provides a list of the eligible faculty members in each college or school to the respective Deans by February 15 of each year.
2. Procedure for Electing Senators
 - a. Nominations: The Faculty Council receives from the Dean the list of persons eligible for election and sends this list to the eligible voting members of the faculty with an invitation for nominations.
 - b. Nominations are returned to the chair of the Faculty Council at least three days before the date of the final ballot.
 - c. Ballots for the election are prepared by the Faculty Council and distributed to all voting members of the College, who then vote for the persons to be elected.
 - d. The nominees receiving the largest number of votes in this ballot are declared elected. Additional balloting takes place only in the event of a tie. The nominee (among those not elected) who receives the most votes will be the college alternate representative to serve whenever illness, professional travel, or other obligations make it impossible for the designated Senator or Senators to be present. A faculty member thus representing a unit shall have the full privileges of Senate membership.

Article III. Amendments to the bylaws

The Dean or a majority of the voting membership of the College of Medicine may propose amendments to these bylaws. Such proposed change is circulated at least one week in advance of the regular or special meeting at which the amendment(s) will be considered. Amendment(s) may only be voted on if a quorum is present. The amendment becomes part of the bylaws when it is adopted by a two-thirds vote of all voting members present at the meeting. The meeting shall be called by the Dean on his/her own initiative or at the request of the chair of the Faculty Council and the chair of the Faculty Council shall preside.

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