



# BYLAWS OF THE faculty

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These bylaws establish the policies and procedures for the governance of The UT Tyler School of Medicine in the areas of general academic mission and welfare, subject to the policies of UT Tyler and the Rules and Regulations of the Board of Regents of UT System.

# Part 1: Vision and Mission

## ABOUT

The University of Texas at Tyler School of Medicine (UT Tyler SOM) was founded to address the shortage of physicians and lack of access to care in East Texas, with the singular goal of improving the quality of life and health in our region.

The **UT Tyler SOM vision** is to improve the quality of life and improve access to care in our rural region by training committed and regionally-focused physician leaders who work cooperatively with interprofessional teams to develop innovative, value-based healthcare systems; provide the highest quality care; discover novel treatments and improve processes; and partner with the community to address social determinants of health.

THE **UT TYLER SOM MISSION** IS FOURFOLD:

**Community:** Embed the School of Medicine within East Texas, focusing on communication, responsiveness, and community. The School of Medicine is East Texas, and everything we do will be in partnership with our communities.

**Education:** Recruit, support and develop a representative healthcare and research workforce from East Texas, focused on reducing health disparities in East Texas.

**Research:** Develop an array of biomedical, clinical, translational and population-based research programs focused on understanding and eliminating health disparities in East Texas.

**Clinical:** Expand access to top-quality healthcare in the local communities of East Texas by developing and implementing innovative healthcare systems and leveraging existing infrastructure and programs.

THE **UT TYLER SOM MISSION WILL BE ACCOMPLISHED BY:**

- Creating an exceptional interprofessional learning experience that produces a broadly trained and committed clinical workforce.
- Educating culturally competent physician leaders who focus on individual wellness, population health, emotional and mental health, as well as physical disease.
- Training future physicians to embrace responsibility for the unique needs of rural and hard-to-reach communities and populations, particularly in East Texas.
- Maintaining a skilled faculty of educators and mentors who create a culture of innovation, scholarly achievement, entrepreneurship, trust and excellence that fosters humanistic patient-centered care.
- Engaging East Texas regional communities in identifying local qualified candidates and cultivating community-engaged physicians dedicated to improving public health outcomes.
- Promoting and protecting the health of people and the community of East Texas where they live, learn, work and play.
- Supporting a robust learning community that seeks to advance a passion for science and health equity.

## THE VALUES OF UT TYLER SCHOOL OF MEDICINE ARE:

**Perseverance** - persisting in pursuit of success despite any obstacles

**Excellence** - refusing to accept anything but the best in all we do

**Respect** - remembering due regard for the feelings, wishes, rights, and traditions of all

**Community** - promoting a feeling of fellowship with others, focusing on our common attitudes, interests, and goals

**Creativity** - using our imagination to generate novel ideas to solve the problems of East Texas

**Service** – transformational, service-focused leadership in achieving daring goals





## Part 2: Background and Governance

The Faculty is responsible for the governance of all matters related to the research and educational mission of UT Tyler School of Medicine. Such governance is achieved through the Faculty Executive Council, comprised of elected members of the Faculty, and is supported by the Office of Faculty Affairs and Professional Development. The responsibilities and actions of the Faculty Executive Council and of the permanent and standing committees of the School are defined by these bylaws.

The specific purpose and intent of these bylaws are to:

- Define guidelines and procedures for the organization and governance of the UT Tyler School of Medicine so that members of the faculty understand their responsibilities and can perform their duties with respect to education, research, clinical, and service to the School.
- Provide a forum in which matters of concern to the faculty may be discussed, opinions and positions formulated, and consensus reached and formally expressed.
- Outline mechanisms by which the faculty functions in an advisory capacity to the Administration in matters of mutual interest.
- Provide avenues for a collaborative approach to achieving the four-fold mission of the School.



# Part 3: General Provisions

## A. ADMINISTRATIVE LEADERS

The administrative leaders addressed in this document are the Dean and the Department Chairs. The organizational body addressed in this document is the Faculty Assembly, which is comprised of all Faculty. The permanent and standing committees addressed in this document are supported by the Office of the Dean and its sub-offices (e.g., Office of Undergraduate Medical Education, Office of Student Affairs, Office of Faculty Affairs and Professional Development, Office of Accreditation, Quality Improvement and Strategy, etc.).

### 1. THE DEAN

The Dean serves as the Chief Academic and Administrative Officer of the UT Tyler School of Medicine and is responsible for all decisions regarding the academic, administrative, and financial affairs of the medical school, and serves to oversee the implementation of its policies and compliance with accreditation requirements. The Dean may delegate responsibilities to other appropriate administrators, including Associate or Assistant Deans and Department Chairs, to assist in discharging these duties within the School.

The responsibilities of the Dean include, but are not limited to:

- Developing and enhancing faculty commitment to the missions of education, research and clinical service by recruiting, appointing, promoting, and retaining outstanding faculty;
- Directing and coordinating the activities of the administrative leaders within UT Tyler School of Medicine to accomplish the mission of the School;
- Serving as Ex-Officio Advisor to the Faculty Assembly;
- Serving as Chair of the Dean's Executive Cabinet;
- Overseeing committees as stated in these Bylaws and acting on the recommendations and advice of the committees;
- Presenting reports or updates to University and System leadership, and to the Faculty Senate;
- Ensuring the adequacy of resources for the academic mission including budgetary resources, appropriate educational infrastructure, space, educational support services, adequate support and services for the efforts of the curriculum management body and interdisciplinary teaching efforts;
- Supporting Faculty Affairs and Faculty Development to ensure adequate numbers of faculty with adequate time, training, mentorship, resources, and equitable support, who are evaluated for effective teaching and scholarship annually;
- Supporting Academic Affairs including Undergraduate, Graduate, and Continuing Medical Education to manage the medical curriculum and pursuing opportunities for educational initiatives across the education continuum;
- Supporting Student Affairs and Admissions to ensure fair admissions practices, adequate student support, and managing the student promotion process including recommending students to the university for graduation.

- Supporting research enterprise within the school, providing guidance across academic and research programs and fostering new and interdisciplinary research initiatives and collaborations.
- Providing written notification to the Faculty Senate, Dean's Executive Cabinet, and chairs of permanent and standing committees reporting to the Dean, of his/her actions regarding recommendations forwarded to him/her by these bodies;
- Recruiting, appointing and reappointing associate deans, department chairs, center directors, institute directors, and other academic faculty and administrative staff for the School of Medicine and
- Conducting the annual review of Chairs and administrative deans with input solicited from all faculty within the appropriate department/unit in accordance with University policy.

Administratively the Dean is supported by several Associate and Assistant Deans who are responsible to the dean for specific administrative functions.

## 2. DEPARTMENTS AND DEPARTMENT CHAIRS

Academic Departments are administrative subdivisions of the School organized for the purpose of one or more of the UT Tyler SOM core missions. The Department's faculty shall perform these activities, as overseen and managed by the Department Chair, consistent with the provisions of this document and the policies of the UT Tyler SOM, and in a manner that does not adversely impact the operations of other Departments or Schools. Recommendations for appointments, reappointments, promotions and tenure shall be made within a particular Department.

Departments may create departmental divisions based on recognized subspecialties within the academic disciplines of the Department. Establishment of new academic Departments or consolidation or realignment of existing Departments may be recommended by either the Faculty, the Chairs, or the Dean. The Faculty Assembly and the Faculty Executive Council shall be informed throughout the review process, and any such recommendation shall be subject to approval by the Provost and the President.

The Chairs will be responsible for the assurance of excellence in community engagement, education, and research within their Department, as well as for partnership with UT Health system leaders in the delivery of top-quality clinical care (where applicable). All department chairs serve at the discretion of the Dean and report primarily to the Dean. Department chairs are responsible for strategic planning for the department, taking into consideration institutional goals.

The responsibilities of the chairs include, but are not limited to:

- a. Supporting and contributing to the mission of the School by developing and accomplishing departmental goals which are supportive of the policies and mission of the school in promotion of a regional approach to education, research and patient care;
- b. Pursuing and maintaining excellence in their various disciplines;
- c. Fostering career development of faculty members and providing faculty with appropriate and timely mentoring and faculty development;
- d. Conducting required faculty reviews (for ALL employed faculty, at least annually and ALL volunteer (Affiliate) faculty at least once every three years) with timely and constructive feedback;
- e. Promoting and supporting research within the department;
- f. Distributing resources provided by the UT Tyler SOM in a fair and equitable manner to support

- the full breadth of academic activities of the unit;
- g. Managing the Department's administrative annual budget and involving the faculty in the annual determination of resource allocation;
- h. Providing to the Dean, the department faculty, and the Budget Advisory Group, an annual review of faculty compensation equity;
- i. Recommending faculty to the Dean for promotion and tenure;
- j. Supervises procedures for recruiting, interviewing and appointing new faculty members and for the department's adherence to the principles and purposes of affirmative action;
- k. Providing oversight, in conjunction with the Department of Medical Education leadership, for the educational programs and leaders (e.g., Program Directors, Clerkship Directors, etc.) within the Department
- l. Pursuing and promoting educational quality of the affiliated residences and fellowships for which the Department is home;
- m. Representing, or ensuring representation, of the department at all-relevant School and other meetings;
- n. Approving all CME offerings by the Department.
- o. Monitoring faculty salaries in the department and assuring that salaries are maintained within current applicable guidelines agreed upon by the University and the affiliated hospitals;
- p. Providing leadership by example within the School;
- q. Fostering the regional, national and international reputation of the School;
- r. Promoting open discussion in regular meetings with the departmental faculty;
- s. Attending meetings of the Dean's Executive Cabinet and the Dean's Council of Chairs.

## **B. FACULTY**

The faculty is responsible for the governance of all matters related to the faculty and to the educational mission of the UT Tyler SOM. This governance is accomplished through the Faculty Assembly and the permanent and standing committees of the School. The Faculty Assembly serves the faculty, student body, and administration as a forum for discussion and a source of opinion in all UT Tyler SOM affairs. The Faculty Assembly, through its permanent and standing committees, serves the School by:

- Establishing admission criteria for students
- Approving appointment and promotion policies for School faculty
- Establishing and evaluating curricula
- Encouraging, stimulating, and assisting faculty research efforts
- Approving candidates for degrees
- Recommending compositions of standing committees
- Advising and engaging in discussion with the Dean on matters for the welfare of the School
- Establishing a culture of excellence and compassion worthy of being emulated by the student body
- 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 School and University policies, consistent with University policies.



## 1. FACULTY ASSEMBLY

- a. **Charge:** The Faculty Assembly shall aspire to achieve and maintain excellence in community engagement, education, research, and delivery of clinical care. Its purpose is to provide a means of communication between faculty and administration, and to provide a formal mechanism for faculty input into academic processes on purely academic matters. The assembly shall not be concerned with hospital functions or with purely interdepartmental affairs.

The Faculty Assembly members shall be responsible for:

- Supporting and contributing to the mission of UT Tyler SOM;
- Pursuing and maintaining excellence in their various disciplines by helping create, maintain and protect an environment conducive to growth of research and scholarship, creativity, learning, clinical excellence, service and respect;
- Electing Faculty Executive Council members and ensuring that those members are informed of the opinions of the Faculty regarding academic matters; and
- Attending Departmental Faculty meetings.

- b. **Membership:** The Faculty Assembly shall consist of all faculty members with appointments to The University of Texas at Tyler School of Medicine whether in tenure-track or non-tenure track appointments. The President of the university will be considered an ex-officio member of the SOM Faculty Assembly.

The Chair of the UT Tyler SOM Faculty Executive Council shall serve as Chair of the Faculty Assembly, shall preside over meetings of the faculty and publicize the agenda for Faculty Assembly meetings. The Past-Chair of the Faculty Executive Council shall serve as Vice-Chair of the Faculty Assembly and shall assume the Chair's responsibility in the absence of the Chair.

- c. **Meetings:** A regular meeting of the Faculty Assembly will be held twice a year. The assembly shall meet in the fall of each year to hear final committee reports, plans for the new academic year, and to conduct business. The assembly shall meet in the spring to hear committee election results, recognize faculty, and conduct business. The preparation of the agenda for assembly meetings is the responsibility of the FEC and the Dean. Assembly members may recommend the inclusion on the agenda of certain items of business. Written notice of the regular meetings and the agenda shall be sent to each member of the Faculty Assembly by the Dean via the office of Faculty Affairs and Professional Development at least two weeks before the meeting. Faculty members may submit items for the agenda until one week before the Faculty Assembly meeting. The FEC shall determine the date and time of these meetings

A special meeting of the Faculty may be called by the Dean or upon written request to the Dean by a majority of the Faculty Executive Council. The agenda outlining the reason for the special meeting shall be circulated to the members of the Faculty at least four days before the meeting. The special meeting shall be restricted to the consideration of the items of business for which the meeting was called.

The minutes of Faculty Assembly meetings shall be maintained in the Office of Faculty Affairs and Professional Development and shall be available to any Faculty member upon request.

- d. **Voting:** Each member of the Faculty Assembly with greater or equal to 50% FTE appointment is

entitled to one vote in actions of the assembly. Members of the faculty with less than 50% FTE appointments, or who are volunteered as well as teaching associates, are encouraged to participate in meetings and activities of the assembly and to function on assembly committees. They may be granted the privilege of debate, but they shall be ineligible to vote or to chair any committee.

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 confidential, secure electronic means, such as email or web-based voting. When the presiding officer gives notice of a meeting, they will include notice of the date(s) and the manner in which such voting will occur. Voting will remain open for at least two 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. Proxy voting will not be allowed.

- e. **Quorum:** Five percent (5%) of the voting faculty will constitute a quorum for the purpose of voting. A quorum is not required to conduct business at a faculty meeting.

## 2. DEPARTMENTS

Academic units of the School shall be Departments. The Chair of each academic unit may establish committees within the unit to conduct the functions of the unit. All faculty will have a primary appointment in a Department but may have dual appointments across the School or the University. Academic review will occur in the primary Department, with consultation between Departments in which faculty hold dual appointments. The establishment or abolition of an academic department is recommended by the Dean to the Provost after consulting with the Faculty. The Dean will appoint all Chairs. The Chair of each Department shall report to the Dean and shall function as the chief administrative officer of that Department responsible for its faculty, programs and operation.

### 3. FACULTY GRIEVANCES

There shall be a formal policy and procedure for review and resolution of faculty grievances, in accordance with School of Medicine and University policies. Grievances will be reviewed and adjudicated by an ad hoc committee of at least three (3) faculty members appointed by the Faculty Executive Council.

UT Tyler HOP – 3.33 Faculty Grievances  
<https://www.uttyler.edu/policies/>

### 4. UT TYLER FACULTY SENATE

The Faculty shall elect members from the full-time faculty, those on both the term-tenure track and non-tenure track are eligible to serve on the UT Tyler Faculty Senate.

Department Chairs, School Directors, Deans at any level, and higher administrative officials are not eligible for election as voting members. Additionally, the Dean of the School of Medicine is not eligible to vote in the election of the UT Tyler SOM representative. See UT Tyler HOP 3.34 - Faculty Senate for full details.



# Part 4: Committees

## A. GENERAL PROVISIONS

Permanent and standing committees are responsible for developing the policies, procedures, and actions required for the governance of UT Tyler School of Medicine as related to the community, educational, research, and clinical care missions. Written reports of all changes in policy or procedure must be submitted to the Dean or designee for review, comment, and approval.

Each permanent and standing committee of the UT Tyler SOM (excluding subcommittees and Departmental committees, who will report to their respective parent committees or Department Chairs) shall submit an annual summary report of its activities and recommendations to the Dean. These committee reports shall be maintained in the Office of Faculty Affairs and Professional Development.

### 1. MEMBERSHIP

Members of the permanent and standing committees shall be drawn from the voting membership of the Faculty Assembly who are in good standing and meet the requirements of the committee.

The Dean, based upon recommendations and criteria set forth within each committee, shall appoint the chairs and members of all Permanent and Standing committees of the School (except elected members) and shall appoint members of School of Medicine *ad hoc* committees as needed.

### 2. STUDENT REPRESENTATION ON COMMITTEES

There will be student membership on the Curriculum Oversight Committee; the Learning Environment Council, Community Engagement Committee, the Admissions Committee, and other committees as determined appropriate. Student members will be chosen according to procedures established by the student government unless otherwise specified.

### 3. TIMING OF ELECTION OR APPOINTMENT

Members of the committees will be elected or appointed prior to the spring faculty meeting so that election results can be announced. Terms of office will begin on September 1 following the election. The terms of office of the committee members will be three years, except where otherwise noted. Committees will have a charter that includes operational rules, procedures and processes. Committees may include additional members as described in the committee's charter and procedures. If the committee determines that it requires additional input from a specific group or segment of the faculty, it may create one or more subcommittees. Such subcommittees should be described in the committee's operational rules. Resources and support for sub-committees will fall under the parent committee.

For all newly formed committees, the initial terms of office of the membership will be staggered.

### 4. VACANCIES

When needed, the Dean or designee will appoint a member of the faculty to complete the term of the vacancy based on the original nomination slate.

## 5. COMMITTEE PROCEDURES

- a. **Meetings:** Committees will meet as often as required to conduct the business of the committee. The committee will keep minutes of its meetings, recognizing and assuring the confidential nature of decisions related to admissions, appointment, promotion and tenure, and student progress, and all other confidential matters.
- b. **Quorum:** A simple majority of the voting members of the committee, unless otherwise stipulated, shall constitute a quorum.
- c. **Electronic voting:** Committee chairs may elect, in the interest of expediting committee business that does not require a synchronous discussion, to hold asynchronous discussion and voting through electronic means. Any committee member may request for an issue brought for an asynchronous vote to instead be brought before the committee in a synchronous manner.
- d. **Chair:** The chair of each committee will preside over committee meetings and solicit and prepare the agenda. In instances where the chair is not appointed, the committee members will elect a chair from their committee membership, annually, unless otherwise stipulated.
- e. **Staffing:** UT Tyler SOM committees will have administrative staff for scheduling, preparation of agendas, and taking minutes.
- f. **Terms:** Faculty members may serve a maximum of two terms on a committee, after which a minimum of a one-year break in service is required before serving again, unless specified by the committee charter or if the Dean determines that good cause exists to waive the term limit.
- g. **Report to Faculty:** Each committee will provide an annual written report of updates, accomplishments or data accrued. This report will be posted online. Notice of the posted report will be placed on the Faculty Assembly meeting agenda, and, when possible, a representative of the committee will be present at the respective Faculty Assembly meeting.
- h. **Participation:** In order to ensure that committees maintain sufficient representation to conduct committee business in a timely fashion, members who are unable to consistently attend committee meetings or participate in committee business may be removed by a majority vote of the committee.

## 6. PERMANENT COMMITTEES

Permanent committees are in place as part of the processes and functions of the School as noted in the bylaws. Permanent committees will meet as often as required to conduct committee business.

## 7. STANDING COMMITTEES

Faculty may create standing committees by a majority of the voting faculty at any regular or special meetings of the campus. The voting faculty will determine the rules governing such committees at the time it creates a standing committee. Standing committees may be abolished by a majority vote of the voting faculty.



## **B. PERMANENT COMMITTEES**

### **1. FACULTY EXECUTIVE COUNCIL (FEC)**

The Faculty Executive Council shall function as the representative body of the Faculty in all matters pertaining to academic affairs and general academic welfare (excluding curriculum). The members are the elected representatives of the Faculty Assembly and shall be guided in their deliberations by the opinion of their constituents. The Faculty Executive Council is charged with establishing the policies and procedures for governance of the school and with maintaining adherence to these policies and procedures.

#### **A. Membership**

The FEC shall consist of one elected faculty member and one elected alternate from each department, center, or institute in the medical school. They will serve as the voting members of the FEC. All voting members of the Faculty Assembly, except the Chairs of the Departments, Directors of Centers or Institutes, and appointed Deans, shall be eligible for election as members of the FEC. The Dean and Chairs of each Permanent and Standing Committee are ex-officio members with no voting privilege. A faculty member may serve simultaneously as both a voting representative for their department and a non-voting committee Chair.

Terms for Members and FEC Officers shall begin September 1. Each member shall be elected for a full term of three years and, if re-elected, may immediately succeed themselves once. A member who has served two consecutive full terms is not eligible for re-election until the regular election held in the year following the end of their term. Each member shall have one vote. Members in office at the time of ratification of these Bylaws shall serve the terms for which they were elected and after completing said terms can seek re-election to the FEC under the rules and procedures specified by these Bylaws.

The regular election for members shall be completed before the beginning of the academic year. Each Department's current members will oversee the nomination and election process of new members. A member will be expected to attend at least 50% of the meetings per academic year; however, the Chair of the FEC can make exceptions for extenuating circumstances (e.g., extended illness). A member who has not met the above defined attendance requirement shall be discharged from the FEC at the end of the current academic year and replaced by another eligible faculty member in the regular election cycle. This faculty member shall complete the remaining term of office of the member they are replacing. Vacancies arising from the discharge or resignation of a member shall be filled by the election of a new member to complete the respective term of office. The election shall be held within four weeks of the notice of the resignation to the Chair.

A partial term served to fill a member's unexpired term does not count against the maximum of two consecutive terms for the purpose of reelection.

#### **B. Meetings**

At the first meeting of the academic year, the FEC shall elect from among its members a Chair-elect and a Secretary-elect. The Chair-elect from the previous year will assume the duties of the Chair on September 1 and shall supervise the elections for Chair-elect and Secretary-elect. The Chair, Past-Chair, Chair-elect, Secretary, and Secretary-elect shall constitute the Executive Committee of the FEC.

The Chair of the FEC shall preside over meetings of the FEC, publicize the agenda for meetings and send reporting documents to the Dean.

The Secretary shall be responsible for maintaining a record of the attendance of each member at regular meetings and shall oversee the compilation, publication, and preservation of minutes. The minutes shall be maintained in the Office of Faculty Affairs and Professional Development and shall be available to any faculty member upon request. The Secretary-elect is responsible for parliamentary procedure during FEC meetings and shall serve as Parliamentarian.

Upon election, members shall review the bylaws and familiarize themselves with *Robert's Rules of Order* (revised). Members are responsible for dissemination of approved reports, resolutions, surveys, and information of the FEC to their respective faculty members and departments.

The FEC shall hold at least four meetings throughout the academic year. Members may submit items for the agenda until one week prior to the meeting. The agenda shall include provisions for the consideration of old and new business. Special meetings of the FEC may be called by the Chair, the Dean, or by one-fourth of the FEC members via written request to the Chair. The agenda of all special meetings shall be restricted to the items of business for which the special meeting was called. The agenda shall be circulated to all members at least four days in advance of the special meeting.

Forty percent (40%) of the FEC shall constitute a quorum for the transaction of business. *Robert's Rules of Order* (revised) shall guide the conduct of all meetings. At the discretion of the Chair, issues may be decided by a simple majority in an electronic vote to which at least 50% of the members respond.

Meetings of the FEC shall be open to all faculty members. Faculty members who are not members of the FEC may address the FEC upon recognition by the Chair of the FEC but shall not have the right to vote and shall not be counted in the determination of a quorum for the transaction of business.

### C. Duties

The FEC is responsible for establishing policies and procedures for governance of the School and for the general pursuit of academic excellence and freedom (excluding curriculum). The duties of the FEC include:

- Scheduling and convening regular meetings with sufficient time to address agenda matters;
- Making written recommendations to the Dean concerning academic matters;
- Appointing *ad hoc* committees of the FEC;
- Charging the standing and *ad hoc* committees of the FEC;
- Receiving, deliberating upon, and sending to the Dean reports from the standing and *ad hoc* committees of the FEC;
- Reviewing annually policies and procedures of all committees and making recommendations to those who are responsible for charging those committees;
- Acting upon recommendations from the Faculty;
- Bringing before the meeting of the Faculty Assembly recommendations and actions arising in the FEC;
- Regularly informing their constituency of FEC proceedings;
- Serving as final voting approval for all written policy and procedures affecting UT Tyler School of Medicine governance; and
- Reviewing these Bylaws at least once every five years.

## **2. DEAN'S EXECUTIVE CABINET**

The Dean's Executive Cabinet will be the advisory body to the Dean in all matters pertaining to the UT Tyler SOM.

The purpose of this group will be to assure communication and coordination of all School of Medicine activities in order to support and maintain excellence in all aspects of community engagement, education, research, and clinical service at the medical school. Members of the Dean's Executive Cabinet (DEC), as requested, will share information to support the communication and coordination of School activities. As appropriate, DEC members and their teams will coordinate activities to optimize the effectiveness and impact of School efforts.

The Dean's Executive Cabinet is charged with acting on recommendations brought before it and the Dean. It advises the Dean on major operational and management issues and approves all administrative policies, the policy statements of policies emanating from faculty led permanent and standing committees, and procedures. It will assist with dissemination of information to the faculty, administration, and staff on medical school policies and practices, and provides reports to the faculty on policy and procedural changes, and on issues that require a vote of the full faculty.

The Dean's Executive Cabinet shall consist of the Dean, who will also serve as the meeting chair, Vice Dean of Academic & Faculty Affairs (Associate Dean of Undergraduate Medical Education will be invited when the Vice Dean is unable to attend), Executive Director of Finance & Administration, Associate Dean of Research, Vice President of Health Operations for UT Tyler, Vice Chair of the Council of Chairs Committee, the Chair of the Faculty Executive Council, a staff and student representative.. The Dean may appoint other members to serve as ex-officio non-voting members. The Dean's Executive Cabinet will meet quarterly, and the membership is likely to change as the school grows. The DEC is a non-voting body and the DEC does not impose term limits.

The Dean's Office will support DEC meetings and ensure that meeting outcomes and discussion items are documented and disseminated. Minutes will be recorded, disseminated, and filed for each DEC meeting. Non-members may be invited to DEC meetings on a case-by-case basis and as needed to support information sharing.

## **3. ADMISSIONS COMMITTEE**

The Admissions Committee shall evaluate the credentials and qualifications of the student applicants, through holistic review, and make the final selection and admit those applicants who are best suited to contribute to the mission of the school.

The Admissions Committee:

- Shall develop procedures that are most effective and consistent with best practices in the field of medical school admissions.
- Along with the associate dean, director of admissions, and director of pathway programs and recruitment shall assure that the by-laws and procedures are followed consistently and reviewed periodically.
- May charge subcommittees and ancillary committees at its discretion, in order to best accomplish its purpose.
- Shall charge the associate dean, director of admissions, and director of pathway programs and recruitment with providing training and education to assure that committee members and all people involved in the Admissions process are fully aware of all skills and information needed to perform their responsibilities.

- Shall collaborate with the University and other Entities to support, promote and utilize programs designed to promote a regionally representative student body.

The Admissions Committee shall have the sole authority to offer admission to selected candidates.

- No individual member of the committee may decide, act, or speak on behalf of the committee in any admission decision.
  - The committee, nor any member, shall not be subjected to any political or financial pressures or external influence. It is the responsibility and charge of each member of the committee to recuse themselves from any decision in which a conflict of interest exists.
  - The decisions of the Admissions Committee are final and are not subject to appeal.
- Charge:** The Admissions Committee will be responsible for reviewing and the final selection of applicants for admission to the MD program (as well as any co-degree programs created in the future, in conjunction with leadership from the partner School (e.g., MD/PhD, MD/MBA, MD/PharmD, MD/MPH, etc.))
  - Membership:** There will be twenty-two (22) members of the Admissions Committee, consisting of fifteen (15) faculty, one (1) resident and six (6) non-faculty members-at-large / community members. The composition of the committee must include a majority of faculty and any quorum must include a majority of voting members. Committee members are required annually to disclose any conflicts of interest (COI). The COI disclosures are shared among the committee and with the Office of Compliance. The Office of Compliance will advise the executive leadership team on any COIs that arise. Members are expected to recuse themselves immediately when conflicts of interest arise. Any member with a relative applying will be required to recuse themselves for the entire application cycle. AC members may not vote *in absentia*. Members may participate in the meeting via phone call or video conference. This is at the discretion of the chair. Members not meeting attendance requirements may have their appointment to the committee rescinded by the dean.
  - Ex-officio members:** The associate dean of admissions, the director of admissions, and the director of pathway programs and recruitment will serve as ex-officio members of the committee.
  - Term:** The faculty members will serve a term of three (3) years, renewable one time. The members-at-large / community members will serve a term of one (1) year, renewable three (3) times. The resident members will serve a term of one (1) year and may be renewed one (1) time. The term of service will be May 1-April 30. Vacancies can be filled at the discretion of the dean within the term left for the vacancy only. The appointment duration does not apply to the associate dean of admissions, the director of admissions, and director of pathway programs and recruitment who remain ex officio members of the AC.
  - Chair:** The chair will be a faculty member appointed by the Dean and will be a voting member of the committee. The chair will have a term of office of three (3) years, which can be renewed an additional two times. An evaluation will be conducted in year 2 by an ad hoc committee appointed by the Dean or the dean designee. The ad hoc committee will consist of the associate dean of admissions or their designee and one (1) admissions committee member and one (1) external member.
  - Selection:** The Dean, in consultation with the associate deans and director of admissions, appointed the initial members of the AC. Following the first three years, 2/3 of the initial committee membership shall serve extended terms to stagger the turnover. The Dean or designee shall appoint student

members.

### **Subcommittees:**

The committee will have one standing subcommittee, the Executive Subcommittee (ESC). The committee will convene ad hoc subcommittees for the purposes of prerequisite equivalency review and criminal history, dishonorable military discharge and institutional action review, and the biennial review of the Chair.

**Executive Subcommittee:** The AC may rely on a standing subcommittee, the Executive Subcommittee (ESC), to set the rank order for pre-match and final rank for match and waitlist applicants. The ESC shall utilize the AC committee average tier evaluation as the primary consideration. The ESC may select from nearly equal AC Tier evaluation (a narrow range of difference), especially later in the process, to assure an appropriate number of in-state and out of state applicants or an optimal balance of strengths within the class. The ESC will also review and make decisions on deferred admission requests. The ESC composition will be four members: the associate dean of admissions, the chair of the Admissions Committee, the director of admissions, and the director of pathway programs and recruitment.

**Ad Hoc Subcommittee for Prerequisites Equivalence (PESC):** The AC will rely on an ad hoc subcommittee to determine whether an individual applicant has achieved a competency level that reflects the standards set by the institution's prerequisites. Applicants requesting prerequisite review in which Texas Medical and Dental Schools Application Services (TMDSAS) has already published determinations are processed by the admissions office. Applicants requesting prerequisite determination that have not already been determined by the TMDSAS are routed by the admissions office to the PESC subcommittee. This subcommittee will only decide when an applicant has potentially achieved competency for admission without taking the specified undergraduate courses. The PESC composition will include five (5) faculty members with expertise spanning the prerequisites' breadth. If deemed necessary by the chair, adjunct faculty will participate in considering individual cases. The assigned subcommittee member has the authority to determine prerequisite equivalency.

**Ad Hoc Subcommittee for Criminal History, Dishonorable Military Discharge, Institutional Action (CHIA):** The AC will rely on an ad hoc subcommittee to review any positive entries on the applicant's criminal background, military discharge status, and institutional actions previously obtained. This subcommittee will screen these applicants to determine if they can move forward to the secondary application. The CHIA composition will include three (3) non-student members of the admissions committee. The assigned subcommittee member has the authority to determine if the applicant can move forward to the secondary application.



## 4. CURRICULUM OVERSIGHT COMMITTEE

### General Purpose:

The Curriculum Oversight Committee (COC) is the body that oversees the quality of the undergraduate medical education program as a whole. The COC provides central oversight. The COC is also responsible for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated curriculum.

### Charge:

The Curriculum Oversight Committee will work with the Dean or designee to advance educational goals, review all components of the curriculum, establish the policies (including policies regarding assessment of student performance, criteria and its achievement of the program's objectives) necessary to meet accreditation requirements, and assure that decisions related to the academic program are in alignment with School of Medicine policies and Liaison Committee on Medical Education (LCME) accreditation standards.

### Committee Roles and Responsibilities:

Specifically, the Curriculum Oversight Committee (COC):

- Assesses the standards and quality of curricular design, pedagogy, assessment, and evaluation methods.
- Establishes graduation requirements for MD candidates.
- Defines objectives that guide curricular content and provide the basis of program evaluations.
- Reviews objectives of educational offerings to ensure congruence with programmatic educational objectives.
- Ensures that content is coordinated and integrated horizontally and vertically across academic periods and the curriculum as a whole.
- Ensures that the educational pedagogies incorporate opportunities for active and lifelong learning, independent study, development of critical thinking and problem-solving skills, demonstration of ethical behaviors and effective communication skills; and assesses related student outcomes.
- Ensures that student formative and summative assessments measure outcomes linked to defined curricular objectives and that students receive this feedback in a timely manner.
- Ensures comparable educational experience across sites within a discipline.
- Defines types of patients, clinical conditions, level of responsibility and appropriate settings for student experiences.
- Monitors content and workload in each discipline and identifies gaps and redundancies.
- Evaluates both whole and component parts of the curriculum for achievement of medical education program objectives, revising curriculum continuously and with freedom from parochial, political or department pressures.
- Utilizes national norms of accomplishment as a frame of reference for the educational program effectiveness.
- Performs strategic planning for the educational program on a routine basis.
- Reviews annual reports from Student Affairs and Admissions

### **Committee Membership/ Composition:**

Chair: Associate Dean, Accreditation, Strategy and Quality Improvement

Vice Chair: appointed by the Dean

There will be a minimum of seventeen (17) members, consisting of at least thirteen (13) faculty, four (4) students (one student from each class), and one public member.

- i. Two (2) standing members (i.e., Chair and Vice-Chair) are appointed by the Dean.
- ii. Chairs of all standing subcommittees:
  - a) Scientific Foundations (Phase 1) Subcommittee
  - b) Clinical Experiences (Phase 2) Subcommittee
  - c) Advanced Clinical and Scholarship (Phase 3) Subcommittee (when constituted)
  - d) Assessment and Evaluation Subcommittee
  - e) Interprofessional Education Subcommittee
  - f) Curriculum Integration Subcommittee
  - g) Clinical Competence Subcommittee (CCSC)
  - h) others as determined by the COC
- iii. Six at-large teaching faculty nominated either by self or chair and voted on by the faculty for staggered three-year terms, with two rolling off each year.
- iv. Two medical student per class, selected by the students and approved by the Curriculum Oversight Committee. One will be voting, and one will be an alternate.
- v. Ex-officio (non-voting) membership will be selected from roles such as the Associate Dean for UME, Assistant Dean for Clinical Integration, Library Staff, Associate Dean for Student Affairs, and Director of Accreditation or others needed to assist the Committee in its work.

### **Membership Requirements:**

Term limits – three-year terms. Continuation of the term is dependent on meeting the expectations of committee members as defined in the committee functions and structures description. The term of office for students will be one (1) year and may be renewable for up to three (3) additional years.

### **Scientific Foundations (Phase 1) Subcommittee**

The Phase 1 subcommittee is charged with continuously reviewing components, topics, systems, and subjects considered to be under the term “Scientific Foundations” throughout the MD curriculum.

### **Committee Roles and Responsibilities:**

1. Monitor the preclinical curriculum to ensure that the individual course objectives are linked to the competencies and learner outcomes and are assessed in each course.
2. Recommend modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration of scientific content across all four years; and

3. Recommend modification of the core competencies and learner outcomes as required by evolving expectations of physicians.
4. Collaborate with key stakeholders (course directors; clerkship directors; office of accreditation, assessment and evaluation; curriculum office; department of medical education; and the other subcommittees of the curriculum oversight committee) to regularly evaluate foundations of medicine coursework and topics in the MD program curriculum for the purpose of addressing implementation issues and recommending changes to the curriculum oversight committee for the improvement of quality, content and integration as necessary.

### **Committee Membership/ Composition:**

**Chair:** Phase 1 Scientific Foundations Director

Membership includes Phase 1 faculty from all components to ensure that foundations of medicine faculty have input into the structure and functioning of the UT Tyler SOM MD program curriculum. Component representatives include faculty from the following disciplines and courses:

- Biochemistry or Cell Biology
- Immunology or Microbiology
- Pathology
- Pharmacology
- Physiology
- Structure (Anatomy, Histology, or Radiology)
- Interprofessional Education (IPE)
- Population Health and System Science (PHSS)
- Teaching Outstanding Physician Skills (TOPS)

Additionally, two (2) elected faculty from the Phase 1 team are included as members of this subcommittee. A total of 3 student representatives will be included on this subcommittee, when there are 2 cohorts of students (1 MS1 student; 2 MS2 students).

The Scientific Foundations Phase 1 Subcommittee reports to the COC.

### **Clinical Experiences (Phase 2 and 3) Subcommittee**

The Clinical Experience (Phase 2 and Phase 3) subcommittee is responsible for ensuring clinical curriculum and clinical experiences align with the educational program objectives and meet expectations for graduation through continuous quality improvement.

### **Committee Roles and Responsibilities**

1. Monitor the clinical curriculum to ensure that the educational program objectives, based on expected student competencies, and individual clerkship objectives are addressed and evaluated in each clinical experience across all four years. This includes the Phase 2 clerkships, required Phase 3 clinical experiences, and four-year TOPS curriculum (LCME 6.5, 8.2, 8.3, 8.6, 9.4)
2. Monitor the clinical activities and patient encounters to ensure requirements are met
  - a. Types of patients, clinical conditions, and level of responsibility of care (LCME 6.2)
  - b. Procedural skills training (LCME 9.4, 9.7)

3. Monitor the delivery of formative feedback, direct observation, and summative feedback for all learners (LCME 9.4, 9.5, 9.7)
4. Monitor evaluations of the clinical experiences from students, residents, faculty, and staff to inform continuous quality improvement (LCME 8.4, 8.5)
5. Monitor the curriculum linked to the distinction/pathways/certificate programs and ensure the educational program objectives, based on expected student competencies, are addressed and evaluated in each experience.
6. Recommend modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration (LCME 8.3)
7. Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians
8. Assist in identifying collaborators, barriers, appropriate methodologies, and other criterion issues that may enhance or affect activities.
9. Provide reports of clinical activities and assessment information to the Curriculum Oversight Committee, Evaluation and Assessment Subcommittee, Curricular Integration Subcommittee, and Clinical Competence Subcommittee as needed
10. Provide an annual report on committee activities and assessment of future needs.

### **Committee Membership/ Composition:**

Chair: Phase 2 / 3 Clinical Experiences Director

Membership includes Phase 2 faculty representatives from all clerkships to ensure that clinical faculty have input into the structure and functioning of the UT Tyler SOM MD program curriculum. Phase 2 Clerkship Directors include General Surgery, Inpatient Family Medicine, Internal Medicine, Longitudinal Rural Medicine, Neurology, OB/Gyn, Pediatrics, Psychiatry. Medical students, residents, and elected faculty are also members. Phase 3 members of the committee are from the following groups: Critical Care, Emergency Medicine, Foundational Science Educator, Director of Scholarly Activity, Simulation Representative, and Standardized Patient Program Representative.

The Clinical Experiences Subcommittee reports to the COC.

### **Evaluation and Assessment Subcommittee**

The Evaluation & Assessment Subcommittee is charged with selecting and reviewing the processes necessary to evaluate all aspects of the curriculum, including student assessment, and faculty and program evaluation.

### **Committee Roles and Responsibilities**

The purpose of this subcommittee is to:

- Develop the guiding principles for the MD Undergraduate program of evaluation. This includes maintaining oversight for process, outcomes measures and other details that impact implementation (scheduling) or data collection, in close collaboration with the Foundational Sciences subcommittee, the Clinical Experiences subcommittee, Curriculum Integration Committee and the Curriculum Oversight Committee.
- Develop the guiding principles for the MD Undergraduate student programmatic assessment plan. This includes maintaining responsibility for vision and other details that impact implementation (scheduling), in close collaboration with the other subcommittees of the Curriculum Oversight Committee.

- Oversee programmatic reviews and the student outcome analysis to inform the continuous quality improvement processes.
- Recommend to the Curriculum Oversight Committee substantive changes to the programmatic evaluation and assessment system including policy changes.
- Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians or as indicated in review of the data collected.
- Advising the Curriculum Oversight Committee on programmatic assessment system objectives, design, and implementation.
- Recommend stakeholders to be considered to review evaluation reports.
- Provide reports to stakeholders with recommendations for improvements of the outcomes.

#### **Committee Membership/ Composition:**

**Chair:** Director, Evaluation and Assessment

Membership includes a minimum of 5 faculty, two students, and Ex-officio (non-voting) members such as the Senior Data Analyst for Accreditation, Associate Dean for UME, or others needed to assist the Committee in its work.

The Evaluation and Assessment Subcommittee reports directly to the COC.

#### **Interprofessional Education Subcommittee**

The Interprofessional Education subcommittee is charged with integrating IPE principles into practice and education to advance collaborative person-centered care and population health.

#### **Roles and Responsibilities:**

The Interprofessional Education subcommittee principal responsibilities are to:

1. Integrate interprofessional education teaching and practice throughout the curriculum.
2. Monitor the curriculum to ensure that the educational program objectives, based on expected student competencies, and individual course objectives are addressed and evaluated in four- year IPE courses and any other courses appropriate.
3. Monitor any relevant clinical activities and patient encounters for opportunities to highlight IPE.
4. Recommend modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration; and
5. Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians.
6. Create/recommend faculty development programs for interprofessional education.

#### **Committee Membership/ Composition:**

**Chair:** Director, Interprofessional Education UT Tyler SOM

Membership includes a minimum of 10 faculty members from the following colleges, Medicine, Nursing, Pharmacy and Health Professions. Also, faculty from the master's programs participating in the IPE Course. Ex-officio (non-voting) members needed to assist the Committee in its work.

The Interprofessional Education subcommittee reports directly to the COC.



## **Curricular Integration Subcommittee**

The Curricular Integration Subcommittee is charged with monitoring horizontal and vertical integration throughout the curriculum.

### **Roles and Responsibilities:**

- Monitor the courses to ensure that the educational program objectives, based on expected student competencies, and individual course objectives are addressed and evaluated.
- Advise the Curriculum Oversight Committee (COC) on areas to improve integration across the curriculum.
- Recommend modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration.
- Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians.

### **Committee Membership/ Composition:**

**Chair:** Associate Dean (Accreditation, Strategy, and Quality Improvement or Undergraduate Medical Education)

#### **Membership:**

- Assistant Dean, Clinical Integration
- Director, Evaluation and Assessment
- Director of Scientific Foundations
- Director of Clinical Experiences
- Medical Director of Simulation
- Faculty (2 elected)

The Curricular Integration Subcommittee reports to the COC.

## **Clinical Competence Subcommittee (CCSC)**

The Clinical Competence Subcommittee is charged with developing experiences and curriculum to ensure that each student, with the guidance of the clinical skills faculty, develops and continues to refine the basic clinical skills that are required to provide competent care throughout a lifetime of professional work (creating the Teaching Outstanding Physician Skills (TOPS) course).

### **Roles and Responsibilities:**

- Monitor the curriculum to ensure that the educational program objectives, based on the expected competencies, are addressed, and evaluated.
- Monitor any relevant clinical activities and patient encounters.
- Recommend modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration.
- Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians.

### **Committee Membership/ Composition:**

**Chair:** Assistant Dean, Clinical Competence and Integration

Membership includes faculty members selected from the Phase 1 / Phase 2 Clinical Experiences and the TOPS course. The Director of Clinical Skills, Director of Simulation Operations, TOPS facilitators, and faculty who work with medical students and residents are the voting members. Ex-officio non-voting members include the Associates Deans for UME and Accreditation, Strategy and Quality Improvement.

The Clinical Competence Subcommittee reports to the COC.

## **5. STUDENT PROGRESS AND PROMOTIONS COMMITTEE (SPPC)**

**a. Charge:** The Student Progress and Promotions Committee shall evaluate all medical students' academic performance and their suitability to progress in the curriculum and shall recommend to the Associate Dean of Undergraduate Medical Education routine promotion of students and certification for graduation, and specific requirements to correct any deficiencies, if any. The SPPC will have authority to consider all cases of unsatisfactory academic or non-academic performance, including discipline. The committee will have broad discretion to address issues related to a student's academic progress and disciplinary matters and to formulate plans for progression and discipline in a manner consistent with School policy. The committee will also certify that students have met the criteria for promotion to the next academic level and have met the criteria for graduation and receipt of the MD degree. Grade, promotion, advancement, or other academic action appeals will be heard by this committee per the UT Tyler SOM appeal policy, and this committee will serve as the appeals committee when a student seeks a review of a decision by the Associate Dean for Student Affairs or the Associate Dean of Undergraduate Medical Education regarding the student's progress.

**b. Membership:** There will be 7 faculty members. Due to conflict-of-interest policies, directors of courses and clerkships may not serve on this committee.

**c. Ex-officio membership:** The Associate Dean for Student Affairs and the Associate Dean for Undergraduate Medical Education will serve as non-voting ex-officio members of the committee.

**d. Term:** The term of office for the faculty will be four (4) years and will be renewed indefinitely.

**e. Chair:** The faculty members on the committee will elect the chair, subject to approval by the Dean.

**f. Selection:** The Dean or designee will appoint four (4) faculty members. Three (3) faculty members will be nominated and elected by the faculty.

## **6. PROMOTION AND TENURE COMMITTEE (PT)**

**a. Charge:** This committee is responsible for applying uniform policies and procedures for initial appointment and promotion of faculty at the rank of Associate Professor and Professor. The Committee works to ensure consistency, fairness, and transparency in all their decisions and to maintain the upward trajectory of faculty excellence at the school. These decisions are informed by a robust process of annual faculty evaluation(s) as required by the School of Medicine and administered through the Office of Faculty Affairs and Professional Development. The Committee serves as an advisory panel to the dean regarding each proposed faculty appointment, promotion, and term-tenure award. The dean shall make his/her recommendations to the Provost, who shall submit a list of his/her recommendations to the President of UT Tyler. Final authority regarding promotion and term-tenure appointments resides with

the President of UT Tyler and the Board of Regents. An Appeals Committee shall exist to consider individuals for promotion who have been denied recommendation under the Policies or Rules and Regulations of the Board of Regents of The University of Texas.

<https://www.uttyler.edu/policies/>

Term-Tenure and the rank of any newly appointed faculty member at the level of Associate Professor or above shall be reviewed by an ad-hoc subcommittee of the P and T committee. The ad-hoc sub-committee consists of the P and T Chair and two (2) Committee members based on the requested rank and qualifications of the candidate in question.

**b. Membership:** The P and T Committee is comprised of seven (7) faculty members at the rank of Professor or Associate Professor, with a minimum of 3 at the rank of Professor. All members of the P and T committee 1) are not deans, associate deans, department chairs or equivalent; and 2) are not currently serving on a departmental promotion and tenure committee. Faculty members and administrative staff supporting the P and T Committee must respect the confidentiality of the review process and not reveal notes, the names of reviewers of referees, the contents or tenor of discussions, and the contents of the dossier to anyone. Any breaches of confidentiality are considered serious misconduct leading to permanent replacement.

An alternate member will be elected to membership, with the criteria for eligible faculty as defined above, to be utilized as a substitute or replacement if 1) an appointed/elected member no longer meets criteria for membership including breach of confidentiality, 2) an appointed member will be absent for an extended time, such as a sabbatical appointment or extended travel outside the country. The alternate member may attend all proceedings of the committee but may not deliberate or have a vote unless they are serving in place of a voting member. In the event of a vacancy, the alternate may be appointed permanent membership by the Dean, and a new alternate elected.

**c. Term:** The term of office will be three (3) years with the appointments staggered so several experienced members are always serving on the committee. Additional terms beyond the initial three (3) years may be considered based on need and expertise.

**d. Chair:** There will be a voting chair, selected from the current committee members and appointed annually by the Dean or designee, after soliciting input from the sitting committee members. He/ she shall serve a three-year term for a maximum of two terms. Such a person is a senior faculty member at the rank of Professor and with an extensive academic record.

**e. Selection:** Members will be elected by faculty vote.

**f. Decision Making:** A quorum for committee meetings will consist of the committee chair and at least 50% of the members.

**g. Administrative Support:** The Faculty Affairs and Professional Development office provides administrative support for this committee. Appointment and promotion dossiers and proposed agendas with date, time, and location of the next meeting will be distributed at least two (2) weeks prior to a meeting to all committee members.

## **7. GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC)**

**a. Charge:** The Graduate Medical Education Committee (GMEC) shall oversee all programs in graduate medical education sponsored by UT Tyler School of Medicine. The committee shall examine adequacy of the clinical environments and structure according to the guidelines for General Requirements of the Accreditation Council for Graduate Medical Education (ACGME). The committee shall perform appropriate evaluations of each training program to assess compliance with both the institutional requirements and relevant program requirements of the ACGME. The committee shall serve as a forum for discussion of graduate medical education issues, to include not only clinical environments but also resident quality of life, recruitment, and outcomes.

**b. Membership:** The membership of the Graduate Medical Education Committee shall be appointed and recommended from among the faculty members who are program directors of an approved residency or fellowship, 2 at-large members of the faculty, at least two peer-selected residents or fellows, a quality/patient safety officer, and additional members recommended by the Graduate Medical Education Committee. The Designated Institutional Official shall be a member with privilege and a Chair along with a Vice Chair will lead the group's charge.

**c. Term:** The term for the at large faculty members will be three (3) years. Peer-selected resident membership will be done annually.

**d. Chair:** The Associate Dean for GME will serve as the chair.

**e. Selection:** Members of the GMEC are appointed by the Associate Dean for Graduate Medical Education on nomination of the faculty.

**f. Subcommittees:** The Subcommittees include the Quality Improvement and Patient Safety Subcommittee, Residents Success and Support subcommittee, Wellness Subcommittee, Clinical Research Subcommittee, and others as determined by the GMEC.

Membership of the subcommittees are appointed based on their role or expertise. Each subcommittee nominates its chair every three years for GMEC approval.

## C. STANDING COMMITTEES

### 1. COUNCIL OF CHAIRS

**a. Charge:** The Council of Chairs will be responsible for representing the interests of each Department to the Dean, ensuring adherence to the policies and procedures of the School, aligning goals of each Department to the mission of the School and providing input into the strategic plan of the School. The Council of Chairs will be advisory to the Dean.

**b. Membership:** Each Department Chair or designated Chair at an affiliated institution will serve on the Council of Chairs.

**c. Term:** There will be no terms.

**d. Chair:** The Dean will preside over the Council. Each year, the Chairs will elect a Vice Chair to preside in the Dean's absence. The Vice Chair will also be appointed to the Dean's Executive Cabinet (DEC).

**e. Selection:** The Dean appoints all members and may invite ad hoc members.

### 2. RESEARCH ENTERPRISE COUNCIL (REC)

**a. Charge:** The Research Enterprise Council advises the Dean in all matters related to the research mission and strategy of the School. As such the committee functions to recommend: 1) initiatives that increase and improve the effectiveness of basic, translational, population-based and clinical research and training, including strategic programs and infrastructure; 2) plans that increase community awareness of biomedical research initiatives that impact on healthcare and 3) educational, public relations, advocacy and fundraising opportunities for research.

**b. Membership:** The Committee shall consist of five (5) faculty members who should have a demonstrated record of research productivity as well as representation from as many strategic partners as possible (UT Tyler main campus, the Health Science Center, and any affiliate partners as needed). The committee will also include the Senior Vice President of Research, the Associate Dean of Research, the Associate Dean of Graduate Medical Education (or designee), the Director of Clinical Research and the Director of Scholarly Activity. The Assistant Dean for Business and Administration will serve as an ad hoc member of the committee. The chair may appoint subcommittees and additional ad hoc members, as needed.

**c. Term:** The term of office will be three (3) years.

**d. Chair:** The Associate Dean for Research will serve as the chair.

**e. Selection:** Members of the Research Enterprise Council are appointed by the Dean on nomination of the faculty.

### 3. COMMUNITY ENGAGEMENT COMMITTEE (CEC)

The Community Engagement Committee is charged with advancing the community engagement mission of the UT Tyler SOM. As such, the function of the CEC is to:



- Serve as an intellectual resource for developing and sharing community engagement best practices that further the mission and vision of the School,
- Organizationally align existing and new community engagement committees within departments and centers within UT Tyler SOM, each advancing their respective accreditation goals, to discern and assess our collective efforts and impacts,
- Assist in the design, delivery, and assessment of an annual community engagement UT Tyler SOM symposium,
- Support and promote the implementation and utilization of a community engagement software program (GivePulse) that measures and assesses the impact and outcomes of UT Tyler SOM CE efforts and,
- Foster a welcoming and supportive learning and work environment for all members of our UT Tyler SOM community.

### Committee Roles and Responsibilities

Serving in an advisory role to the UT Tyler SOM, the duties and functions of the committee are to:

- Assist in the construction of community engagement strategies that advance the mission and vision of the School of Medicine.
- Design, deliver, and assess educational and trainings sessions and programs for UT Tyler SOM stakeholders that advance the community engagement mission of the School.
- Assist the Director in the development of an annual report highlighting the impact of community engagement strategies in UT Tyler SOM.
- Assist in the development and implementation of an annual UT Tyler SOM community engagement awards for students, staff, and faculty.

### Committee Membership

The Chair of the CEC shall be the Director for Community Health Outreach. The CEC is comprised of 12 members representing students, staff, residents, and faculty in the School of Medicine. Committee members will serve for a term of two years. Following the completion of the two- year term, members will be asked if they would like to continue to serve for another two-year term. There is no limit to the number of two-year terms a member can serve.

## 4. CONTINUING MEDICAL EDUCATION (CME)

- Charge:** The Continuing Medical Education office aims to provide high quality educational activities designed to improve physician competence, physician practice and/or patient outcomes in the delivery of quality medical care. The ultimate goal of the CME office and programs are to promote and further the practice of evidence-based, cost-effective and safe healthcare in keeping with the Health Center’s mission to provide excellent patient care.
- Membership:** as CME is primarily related to physician education, the membership shall consist of primarily physicians and in a “sampling” of our medical school clinical departments; however, as our school is interested in interprofessional education, the membership criteria shall be expanded to include all relevant specialties and healthcare professionals as well as faculty with background in healthcare education, as well as representatives from GME, residents, medical students and anyone else who has an interest in professional development. Committee membership terms will be

staggered so a number of experienced members are always serving on the committee. Additional terms beyond the initial three years may be considered based on need and expertise.

- c. **Term:** The term of office will be three (3) years.
- d. **Chair:** The Chair shall be a UT Tyler SOM faculty member. Such a person will have UT Tyler SOM level of experience on the committee, and the desire to lead this group and to progress the committee agenda.
- e. **Selection:** Members of the Committee are appointed by the Chair on nomination of the faculty.
- f. **Administrative Support:** The CME Office maintains a record of all committee minutes, prepares the agenda and keeps attendance logs. A quorum for committee meetings will consist of the committee chair and at least 50% of the members.

## 5. LEARNING ENVIRONMENT COUNCIL (LEC)

a. **Charge:** The LEC oversees the periodic evaluation and ongoing monitoring of the learning environment at the University of Texas at Tyler School of Medicine, in order to develop and conduct focused strategies intended to enhance positive aspects of the learning environment and mitigate negative influences.

### b. Responsibilities:

- i. The LEC reviews published evidence, discusses best practices, appraises existing learning environment (LE) measurement tools and processes, and reviews outcomes data on the LE at the UT Tyler SOM. Such data are reviewed twice a year (e.g., LE progress report and LE annual report) and include:
  - 1. External LE data – The Association of American Medical Colleges (AAMC) Graduate Questionnaire (GQ); Year 2 Questionnaire (Y2Q).
  - 2. Internal LE data – Aggregated de-identified data from student evaluation of courses, clerkships and teaching associated with the LE (e.g., orientation to courses, clerkships and clinical sites; sense of welcoming to team; student assigned tasks relevant to patient care and clerkship objectives; climate of compassion and respect; mistreatment; teachers setting safe learning environments, etc.); internal quality improvement survey data (e.g., satisfaction with access to secure spaces, computers, call rooms at affiliates; etc.) and any available qualitative data (e.g., focus groups, anonymous student interviews, etc.).
- ii. The LEC formulates a recommendation for a cohesive strategic plan for the ongoing assessment of the LE to develop targeted and effective system-based interventions.
- iii. The council makes recommendations to optimize the LE:
  - 1. within courses, clerkships, offices;
  - 2. within curricular phases (e.g., across courses, across clerkships, academic years);
  - 3. across units or institutions (e.g., Office of Medical Education, Office of Student Affairs, Office of Community Engagement, clinical affiliates, Office of Faculty Development, Office for Information Technology, Library, etc.);
  - 4. and for the general student body, faculty, and for specific subgroups of learners (e.g., students with children, graduate students, commuting students, etc.).

- iv. The Office of Accreditation and Quality Improvement and the Office of Assessment and Evaluation (OAE) compile the LE data and formulate the LE reports twice a year for the LEC .
- v. The LEC, through its co-chairs, reports biannually to the COC and annually to the Dean's Executive Cabinet with a summary of its activities and recommendations for school-wide initiatives to enhance the LE.
- vi. The LEC makes data-driven recommendations to specific offices of the UT Tyler SOM as needed.
- vii. The COC, UT Tyler SOM offices, and UT Tyler SOM leadership are empowered to ensure that there is an appropriate LE in all settings and carry out the LE improvement plans which the LE Council continues to monitor.

**c. Membership:** Regular Members (one vote for each member):

- Two Course or Thread Directors each from Phase 1
- Two Phase 2 Clerkship Directors, the Phase 3 Director
- One medical student representative per class and one graduate student from Biomedical Sciences
- Two resident representatives
- Director of Academic Success
- Director of Medical Student Support and Wellness
- Two at-large clinical faculty members and one at-large Phase 1 faculty member (selected by faculty vote)
- Instructional Support / Ed Tech Specialist
- Facilities Manager
- Medical Librarian

Non-Voting Ex Officio Members: Defined as an individual obligated to serve on the committee based on their administrative role, a contributing member who can speak and debate but does not vote. They attend meetings as needed and are listed below:

- Dean, School of Medicine
- Associate Dean for Accreditation, Strategy, and Quality Improvement
- Associate Dean for Graduate Medical Education
- Associate Dean for Student Affairs
- Associate Dean for Undergraduate Medical Education
- Phase 1 Director
- Phase 2 Director

Resource Members: Defined as staff support and individuals holding administrative roles who, based on their roles, are integral to supporting the charge of the committee. Resource members can participate in discussion, but they do not vote. Other resource staff members may be called upon to attend meetings depending on the agenda. Resource staff attend meetings as needed. Resource members include:

- Director of Academic Affairs
- Administrative support staff TBD

**d. Term:** The term of office will be three (3) years.

**e. Chair:** The chair (or co-chairs) will be elected by its committee members each year.

**f. Selection:** Faculty members of the committee will be nominated and elected by the voting faculty. The initial committee will be appointed by the dean for a three-year term. After the first three years, 2/3 shall serve extended terms to stagger the turnover.

## **6. CONTINUOUS QUALITY IMPROVEMENT AND ACCREDITATION COMMITTEE**

**a. Charge and Responsibilities:** The Continuous Quality Improvement (CQI) Committee provides continuous monitoring of compliance with accreditation standards, as well as policies related to the medical education program. Through a scheduled series of reviews, committee members determine where improvement activities are needed, and refer these issues to other standing committees or institutional leadership for action. The CQI committee's charge is to build a lasting infrastructure of human talent, continuous quality improvement processes, and information technology dashboards that work together to achieve excellence in the medical education program.

Specifically, the CQI Committee:

- i. Monitors compliance with accreditation standards and outcomes;
- ii. Identifies opportunities to achieve excellence in relation to accreditation standards;
- iii. Identifies and addresses adverse trends using CQI methods;
- iv. Evaluates outcome data related to accreditation standards and
- v. Makes recommendations for resolution of problems.
- vi. Makes recommendations to the COC and other UT Tyler SOM committees where appropriate to improve outcomes, compliance with accreditation, and processes.

**b. Membership:** There will be seven (7) voting members. Voting membership shall consist of the chair, four faculty and staff members appointed by the Dean, and two elected faculty.

**c. Term:** The term of office will be three (3) years.

**d. Chair:** The chair will be the Associate Dean for Accreditation, Quality, and Strategy.

**e. Selection:** Faculty members of the committee will be nominated and elected by the voting faculty.

All voting members will serve three-year terms. Voting membership shall consist of faculty and staff with the knowledge and expertise to actively participate in the committee. Ex-officio (non-voting) membership will consist of faculty, staff and administration needed to assist the working group to accomplish its goals.

## **7. SCHOLARSHIP COMMITTEE**

**Charge:** The Scholarship Committee is a standing committee of the School that is responsible for maintaining an inventory of assignable scholarships at the UT Tyler SOM. The committee will advise the Associate Dean for Student Affairs and the Dean on awarding scholarships to deserving students according to the specific criteria for the scholarships in question. It will determine review processes for all applicants for various scholarships and follow fair and equitable processes for awarding the scholarships. Committee members will be expected to recuse themselves in any case where they have a personal relationship or other conflict with a potential awardee. Decisions on scholarships will

be decided by a majority vote of the committee.

- a. **Membership:** The council will consist of seven (7) members consisting of five (5) faculty and two (2) staff. Ad hoc voting student members may be invited by the chair as appropriate. The Associate Dean for Student Affairs and the Director of Financial Aid will serve as ex-officio, non-voting members of the committee.
- b. **Term:** The term of office will be three (3) years.
- c. **Chair:** The chair will be elected by its committee members each year.
- d. **Selection:** Faculty members of the committee will be nominated and elected by the voting faculty.

## 8. FACULTY HONORS AND AWARDS COMMITTEE

- a. **Charge:** The Honors and Awards Committee is a standing committee of the School responsible for 1) identifying faculty who have achieved significant accomplishments as members of the faculty of UT Tyler SOM for institutional, state, and national awards and for presenting these individuals to the Dean for consideration; and 2) maintaining an inventory of honors and awards offered internally and externally. Nominees for external requests will commonly be submitted by a Department, Center or Institute. When only one nominee can be submitted by the School, the Faculty Honors and Awards committee will review the nominees (if more than one) and supporting documents in order to provide a recommendation to the Dean.
- b. **Membership:** The committee will consist of eight (8) members consisting of six (6) faculty and two (2) students (one MS1 and one MS2) who will serve as co-members with a single student vote. Committee membership terms will be staggered so several experienced members are always serving on the committee. Additional terms beyond the initial three years may be considered based on need and expertise. The committee will strive to reflect the balance and array of talents and disciplines of UT Tyler SOM faculty and include faculty members across all mission areas. Ad hoc voting student members (one from each class) may be invited by the chair as appropriate.

A quorum for committee meetings shall consist of the committee chairperson and at least 50% of the members.

- c. **Term:** The term of office will be three (3) years.
- d. **Chair:** The chair shall be elected every three (3) years. He/She shall be UT Tyler SOM faculty member. Such a person shall have some level of experience on the committee's matters and preferably received an honorific award.
- e. **Selection:** Faculty members of the committee will be nominated and elected by the voting faculty.
- f. **Administrative Support:** The Faculty Affairs and Professional Development office shall provide administrative support for the committee including the submission of nomination packages to awarding institution once approved by the Dean.

## **D. AD HOC COMMITTEES**

Ad hoc committees may be established by the Dean or by a majority vote of the voting faculty. 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 faculty or Dean that created the committee for a particular purpose.



## Part 5: Amendments

Proposed amendments to the bylaws will be circulated to members of the faculty at least two (2) weeks prior to the Faculty Executive Council meeting where they will be considered and voted on for approval.