



THE UNIVERSITY OF ARIZONA

College of Medicine

Tucson

**THE BYLAWS OF THE FACULTY OF THE  
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE – TUCSON**

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## **I. PURPOSE AND INTENT OF BYLAWS**

The purpose of these Bylaws is to provide the basic organizational structure by which the Faculty of The University of Arizona College of Medicine – Tucson (COM-Tucson) will function within the scope of its authority and responsibility. These Bylaws provide procedures by which the Faculty of the COM-Tucson will function as a professional organization, exercising its authority and responsibilities subject to the constitution and statutes of the State of Arizona, and the policies and regulations of the Arizona Board of Regents and the University. Within the COM-Tucson, the purpose of these Bylaws is to ensure close and harmonious working relationships among the Faculty, the student body, and the Administration toward the accomplishment of common goals. These bylaws will become effective when approved by a vote of a majority of the Voting Faculty, as defined below in paragraph IV.A.

## **II. OBJECTIVES**

- A. To provide a forum in which matters of concern to the Faculty may be discussed and opinions or positions will be formulated, and consensus may be reached and formally expressed.
- B. To provide mechanisms by which the opinions and desires of the students of the COM-Tucson are solicited and considered in the formulation of policies or procedures that affect them.
- C. To provide mechanisms by which the Faculty may function in an advisory capacity to the Administration of the College in matters of mutual concern or interest, including such areas as: determining the overall mission and needs of the College; allocation of resources; Faculty appointments, promotions, and tenure; creation of new departments, programs, and centers; student admission and educational policies; and formulating and implementing the general policies and procedures of the College, including those related to education, student progress, and research.

## **III. ADMINISTRATION**

The Dean is the Chief Administrator and Academic Officer of COM-Tucson. As such, the Dean is responsible for the administration, planning, and operation of COM-Tucson within the objectives, policies, programs, services, directives, and authorities established by the University President, the Senior Vice President of Health Sciences, the University Provost, and the Arizona Board of Regents. The Dean also holds primary responsibility for (i) leading, coordinating, and implementing the COM-Tucson strategic plan; and (ii) conducting and ensuring the quality of the medical education program, including maintaining accreditation by the appropriate regulatory and accrediting bodies. The Dean may delegate responsibilities to the Vice Deans, who may appoint Associate and Assistant Deans to assist in discharging these duties within the college.

## **IV. FACULTY**

### **A. Membership**

All individuals holding academic Faculty titles at the COM-Tucson will have voting rights. Faculty holding non-academic titles (Faculty Physician and Specialty Instructor) will not have voting privileges or be eligible to serve on Faculty committees at the College. The President of the University, the Senior Vice President for Health Sciences (UAHS), the Dean, Vice Deans, and the Deans for Academic Affairs, Associate and Assistant Deans will be ex-officio members of the Voting Faculty.



## B. Responsibilities

The Faculty will be responsible for the governance of the College, subject to the constitution and statutes of the State of Arizona and the regulations and policies of the Arizona Board of Regents and the University. The Faculty will, at its discretion or upon the request of the College Administration, the University Administration, or the Arizona Board of Regents, consider questions regarding any of the objectives in Article II of these Bylaws, and any other matters concerning the welfare of the College. The Faculty, through its designated Committees, will:

1. Formulate recommendations regarding curricula and awarding of degrees.
2. Formulate policies concerning academic and non-academic conduct of students, including criteria for promotion, procedures for grading, awarding student honors, handling student progress, appeals of decisions related to student progress, and violations of College and University policies.
3. Act upon other matters of routine or emergency Faculty business, in accordance with College policy.

## C. Meetings

1. Notice of Meetings. The presiding officers of the COM-Tucson will be the Dean or their designee, who will provide notice of all meetings to Voting Faculty at least 2 weeks in advance of a regular meeting, and no less than 48 hours prior to a special meeting, except in extraordinary circumstances. The presiding officers will conduct all such meetings. Notice may be given by regular mail sent to the address of record for such Voting Faculty, by e-mail to the official University of Arizona e-mail address of each Voting Faculty member, or by a combination of such means. Notice either by regular mail or by e-mail will be deemed delivered when sent. The notice will include the agenda.
2. Voting. When voting is required on a matter brought to the Voting Faculty, it will take place following a regular or special Faculty meeting addressing the issue on which voting is required. The Faculty meeting will serve as the principal forum for discussion of any issues on which voting is required. Voting will be conducted by secure electronic means, such as e-mail or web-based voting. When a presiding officer gives notice of a meeting, they will include notice of the date(s) and manner in which such voting will occur, as provided in paragraph IV.C.3. Voting will remain open for at least 2 weeks, except under extraordinary circumstances. A simple majority of all votes cast will constitute an affirmative vote when the total number of votes cast represents a quorum as required by paragraph IV.C.3.
3. Quorum. Five percent (5%) of the Voting Faculty of the COM-Tucson will constitute a quorum for the purpose of voting. A quorum is not required to conduct business at a Faculty meeting.
4. Regular Meetings. The Voting Faculty of the COM-Tucson will be requested to meet not less than twice each year, including a regular spring meeting, at a time and venue announced by the presiding officer. The College will maintain a record of the discussions at such meetings for Faculty to review.
5. Special Meetings. A special meeting may be called either by a Dean, or upon request in writing by at least ten (10) members of the Voting Faculty of the COM-Tucson. The meeting notice must include the reason for calling a special meeting. No business will be transacted except as stated in the notice calling the meeting. The College will maintain a record of the discussions at such meetings for Faculty to review.



## **V. ESTABLISHMENT OF COLLEGE OF MEDICINE – TUCSON COMMITTEES**

### **A. Policies**

Unless otherwise stated in these Bylaws, all COM-Tucson Committees will adhere to a single set of policies to ensure that all Faculty and students of the College will be bound by the same obligations and enjoy the same rights.

### **B. Membership**

All members of the Voting Faculty are eligible for election to a Committee, with the exception of those faculty having Head, Chair, or Dean in their title, unless otherwise noted. At least one-quarter of the members of each Permanent Committee and Standing Committee will be from basic science departments and at least one-quarter will be from clinical departments unless otherwise noted.

### **C. Student Representation on Committees**

There will be student membership on the Admissions, Honor Code, MD/PhD Admissions, Student Progress, and Tucson Educational Policy Committees. Student members will be chosen according to procedures established by the student government.

### **D. Nomination and Election of Members**

The Nominating Committee, as described below, will present nominations for membership of each Committee at the regular spring meeting of the Faculty of the COM-Tucson. In addition, any member of the Voting Faculty may make nominations during the meeting for such offices. Nominations for election to the Nominating Committee will be made during the meeting at the regular spring meeting of the COM-Tucson Faculty. Voting will be conducted as described in Section IV.C.2. Nominees receiving the largest number of votes will be elected, so long as the individual meets the requirements for membership of each Committee, as specified below.

In the interests of broad participation in faculty governance, an individual faculty member will be limited to membership on two (2) COM-Tucson committees. An individual faculty member may be nominated for any number of committees, but placement on the ballot will be limited to two (2) committees, designated by the nominee.

Furthermore, the Nominating Committee will be empowered to refer potential Conflicts of Interest (COI) of nominees and elected committee members to the appropriate COI entity.

### **E. Election of Members to Permanent and Standing Committees**

Members of Permanent and Standing Committees of the Faculty will be elected following the regular spring meeting of the COM-Tucson Voting Faculty.

Committees will be governed by established procedures of the COM-Tucson, to ensure consistent application of its policies to students and Faculty. The Tucson Educational Policy Committee will meet at least twice annually to review and revise its policies and procedures, if necessary, and to review the



actions of the committees it advises to ensure that each committee is acting in a manner that is consistent with overall College, University, and Arizona Board of Regents policies.

#### **F. Vacancies**

When needed, the Nominating Committee will appoint a member of the Faculty to fill a vacancy on a Permanent or Standing Committee on an interim basis until the spring meeting of the COM-Tucson Faculty. The vacancy will then be filled by nomination at this meeting of the Faculty, followed by an election. Committee members elected in this manner will serve for the duration of the unexpired term. Only unexpired terms greater than or equal to half of a full term will count toward the maximum limit of two (2) consecutive terms for service. The Nominating Committee will fill temporary vacancies on Permanent Committees due to a leave of absence or sabbatical leave, for the duration of such leave.

#### **G. Terms of Office and Removal**

Terms of office will begin on July 1 following the election. The terms of office of Permanent and Standing Committee members will be 3 years, except where otherwise noted. Committees may include additional members, who will serve in an advisory, rather than a voting, capacity, as described in the Committee's operational rules, if the Committee determines that it requires additional input from a specific group or segment of the Faculty. A Committee may create one or more subcommittees; such subcommittees should be described in the Committee's operational rules. Committee members may serve a maximum of two (2) consecutive terms, as specified in the terms of office for that committee. Members may run for election to the same committee on which their maximum term has expired, but only after a break in service for a period of time equal to one term for such committee, unless the Dean determines that good cause exists to waive the term limit. In order to ensure that committees maintain sufficient numbers to conduct committee business, members who consistently fail to attend committee meetings or participate in committee business may be removed by a majority vote of the committee.

### **VI. PERMANENT COMMITTEES**

Members of COM-Tucson Permanent Committees will elect their own officers at their first meeting after July 1, which one of the continuing Committee members will call. Permanent Committees will meet as often as required to conduct Committee business. Committees will keep minutes of their meetings.

Permanent Committees of the Faculty will consist of the following:

#### **A. Admissions Committee**

The COM-Tucson Faculty will elect its own members to the Admissions Committee. The Admissions Committee will consist of eleven (11) Faculty members and five (5) students. The Admissions Committee will be responsible to consider applicants and select students to the M.D. program for the College. The Admissions Committee's decisions regarding such selections will be final and not subject to administrative or other review.

#### **B. Appointments, Promotion, and Tenure Committee**

The COM-Tucson Faculty will elect the Appointments, Promotion, and Tenure Committee, which will include a minimum of three (3) tenured full professors. Additional tenured professors and non-tenure eligible professors may be added to expand committee knowledge about criteria for promotion on the



clinical, research, and educator tracks. Per UHAP 3.3.02, in promotion or tenure matters, recommendations will be made only by faculty members holding rank superior to the rank of the faculty member being considered, except in the case of full professors, where recommendations can only be made by faculty members holding the same rank. The same will apply to faculty title series. Only tenured members of the Committee may vote on issues concerning tenure track Faculty. This Committee will review and advise the Dean regarding each proposed Faculty appointment, promotion, or award of tenure.

### **C. Committee of Ten**

The COM-Tucson Faculty may, but is not required to, elect a Committee of Ten, which will consist of ten (10) members of its Faculty. This Committee may initiate and study any issue or matter of interest to the College and may consider any academic or administrative matter brought to its attention by a Dean, any other Committee of the Faculty, or any member of the Faculty, or refer such issues/matters to an appropriate University committee or office that is charged with addressing such issues/matters directly. The Committee of Ten may make recommendations to the person or group that consulted it and may also at its discretion make recommendations to the Dean, other Committees, and to the Faculty.

### **D. Continuing Medical Education Committee**

The COM-Tucson Faculty may, but is not required to, elect a Continuing Medical Education Committee, which will consist of ten (10) clinical Faculty members. The Continuing Medical Education Committee will set policy for continuing medical education, provide oversight of continuing medical education activities, and assure that the approved policies and activities meet accreditation standards for continuing medical education.

### **E. Dean's Faculty Advisory Committee**

The COM-Tucson Faculty may, but is not required to, elect a Dean's Faculty Advisory Committee, which will consist of six (6) members of its Faculty. A Dean's Faculty Advisory Committee will advise the Dean on matters related to the mission of the College or that are of interest to the Faculty. It will meet with the Dean at least quarterly. The Chairperson may attend monthly meetings of the Department Heads' Council and represent the COM-Tucson Faculty at these meetings.

### **F. Tucson Educational Policy Committee**

The Tucson Educational Policy Committee will consist of twelve (12) Faculty and four (4) medical students. The Faculty will be elected from the COM-Tucson. The students will elect four (4) students representing their class year for 4-year terms. The Tucson Educational Policy Committee will work with the Dean, Vice Dean, Education, and COM-Tucson Administration to oversee the undergraduate medical curriculum, advance educational goals, and ensure the College meets its curricular accreditation standards. The committee has responsibility for the overall design, management, integration, evaluation, and enhancement of the undergraduate medical curriculum. The committee has authority over education and curricular decisions. This includes the process, implementation, and delivery of the curriculum (e.g., instruction), and the overall content. The Committee will develop policies and a single set of core standards for all medical students regarding advancement and graduation requirements to receive an M.D. degree. The Tucson Educational Policy Committee will generally meet at least once per





month to evaluate the curriculum and educational experience and develop improvements for the curriculum and changes in educational and curricular policy as needed.

#### **G. Honor Code Committee**

The medical students of the COM-Tucson will elect three (3) medical student representatives from each class to serve on its Honor Code Committee. The COM-Tucson Faculty will elect two (2) members of its Faculty, one (1) from a basic science department and one (1) from a clinical science department, to serve on this Committee. The Associate Dean for Student Affairs may attend an Honor Code Committee's formal meetings, and act as an advisor to the Committee, but will not vote. The Honor Code Committee will investigate and issue a finding of facts regarding alleged violations of the Honor Code Policy. The Honor Code Committee will recommend disciplinary action up to and including dismissal; the Vice Dean, Education will make a final decision based on the recommendation. The Honor Code Committee also will conduct a periodic review of the Honor Code Policy and make recommendations to change the Policy.

#### **H. MD/PhD Admissions Committee**

The COM-Tucson Faculty will elect nine (9) Faculty and select one (1) MD/PhD student to serve on the MD/PhD Committee. All applications to the dual MD/PhD program will be reviewed concurrently by the MD/PhD Committee and by the regular Admissions Committee or a subset of that Committee. The MD/PhD Committee will select applicants for the MD/PhD program from those accepted by the Admissions Committee for admission to the MD program. Decisions regarding admission to the dual MD/PhD program will be final and not subject to administrative or other review.

#### **I. Nominating Committee**

The COM-Tucson Faculty will elect the Nominating Committee, which will consist of six (6) of its Voting Faculty members. The Nominating Committee will nominate candidates for membership on all Permanent Committees and Standing Committees except the Nominating Committee, which will be done as described above in Section V.D.

#### **J. Student Appeals Committee**

The COM-Tucson Faculty will elect the Student Appeals Committee, which will consist of six (6) faculty members. Such members should, but are not required to, have served on the Student Progress Committee prior to serving on the Student Appeals Committee. The Student Appeals Committee will consider appeals from students dismissed or required to repeat a year by the Vice Dean, Education. Decisions of this Committee are binding within the COM-Tucson and cannot be appealed further within the College. No member of the Student Progress Committee or Honor Code Committee will serve simultaneously as a member of the Student Appeals Committee. Current society mentors, block directors, clerkship directors, and any faculty member whose participation on this Committee would constitute a conflict of interest are not eligible to serve on this Committee.

#### **K. Student Progress Committee**

The COM-Tucson Faculty will elect its own members to the Student Progress Committee, which will



consist of eight (8) faculty members and one (1) student from each class year. The Student Progress Committee will have jurisdiction to review and monitor the academic progress of students; grant non-medical leaves of absence; review the performance or professional conduct of any student brought to the Committee's attention by a faculty member or administrator; recommend remedial action to improve student performance; recommend a student be placed on academic probation; and recommend a student be dismissed for academic or conduct-based reasons. The Student Progress Committee will conduct a hearing if a student is recommended for dismissal for conduct reasons and will make a recommendation to the Vice Dean, Education. Current society mentors, block directors, clerkship directors, and any faculty member whose participation on this Committee would constitute a conflict of interest are not eligible to serve on this Committee.

## **VII. STANDING COMMITTEES**

The COM-Tucson Faculty may create Standing Committees by a majority vote of the Voting Faculty at any regular or special meeting. The committee charge and the rules governing such committees will be determined by the Voting Faculty at the time it creates a standing committee. Rules may be changed at any time by a majority vote of the committee members, and with approval from the Nominating Committee. The charge of the committee may only be changed by a majority vote of the Voting Faculty. Standing Committees may be abolished by a majority vote of the Voting Faculty at any regular or special meeting.

## **VIII. AD HOC COMMITTEES**

Either the Voting Faculty or the Dean may create an Ad Hoc Committee. Such Committees will exist only to perform such functions as specified in the charge to the Committee. The Committee will automatically dissolve after acceptance of the final Committee report by the Voting Faculty or Dean that created the Committee for a particular purpose.

## **IX. ANNUAL REVIEW OF FACULTY**

### **A. Purpose and Scope of Annual Review**

Faculty members of the COM-Tucson are reviewed annually with respect to all personnel matters based on excellence in performance. Faculty required to participate in annual reviews include full-time (0.5 FTE or higher) tenure-track or career-track faculty and all DCC affiliate faculty.

### **B. Annual Review Departmental Criteria**

Written evaluation criteria for the annual performance review will be developed by faculty of the department or unit, together with the unit head, to document the performance expectations for faculty members. The proposed criteria will be adopted by majority vote of the affected faculty. The stated criteria must align with the mission of the department or unit, the college or division, and the norms of the discipline. These expectations must be approved by the College Dean and the Provost.

### **C. Annual Review Process Step 1 – Faculty**

The faculty member must provide annual information on all areas identified in their annual workload. The type and format of the information will be indicated by the Office of the Provost and the unit-level annual review criteria.



#### **D. Annual Review Process Step 2 – Peer Review**

A departmental peer review committee is either elected by Faculty vote or appointed by the department head if appointment is approved by a Faculty majority vote. Peer reviewers will consider departmental criteria and will provide written feedback for faculty. They will indicate if the faculty member “meets or exceeds expectations” or “does not meet expectations” for each workload category as well as overall.

#### **E. Annual Review Process Step 3 – Administrative Head**

The immediate administrative head (Department Head, Division Chief, or Section Chief) makes the final decision on the annual review rating based on information provided by the faculty member, peer reviewers, students, and other information as available.

#### **F. In-Person Meetings**

In-person meetings are only required for the following: all tenure-eligible faculty; all career-track faculty who are at their initial rank (e.g., Assistant Professor, Lecturer); when the rating in any category is “needs improvement” or “unsatisfactory”; or as requested by the faculty member. In cases where the performance is “unsatisfactory” in any category, the immediate administrative head and faculty member must meet within 30 days of the written evaluation date.

#### **G. Appeals**

Faculty members who disagree with their performance review may appeal the review to the next administrative level, the Dean of the COM-Tucson. Such appeals must be made in writing to the Dean within 30 days from the date of the written annual performance review and must state with specificity: (a) the findings to be appealed; (b) the points of disagreement; (c) the facts in support of the appeal; and (d) the corrective action sought. The Dean will consider the facts in support of the appeal and develop any additional facts deemed necessary. The decision on the appeal will be completed in writing within 30 days, with copies provided to the faculty member and the unit or other immediate administrative head involved in the initial annual performance review. This decision is final and not subject to further appeal.

#### **X. AMENDMENTS**

Proposed amendments to the bylaws will be circulated to members of the Voting Faculty at least 2 weeks prior to any meeting at which such amendments will be considered. Amendments must be approved by a majority of the Voting Faculty, and voting will be conducted in the same manner as other matters on which a vote is required.