Appointment/Promotion to Clinical Instructor

Appointment at the rank of Clinical Instructor is based on promise as a clinician and educator. Satisfactory completion of a doctoral degree is typically required. In addition, completion of at least one year of residency, or its equivalent, in the relevant clinical field is required. The faculty member is expected to have regular and direct contact with UA College of Medicine - Tucson medical students, residents, and/or fellows. Examples of regular and direct contact include ward or clinic attending, preceptorship in clinical venues, or didactic teaching. This title is typically reserved for trainees (chief residents, fellows or other trainees or junior faculty) who are board eligible.

*Removed text in red.

Reason for change: Junior faculty would already have a faculty title with College of Medicine – Tucson, so this language is confusing for appointments. All other trainee roles still apply.
A. CRITERIA FOR APPOINTMENT AND PROMOTION: RESEARCH SERIES (CAREER TRACK/NON- TENURE ELIGIBLE)

This faculty track has been developed to recognize those faculty members, employed by the University of Arizona, independent research institutes, or other scientific institutions, whose primary contribution is to the research mission of the College of Medicine – Tucson either through collaborative research with other College of Medicine - Tucson faculty members, or through independent research projects. Education and service, as it relates to the research mission, may also be expected. Research Series faculty actively contribute to the research mission of the College, and are expected to demonstrate mentorship in the context of research. Research Series faculty must have achieved or demonstrated potential for excellence in the initiation, direction and conduct of clinical, translational or biomedical research projects. This series is also open to faculty members who are employees of the University of Arizona.

1. Appointment as Research Instructor
   Appointment at the rank of Research Instructor is based on promise in research. To be appointed at this rank, an individual typically must hold a doctoral degree or its equivalent in professional and/or technical experience, have completed a period of postdoctoral fellowship or other relevant experience, and have demonstrated potential for excellence as an investigator. A record of publications is expected.

2. Appointment/Promotion to Research Assistant Professor
   Appointment at, or promotion to, the rank of Research Assistant Professor requires the demonstration of promise for independence in research. In addition to meeting the qualifications for Research Instructor, this would typically include a continuing record of publication in peer-reviewed journals, the potential for or receipt of competitive fellowships or grants, and regular participation in professional meetings. Mentoring by the candidate of junior colleagues and/or students in the context of research is expected.

3. Appointment/Promotion to Research Associate Professor
   Appointment at, or promotion to, the rank of Research Associate Professor requires excellence in scholarship and productive research, or with unique and sustained contributions to collaborative research efforts. There should be a strong record of publication in peer-reviewed journals, and evidence that this level of accomplishment will continue. A Research Associate Professor should have achieved a national reputation, in addition to meeting the qualifications for Research Assistant Professor. Candidates at this rank must demonstrate a substantial record of high quality mentoring of students, postdoctoral fellows, and/or junior research colleagues and demonstrate excellence in College of Medicine - Tucson educational or service activities.

4. Appointment/Promotion to Research Professor
   Appointment or promotion to Research Professor requires a nationally and internationally recognized record of excellence and accomplishment in research scholarship, in addition to meeting the qualifications for Research Associate Professor. The candidate must have a substantial record of first and/or senior author publications in peer-reviewed journals, have typically appeared as principal investigator on major grants (e.g. federal, state, industry or foundation) at other institutions or demonstrate unique and significant contributions to collaborative research efforts, have been invited to present lectures and seminars, to national and international audiences and be active in editorial and peer-review activities. A record of excellent research mentoring, supervising and research-related teaching must be demonstrated. The individual should, furthermore, show evidence of significant contributions to the research...
reputation and to the educational mission or leadership of the College of Medicine - Tucson and the University.

*Additions in blue, removed text in red.*

**Reason for changes:** The Research Scholar track and Research Series track were combined in June 2022 to meet the Provost’s guidelines for career-track title harmonization. These updates are intended to include important information for those moving out of the scholar track, while still retaining the research focus of the original.
C. CRITERIA FOR APPOINTMENT AND PROMOTION: RESEARCH SCHOLAR TRACK (CAREER TRACK/ NON-TENURE ELIGIBLE)

This faculty track has been developed to recognize those faculty members whose primary contribution is to the research mission of the College of Medicine – Tucson. Research Scholar Track faculty must have demonstrated potential for or achieved independence and excellence in the initiation, direction and completion of research projects. In addition, Research Scholar Track faculty may have administrative and/or teaching roles, and are expected to demonstrate mentorship in the context of research. Faculty on this track are typically employed at the University of Arizona. Faculty members who are not UA employees can qualify for this track at the discretion of their Department Head and departmental appointment, promotion and tenure committee if they meet all criteria for appointment and make a substantial and essential contribution which is critical to the mission of the College. A change in employment status or effort in service to the College requires review of title.

1. Appointment as Instructor on the Research Scholar Track
   Appointment at the rank of Instructor on the Research Scholar Track is based on promise in research. To be appointed at this rank, an individual typically must hold a doctoral degree or its equivalent in professional and/or technical experience, have completed a period of postdoctoral fellowship training or other relevant experience, and have demonstrated potential for excellence as an investigator. A record of publications is expected.

2. Appointment/Promotion to Assistant Professor on the Research Scholar Track
   Appointment at, or promotion to, the rank of Assistant Professor on the Research Scholar Track requires the demonstration of promise for independence in research. In addition to meeting the qualifications for Instructor, this would typically include a record of publication in peer-reviewed journals, the potential for or receipt of competitive fellowships or grants, and regular participation in professional meetings. Mentoring by the candidate of junior research colleagues and/or students in the context of research programs is expected.

3. Appointment/Promotion to Associate Professor on the Research Scholar Track
   Appointment at, or promotion to, the rank of Associate Professor on the Research Scholar Track requires independent and productive research with clear evidence of extramural funding, typically as a principal investigator. Faculty whose research is primarily interdisciplinary or team research might not be first or senior author or principal investigator on a grant but they should demonstrate unique and significant contributions to the collaborative research efforts and their exact role in the collaboration should be clearly described. In addition to meeting the qualifications for Assistant Professor, there should be a strong and continuing record of publication in peer-reviewed journals. An Associate Professor on the Research Scholar Track should have achieved a national research reputation with a record of invited national lectures, seminars, and journal and/or grant reviews. Candidates for this rank must demonstrate a substantial record of high-quality mentoring of postdoctoral fellows, junior research colleagues and/or students and demonstrate excellence in College of Medicine – Tucson educational or service activities.

4. Appointment/Promotion to Professor on the Research Scholar Track
Appointment at, or promotion to, Professor on the Research Scholar Track requires a nationally and internationally recognized record of excellence and accomplishment in research, in addition to meeting the qualifications for Associate Professor. The candidate must have a substantial record of first and/or senior authored publications in peer-reviewed journals and will typically be listed as principal investigator on major grants (e.g., federal, state, industry or foundation funding). Faculty whose research is primarily interdisciplinary or team research might not be first or senior author or principal investigator on a grant but they should demonstrate unique and significant contributions to the collaborative research efforts and their exact role in the collaboration should be clearly described. The candidate should have received invitations to present lectures and seminars to national and international audiences. A record of excellent research mentoring must be demonstrated. The individual should, furthermore, show evidence of significant contributions to the strength and research reputation, and to the educational mission or leadership of the College of Medicine – Tucson and the University.

*Removed text in red.

**Reason for removal of guidelines:** The Research Scholar track and Research Series track were combined in June 2022 to meet the Provost’s guidelines for career-track title harmonization. This requires the removal of the Research Scholar guidelines, and updates to the Research Series.
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 will be from basic science departments and at least one-quarter will be from clinical departments unless otherwise noted.

*Addition in blue.

Reason for change: Heads, Chairs, and Deans are excluded from committee service, but this is not explicitly noted in the bylaws.
Proposed General Revisions to Faculty Bylaws

- Add title page with COM-T logo and prominent last-revision date
- Relocate revision history from last page to bottom of title page
- Expand table of contents to include subheadings from all sections of bylaws
- Add document footer that includes bylaws title/last revision date and page numbers
- Remove text suggesting multiple campuses
- Replace “his/her,” “s/he” with inclusive language (“their,” “they”)
- Add “Tucson” to mentions of “Educational Policy Committee”
- Replace references to “Deputy Dean, Education” with “Vice Dean, Education”
- Minor edits to formatting, syntax, punctuation, and phrasing for clarity and consistency across document
- e.g., consistent use of serial commas and capitalization, references to COM-Tucson, subheading formatting, use of Arabic numerals, etc.

Revisions apply to:

- Title Page (p. 1)
- Table of Contents (pp. 2–3)
- Purpose and Intent of Bylaws and II. Objectives (p. 4)
- Administration (pp. 4–5)
- Faculty (pp. 5–6)
- Establishment of College of Medicine – Tucson Committees (pp. 6–7)
- Permanent Committees (pp. 8–10)
- Standing Committees and VIII. Ad Hoc Committees (pp. 10–11)
- IX. Annual Review of Faculty (pp. 11–12)
- X. Amendments (p. 12)

Reason for change: These revisions are intended to improve the presentation, consistency, and accessibility of the bylaws document.
III. ADMINISTRATION

The Senior Vice President for Health Sciences (UAHS) Dean is the Chief Academic and Administrative Officer of the College and is responsible for the implementation of its policies, and compliance with accreditation requirements, along with the Dean, Vice Deans, and Deputy Deans. The Chief Academic and Administrative Officer Dean may delegate responsibilities to the Vice Deans, who may appoint Vice, Deputy, Associate, and Assistant Deans to assist in discharging these duties within the College.

Administrators shall conduct their duties and responsibilities in accordance with Arizona Board of Regents (ABOR) and University of Arizona policies.

*Additions in blue, removed text in red.

Reason for change: LCME survey visit findings stated that the bylaws do not clearly describe the responsibilities and privileges of the dean and other administrative officers, and that the senior vice president for health sciences, rather than the dean, is the chief academic officer for the college.

- NOTE: The College participants will need to help us educate the LCME survey team—and we will include this in our briefing book, submitted in advance—that the Faculty Bylaws cite ABOR and University (UHAP) policy, in which the responsibilities and privileges of administrators are fully described.
E. Election of Members to Permanent Committees

Members of Permanent Committees of the Faculty will be elected following the regular spring meeting of the College of MedicineCOM-Tucson Voting Faculty.

Committees will be governed by established procedures of the College of MedicineCOM-Tucson, to ensure consistent application of its policies to students and Faculty. Both the Student Affairs Committee and the Tucson Educational Policy Committee will meet at least twice annually to review and revise their policies and procedures, if necessary, and to review the actions of the campus specific committees they advise to ensure that each campus specific committee is acting in a manner that is consistent with overall College, University, and Arizona Board of Regents policies.

*Additions in blue, removed text in red.*

**Reason for change:** The Student Affairs Committee no longer exists, the Education Policy Committee is now the Tucson Educational Policy Committee, the College now has one campus.
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.

*Additions in blue

Reason for change: The Nominating Committee will appoint, as needed, a faculty member to fill a vacancy on a standing committee until the next spring meeting, when that vacancy will be filled by democratic vote. This also clarifies term lengths and consecutive-term limits for committee members appointed (by vote) to fill a vacancy with an unexpired term.

- For example, if a vacancy is filled with one year of the term remaining, that one year would not count toward the new faculty’s two consecutive terms of service. They would be able to serve two consecutive terms after the vacant term is completed.
- However, if the vacancy occurred with half or more of a term remaining (for example, two years remaining on a three-year term), that would count as one of the two consecutive terms allowed. They would only be able to serve one more consecutive term on that committee once the vacant term is completed.
F. Tucson Educational Policy Committee and Subcommittees.

The Tucson Educational Policy Committee for the College of Medicine-Tucson will consist of twelve (12) faculty and four (4) medical students. The faculty will be elected from the College of Medicine-COM-Tucson, and serve for 3 years with one renewable term. 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, Deputy Dean and COM-Tucson Administration to provide governance and oversight of the undergraduate medical curriculum, to advance educational goals, and to 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 for student performance and advancement, and criteria graduation requirements to receive an M.D. degree. The Tucson Educational Policy Committee will generally meet at least once per month to evaluate the present curriculum and educational experience and develop improvements for the curriculum and changes in the educational and curricular policy as needed.

A change in educational policy should be affected through mutual agreement between the Educational Policy Committee and the Dean or his/her designee. It is expected that the Educational Policy Committee and the Dean will work in a spirit of mutual respect, by taking each other’s positions into serious consideration. If consensus cannot be reached, the Dean will make the final decision regarding policy, curriculum and implementation, provided that he or she believes that every reasonable effort has been made to reach consensus and that the decision is necessary and in the best interest of the College of Medicine and University.

*Additions in blue, removed text in red.*

Reason for change: Response to LCME survey visit findings that the bylaws do not sufficiently state the committee’s authority over the curriculum; removal of term limit language for faculty members as these are stipulated in article V.G and V.F.; and correction to inaccuracies in the subheading. The revised text clarifies the committee’s authority over curricular decisions and incorporates language used in accreditation elements 8.1 (Curricular Management) and 9.9 (Student Advancement and Appeal Process) to more closely align with LCME expectations regarding the committee’s oversite of the medical education curriculum. The revised heading specifies Tucson Educational Policy Committee and removes mention of its subcommittees, which are not discussed.
J. Student Appeals Committee

The COM-Tucson Faculty will elect the Student Appeals Committee, which will consist of at least five (5) 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 Deputy Vice Dean, Education. Decisions of this Committee are binding within the College of Medicine 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.

*Additions in blue, removed text in red.*

Reason for change: The Student Appeals Committee also considers appeals from students required to repeat an academic year. The previous Deputy Dean, Education is now the Vice Dean, Education.