

# **CONSTITUTION AND BYLAWS OF THE FACULTY COUNCIL OF THE UNIVERSITY OF TOLEDO COLLEGE OF MEDICINE**

## **I. NAME**

- A. The name of this body shall be the Faculty Council of the University of Toledo College of Medicine (UT CoM), hereinafter known as the CoM Council.

## **II. PURPOSE**

- A. The CoM Council is an elected representative body of the CoM Faculty created to promote the missions, functions and interests of the College and its Faculty, and to participate in such aspects of shared governance as deemed appropriate by mutual agreement of the CoM Faculty and Administration.
- B. The CoM Council is constituted in accordance with the bylaws of the University of Toledo Faculty Senate, which mandates creation of a faculty body within each College to participate in shared governance of the College. These articles comply with the letter and spirit of the UT Faculty Senate recommendations concerning College governance bodies.

## **III. RESPONSIBILITIES**

- A. To provide a collegial forum for communication and consultation between the CoM Faculty and Administration.
- B. To promote the missions, functions and interests of the CoM Faculty.
- C. To promote and protect the rights and privileges, equal opportunity, due process, and academic freedom of the CoM Faculty.
- D. To promote an exemplary standard of ethical conduct at all times in all academic, clinical, professional and administrative actions.
- E. To serve as an advisory body to the Dean and other senior administrative and leadership staff of the CoM regarding issues significant to the CoM Faculty. The CoM Council may also advise the Provost and other administrators of the Health Science Campus, the UT Faculty Senate, and UT Administration as needed regarding matters of particular concern to the CoM Faculty.
- F. To review the academic policies, procedures and programs of the CoM, and any proposed changes that directly affect the Faculty and/or the academic mission of the CoM.
- G. To participate in long-term and strategic planning for the CoM and its faculty.
- H. To review the budget of the CoM and to advise the administration regarding the strategic utilization of fiscal and other resources as appropriate.

- I. To form standing and ad hoc committees as may be appropriate for effective and efficient execution of its duties.
- J. To consider and act on any subject of interest to the CoM Faculty.
- K. To represent and act on behalf of the CoM Faculty when appropriate.
- L. To collaborate with the CoM Administration in developing and implementing the tenets of shared governance regarding the CoM and its mission, including but not limited to: faculty academic affairs, promotions and tenure, grievances and disciplinary actions, curricula and academic regulations for student and post-graduate trainees, and the granting of degrees, honors and awards, as appropriate and necessary.
- M. Actions of the CoM Council are advisory in nature, except as specifically granted by the Dean of the CoM. The Dean retains ultimate responsibility for design and implementation of all graduate, post-graduate and professional curricula.

#### **IV. COMPOSITION**

- A. The CoM Council is composed of Members elected by the full and part-time faculty members with at least half-time appointments. Courtesy staff appointments do not confer voting privileges. Representation will be based in each academic department or unit, and shall be proportional to the number of full-time faculty (or equivalents) in that unit.
- B. For purposes of representation on the Council, a faculty member with multiple departmental or Program/Center appointments will be considered a member of his/her primary department only. Interdisciplinary programs/centers will have status as independent units only if the faculty members within them have no primary department appointment.
- C. Council Members represent their academic unit and report back to that unit regarding the activities and actions of the Council.
- D. Any faculty member with at least a half-time Board-approved position in the CoM is eligible to be elected a Council Member.
- E. The term of membership shall be three years. One third of all Members as determined by the Secretary/Treasurer shall be elected annually. Members may serve two consecutive terms. A candidate wishing to serve more than two terms should allow a minimum of one year out of office prior to seeking re-election.
- F. Members will be elected in May and will assume office in July of that year.
- G. One Member shall be elected by the faculty of each academic department or unit, regardless of the number of faculty members. One additional member shall be elected for each ten full-time faculty equivalents in a department/unit.
- H. Large departments are encouraged to allocate representatives to divisions or entities (Centers/Programs) having ten or more faculty members, if appropriate.
- I. Alternates may be chosen by departments either by election or appointment by the department chair. Alternates may attend regular meetings but may only vote when one of the department's voting Members is absent.
- J. Members are expected to attend a minimum of 75% of Council meetings per year. If attendance drops below this requirement, the position may be considered vacant.

- K. Vacancies occurring during a term shall be filled by a vote of the department faculty. The replacement Member shall assume office immediately upon election and serve the remainder of the vacated term.
- L. The University of Toledo Physicians (UTP) physician practice group may choose to appoint or elect a non-voting member of the CoM Council who may participate in meetings and committees as appropriate and serve as liaison between these organizations. Other professional or affiliated organizations of the CoM may similarly send non-voting participants.

## **V. OFFICERS**

- A. The Officers of the Council shall be President, Vice-President/President-Elect, Secretary/Treasurer, and Immediate Past President.
  - 1. The President of the Council shall:
    - a. Preside at all regular and special meetings of the Council;
    - b. Be responsible for implementing actions of the Council;
    - c. Represent and report on the activities of the CoM Faculty and Council to the CoM Administration and any senior leadership committees of the CoM and Health Science Campus for which faculty representation is required or appropriate, and communicate back to the Council regarding the actions of the CoM Administration or these bodies, and any other matters of importance to the CoM faculty;
    - d. Represent and report on the activities of the CoM Faculty and Council to the UT Faculty Senate when appropriate.
    - e. Preserve all letters, emails and documents pertaining to the operation of the Council and transfer them to the new President at the end of the term of office;
    - f. Chair the CoM Council Executive Committee and prepare the meeting agenda;
    - g. Perform such other duties as appropriate to the purposes and actions of the Council and Executive Committee;
    - h. Represent the CoM Council on the CoM Dean's Executive Committee meeting.
  - 2. The Vice President/President-Elect of the Council shall:
    - a. In the absence of the President, assume the duties of the President and preside over the meetings of the Council and other meetings as necessary;
    - b. Assume the office and duties of the President in the event of the President's resignation or inability to serve for the duration of the term;
    - c. Assist the President in matters pertaining to the Council;
    - d. Serve on the Council Executive Committee;
    - e. Chair the Council Bylaws Committee;
    - f. Serve on the Health Science Campus Finance Committee as needed;
    - g. Represent the CoM Council on the CoM Dean's Advisory Council.

3. The Secretary/Treasurer of the Council shall:
  - a. Be responsible for correspondence of the Council;
  - b. Manage any financial transactions of the Council, and maintain appropriate bookkeeping and financial records of any such transactions;
  - c. Supervise the recording, distribution and maintenance of the minutes of the regular Council, Executive Committee and special Council meetings;
  - d. Serve on the Council Executive Council;
  - e. Ensure that Council Members and faculty members receive notification of meetings and agenda at least one week in advance of each meeting;
  - f. Maintain and update the list of Council Members and Alternates with the assistance of the Office of Faculty Affairs;
  - g. Chair the Elections Committee;
  - h. Assume the duties of the President and preside over the meetings of the Council in the absence of both the President and President-Elect;
  - i. Keep records of attendance and confirm quorum in case of a vote.
  
4. The Past President of the Council:
  - a. Shall be the office of the outgoing President upon election of new officers;
  - b. Serves on the Executive Committee;
  - c. Advises the President as requested;
  - d. Performs other tasks as may be delegated by the President;
  - e. Serves on the Health Science Campus Finance Committee;
  - f. Serves as the CoM representative to the Health Science Campus Committee on Faculty Governance.
  
6. Election of Officers:
  - a. The Elections Committee shall prepare a slate of candidates for the offices of Vice President/President-Elect and Secretary/Treasurer.
  - b. The office of President shall be automatically filled by the President-Elect upon the election of the new officers.
  - c. Nominees must be full time faculty members of the CoM. They need not be Council Members prior to election. Every effort will be made to identify nominees so that Vice President/President Elect can rotate in alternate years between clinical and non-clinical/basic science faculty
  - d. The slate of nominees shall be presented to the Council at the March meeting every year, at which time additional nominations may be made by Council Members. All nominees must agree to have their names placed on the ballot.
  - e. All full-time CoM faculty members are eligible to vote for CoM Council officers.
  - f. A ballot shall be prepared and distributed electronically to all full time faculty members. A line for a write-in candidate will be included.
  - g. Valid ballots will be counted and tabulated by the Elections Committee.
  - h. The candidate receiving the largest number of votes for each office shall be elected and notified by the Secretary prior to the June Council meeting. Announcement of the outcome of the elections will be made by the Chair of the Elections Committee at the June Council meeting.

- i. In the case of a tie vote, a run-off election may be held if more than two candidates were listed on the ballot. If only two candidates were listed, the tie may be broken by a vote of the Council.
7. Term of Office for Officers
    - a. Newly elected officers shall assume office in July of the year of election.
    - b. The term of all officers is one year, ending June 30<sup>th</sup> with possible reappointments approved by the Executive Committee that are not to exceed two additional years.
  8. Vacancies of Office
    - a. In the case of unplanned vacancy of the office of Vice President/President-Elect, an interim Vice President will be appointed by the Council Executive Committee to fulfill the duties of the President-Elect until a replacement election can be held. The Elections Committee will direct the replacement election. The newly elected Vice-President will serve for the remainder of the vacant term, and then assume the office of President.
    - b. Vacancy of the office of Secretary/Treasurer shall be filled by election organized by the Elections Committee. Election may be by a majority of Members voting at a regular meeting of the Council, or the Council may request the procedures for regular election of officers.
  9. Removal of Officers
    - a. Removal of an officer may be considered if the officer fails to perform the duties and responsibilities of the position.
    - b. Removal requires a two-thirds vote of the Council.

## **VI. STANDING COMMITTEES OF THE COUNCIL**

### **A. Council Executive Committee**

1. Duties and Responsibilities:
  - a. To advise and assist the Council President in the execution of the duties of that office;
  - b. To ensure the election of Members and Officers, assign dates of meetings, and determine the agenda and order of business for each meeting;
  - c. To identify issues for Council involvement and action.
  - d. To execute actions and decisions of the CoM Council.
2. Membership:
  - a. Council President, *ex officio*
  - b. Council President-Elect, *ex officio*
  - c. Secretary/Treasurer, *ex officio*
  - d. Immediate Past Council President, *ex officio*
  - g. Chairs of the Standing Committees, *ex officio*

- h. Other faculty members appointed by the President as needed, with at least one Member from a basic science department and one from a clinical department.
  - i. The Director of Faculty Affairs may serve as a non-voting ex-officio member.
3. Term of Office
- a. The term of office shall be one year beginning with the first regular meeting in July, with possible reappointment for up to two additional year terms.
  - b. Vacancies shall be filled by appointment by the President with a majority vote by the Council Executive Committee.
4. Meetings
- a. The Council President shall preside over regular and special meetings of the Executive Committee.
  - b. Regular meetings will be held on a quarterly schedule. At least four meetings a year will be held, generally one month prior to the next scheduled Council meeting to facilitate planning of the agenda for that meeting.
  - c. Any CoM faculty member may attend meetings of the Executive Committee as a non-voting participant.
  - d. The President may call an executive session of the voting members of the Executive Committee, at which non-voting members are excused.

## B. Bylaws Committee

1. Duties and Responsibilities:
- a. To review the Bylaws and propose revisions when needed, but at least biennially;
  - b. To review all changes or additions to the Bylaws.
  - c. To present any proposed changes or additions to the Bylaws to the Executive Committee, the Council, the Administration and the Board of Trustees.
2. Membership
- a. The Bylaws Committee shall be chaired by the Vice President/President-Elect.
  - b. The Committee will consist of faculty members representing both clinical and basic science departments, appointed by the President-Elect and approved by the Executive Committee.
  - c. The Director of Faculty Affairs may serve as a non-voting ex-officio member.
3. Term
- a. The term of the Committee will be for one year, with possible reappointment for up to two additional one-year terms.
  - b. Vacancies shall be filled by the President-Elect and approved by the Executive Committee.
4. Meetings
- a. At least one meeting must be held annually to determine whether Bylaw revisions are needed.

- b. Additional meetings will be held as deemed necessary by the Chair of the Committee.

#### C. Elections Committee

1. Duties and Responsibilities:
  - a. To prepare a slate of candidates for the offices of the Vice President/President-Elect and Secretary/Treasurer;
  - b. To present the slate of candidates to the Executive Committee at its regular April meeting, and then to the Council at the May meeting.
  - c. Nominate Chairs and Members to standing and ad hoc committees of the Council, with the advice and consent of the Executive Committee, followed by supervision of the election when indicated.
2. Membership
  - a. The Elections Committee shall be chaired by the Secretary/Treasurer of the Council.
  - b. The Committee will consist of two Council Members from clinical departments and two from basic science departments. Members are appointed by the Secretary/Treasurer and approved by the Executive Committee.
  - c. The Director of Faculty Affairs may serve as a non-voting ex-officio member.
3. Term
  - a. The term of the Committee shall be one year with possible reappointment for up to two additional one-year terms.
  - b. Vacancies shall be filled by appointment by the Secretary, with approval of the Executive Committee.
4. Meetings
  - a. Meetings will be held at least annually and as deemed necessary by the Chair of the Committee.

#### D. Faculty Affairs Committee

1. Duties and Responsibilities:
  - a. To review faculty salaries and to prepare an annual report to the Council, comparing national salary trends;
  - b. To review benefits for active and retired faculty members;
  - c. To review policies and procedures that affect faculty rights and privileges, including:
    - i. Academic freedom and equal opportunity for faculty members;
    - ii. Ethical conduct at the academic, professional and administrative levels
    - iii. Fair practices and due process for all faculty members;
    - iv. Academic and professional growth of faculty members (faculty leave, professional travel, etc.)

- v. Advancement, promotion and tenure;
- vi. Disciplinary actions and grievances.

2. Membership

- a. The Chair of the Faculty Affairs Committee will be appointed by the President and approved by majority vote of the Executive Committee.
- b. The committee will consist of three members from clinical departments and three from basic science departments, nominated and appointed by the Committee on Committees with approval by the Executive Committee.
- c. The Director of Faculty Affairs may serve as a non-voting ex-officio member.

3. Term

- a. The term of the committee will be one year with possible reappointment for up to two additional one-year terms.
- b. Vacancies will be filled by appointment by the Chair of the Faculty Affairs Committee with approval by majority vote of the Executive Committee.

4. Meetings

- a. Regular meetings will be held on a quarterly schedule at least three times a year.
- b. Special meetings will be called by the Chair as required.

E. Academic Affairs Committee

1. Duties and Responsibilities:

- a. To review the academic policies, procedures and programs of the CoM for both pre-doctoral and post-doctoral trainees, in both basic science and clinical training programs, in coordination with existing CoM academic and curriculum committees;
- b. To review and respond to policy, procedural and programmatic changes initiated or recommended by the CoM Administration that affect the Faculty and/or the academic mission of the CoM;
- c. To participate in long term strategic planning regarding academic issues relevant to the CoM and its Faculty.

2. Membership

- a. The Chair of the Academic Affairs Committee will be appointed by the Committee on Committees, with approval by the Executive Committee.
- b. The committee will consist of two Members from clinical departments and two from basic science departments, nominated and appointed by the Committee on Committees with approval by the Executive Committee.

3. Terms

- a. The term of the Committee will be for one year with possible reappointment for up to two additional one-year terms.
- b. Vacancies will be filled by appointment by the Chair of the Academic



Committee with approval by the Executive Committee.

4. Meetings

Meetings will be held as deemed necessary by the Chair of the committee.

F. Committee on Committees and Shared Governance

1. Duties and Responsibilities

- a. To recommend and review appointments to the Standing and Ad-Hoc Committees of the Council, subject to final approval of the Executive Committee.
- b. To recommend and review appointments to the Standing and Ad-Hoc Committees of the CoM, subject to final approval of the Dean of the College of Medicine.
- c. To recommend and review policies and procedures regarding shared governance between the CoM Faculty and Administration.
- d. To promote, develop and maintain regular communication between the CoM Council, Faculty, and the Administration regarding shared governance.

2. Membership

- a. The Chair of the Committee on Committees and Shared Governance will be appointed by the President with approval by the Executive Committee.
- b. The committee will consist of two Members from clinical departments and two from basic science departments, nominated and appointed by the Committee on Committees with approval by the Executive Committee.

3. Terms

- a. The term of the Committee will be for one year, with possible reappointment for up to two additional one-year terms.
- b. Vacancies will be filled by appointment by the Chair of the Committee with approval by the Executive Committee.

4. Meetings

- a. Regular meetings will be held on a quarterly schedule at least three times a year.
- b. Special meetings will be called by the Chair as required.

## VII. COUNCIL MEETINGS

A. Open Meetings

1. All regular and special meetings of the CoM Council shall be open to all members of the Faculty and interested persons.

2. Executive Session of the Council can be called by the President or other officer presiding over the meeting. Only the Executive Committee and voting Council Members shall be present at an Executive Session.

#### B. Regular Meetings

1. The Council shall meet at least quarterly, on a regular date in the months of September, December, March and June to be decided by the Executive Committee to maximize attendance.
2. Electronic notice of the time and place of the meeting shall be sent to all Council Members and the CoM Faculty one week in advance of the date of the meeting, or as soon thereafter as possible.
3. An agenda listing reports to be made and items of business shall be provided to Council Members and the CoM Faculty.
4. Items may be placed on the agenda as new business upon prior petition by any Council Member, or introduced at a regular meeting during the time designated for new business.

#### C. Special Meetings

1. Special meetings shall be called by the President or upon written petition of ten Council Members. The time and place shall be determined by the President.
2. The agenda for such meetings shall include the matter(s) of urgency for which the meeting was called.
3. Electronic notice of time, place and agenda shall be sent to all Council Members and the Faculty at least 24 hours before the special meeting.
4. Public or electronic postings of a meeting to each department shall be considered general notice to the Faculty.

#### D. Order of Business of Regular Council Meeting

1. The order of business shall be:
  - a. Call to Order
  - b. Approval of Minutes
  - c. Deans' Report
  - d. Report of the Executive Committee
  - e. Report of the Standing Committees of the Council (if needed)
    - i. Faculty Affairs
    - ii. Academic Affairs
    - iii. Bylaws
    - iv. Elections Committee
    - v. Committees and Shared Governance
  - f. Report of any Ad Hoc Committees of the Council (if needed)
  - g. Old Business
  - h. New Business
  - i. Presentation of Monthly Topic or Speaker

2. The order of business of a meeting may be changed by the President or a majority vote of the Executive Committee.
3. Council Members are requested to sign in as indication of their attendance.

#### E. Voting

1. Decisions of the Council shall be determined by a majority of Council Members or Alternates present and voting for or against a measure. Alternates may only vote if they are replacing an absent voting Member.
2. The President may only vote in instances of a tie.
3. Any Member may request a vote be by secret ballot of all Members present.
4. Any Member may request a vote of the Council or CoM Faculty by e-mail, subject to approval by the majority of the Members present. The electronic vote will be by secret ballot, administered by the Elections committee.
5. A motion to limit or close debate on a question shall require two-thirds of voting Members present.
6. A quorum will consist of no less than one third of all Members.
7. A meeting can occur in the absence of a quorum, but no vote or other action can be taken.

### **VIII. RULES OF PROCEDURE**

#### A. Rules of Procedure governing deliberations and actions of the Council shall be:

1. Bylaws of the Council and Faculty Senate;
2. Bylaws, Rules and Regulations of the CoM
3. Bylaws of the Health Science Campus and University of Toledo;
4. In the event of conflict between these various Bylaws, the Bylaws, Rules and Regulations of the Health Science Campus will take precedence.

### **IX. AMENDMENT OF BYLAWS**

A. New amendments shall be submitted in writing by the Bylaws Committee at a regular meeting of the Council and shall be distributed in writing to all Members at least two weeks before the meeting at which the vote on the amendment shall take place. This shall not preclude alterations or modifications of the amendment before final vote.

B. The Council Bylaws may be amended by mail vote of a majority of the Members.

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