



# BYLAWS OF THE FACULTY

UNIVERSITY OF MISSOURI-COLUMBIA

SCHOOL OF MEDICINE

FACULTY ASSEMBLY VOTED MAY 07, 2025

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## I. Article I - Mission

To save and improve lives – through exemplary education, research, and patient care.

## II. Article II - Vision

We will be the premier and transformational academic health system for Missouri.

## III. Article III - Values

**Excellence:** We pursue the highest goals and accept the sacrifices and responsibilities required to achieve our best possible performance.

**Respect:** We nurture free and open discourse, listen to new ideas, and value diverse perspectives and talents.

**Service:** We put forth our most diligent efforts on behalf of our patients, learners, stakeholders, and partners.

**Integrity:** We commit to honesty, truthfulness and authenticity in our relationships and activities.

**Responsibility:** We exhibit a strong sense of duty, stewardship, and accountability to each other and to the public.

**Innovation:** We pursue an ongoing, collaborative process of discovery and translate knowledge for the benefit and service of society.

**Inclusion:** We promote diversity and convey a sense of belonging, respect, and value for all persons.

**Compassion:** We relate to others in a caring, empathic manner and strive to prevent and relieve human suffering.

## ***Bylaws of the Faculty***

### **IV. Article IV - Purpose**

Academic governance within the MU School of Medicine shall comply with the Bylaws of the University of Missouri-Columbia faculty codified in Section 300.010 of the Collected Rules and Regulations of the University of Missouri. Accordingly, these Bylaws of the Faculty of University of Missouri-Columbia School of Medicine are created to delineate more specifically the nature and form of academic governance within the School of Medicine. They shall serve to foster a productive academic environment. These Bylaws will be interpreted in a manner consistent with the University's Collected Rules and Regulations (CRRs), which shall control in the event of any conflict.

### **V. Article V - Faculty Membership**

The faculty of the School of Medicine, hereafter designated as the faculty, shall be comprised of the President, the Chancellor and those persons holding an academic appointment in the School of Medicine.

### **VI. Article VI - Faculty Rights, Ethics, Responsibilities and Authority**

#### **A. Rights, Ethics, Responsibilities**

The rights, ethics, and responsibilities of the faculty shall be those delineated in Bylaws of the University of Missouri-Columbia faculty, CRR 300.010 and in other relevant provisions of the Collected Rules and Regulations, as amended from time to time.

#### **B. Faculty Authority**

The University of Missouri – Columbia School of Medicine faculty hold responsibility and authority with respect to academic policy within the School of Medicine as delegated by the Board of Curators in CRR 300.010.

### 1. *Vesting of Authority*

Faculty authority shall be vested in a Faculty Assembly which shall consist of those members of the faculty having regular appointments (tenured or tenure track), faculty on clinical, professional practice, research, and teaching tracks whose academic duties and obligations are primarily to the School of Medicine to include volunteer faculty at branch campuses.

### 2. *Primary Authority*

The Faculty Assembly has essential decision-making authority in matters directly concerning the educational program of the School of Medicine including, but not limited to, the matters identified in the MU Faculty Bylaws as those of primary faculty authority. The Faculty Assembly also is the approving body for all changes in the SOM Faculty Bylaws

### 3. *Shared Authority*

The Faculty Assembly has shared authority by which it participates cooperatively with other persons or offices in matters such as those identified in the MU Faculty Bylaws.

### 4. *Advisory Authority*

The Faculty Assembly has advisory authority and responsibility with other persons and offices in matters such as those identified in the MU Faculty Bylaws.

### 5. *Delegation of Authority*

The Faculty Assembly may delegate authority to any representative body of the faculty. Unless otherwise stated in these Bylaws, the Faculty Assembly will retain authority to act with respect to matters that have been delegated to other bodies.

### 6. *Exercise of Authority*

Policy may be proposed by the Faculty Assembly, councils, committees, or the Dean. Proposed policy shall be submitted to the Dean and the Faculty Affairs Council (FAC) for information prior to Faculty Assembly approval. The Faculty Assembly cannot exercise authority that would countermand or supplant the final decision authority of tenure and promotion process, the school of medicine admissions committee,

committee on student promotion, or the curriculum committee. Further, the Faculty Assembly actions are subject to and must be consistent with the University of Missouri Collected Rules and Regulations

## 7. *Voting*

The Faculty Assembly recognizes the importance of a democratic decision-making process. Voting within the Faculty Assembly shall adhere to the principles of fairness, representation, and transparency. The voting process encompasses decisions on matters such as bylaws, policies, and other important decisions, ensuring that the voice of the faculty is integral to the governance of the School of Medicine. Voting procedures, quorum requirements, and compliance with institutional rules and regulations shall be consistently upheld to maintain the integrity of the decision-making process.

## **VII. Article VII - Organization**

The Faculty of the School of Medicine, in order to fulfill its responsibilities, shall be organized into:

- A. Office of the Dean
- B. Departments of the School
- C. Councils:
  - 1. Faculty Affairs,
  - 2. Research and
  - 3. Chairs
- D. Standing Committees.

### **A. Office of the Dean**

1. The Dean is appointed by the Provost to serve as the chief executive officer of the School of Medicine. The Dean shall oversee the business and provide leadership in such a manner as to enhance the academic and intellectual environment of the School of Medicine.
2. The Dean shall advocate the policies of the School of Medicine at all academic and public levels and shall be responsible for keeping the faculty informed of decisions, activities and plans made at all campus, university-wide and governmental levels which affect the operation of the School of Medicine.

3. The Dean is responsible for the recruitment and appointment of departmental chairs, with the approval of the Chancellor and Provost. The Dean conducts periodic review of achievements and performance of chief administrators and chairs.
4. The Dean shall meet regularly with the councils of the School.
5. The Dean shall appoint standing committees of the faculty except where other procedures are herein specified, and such operational committees as are necessary to aid them in the performance of his duties. The Dean shall appoint those institutional committees required by external agencies.
6. The Dean shall review at least annually with the faculty the progress of the School.
7. The Dean serves as the chair of the Faculty Assembly and presides at meetings of the faculty.
8. The Dean shall serve as or appoint the chief academic officer who will lead and take responsibility for the development, implementation, and evaluation of the educational and academic programs of the School of Medicine
9. The Dean shall facilitate the development of strong research programs within the School of Medicine, utilizing the resources of the school and the advice of the Research Council.
10. The Dean shall receive and allocate resources of the School of Medicine.
11. The Dean shall perform such duties as may be prescribed by the Board of Curators, the President, and the Provost, as well as the duties inherent in serving as the executive officer of the Medical School.

**B. The Departments of the School**

1. The departmental structure of the School of Medicine shall be established by the Dean with the advice of the Faculty Assembly.
2. The chief executive and academic officer of each department is its chair. Departmental chairs are responsible to the Dean for the effective and efficient administration of the department, including those matters identified in CRR 20.110. They communicate the needs and aspirations of their departments to the rest of the School. They are responsible for providing leadership toward achievement of excellence in teaching, research, and service activities within their departments.
3. Departmental Appointment, Promotion and Tenure Committees
  - a. The faculty of each department shall select annually an appointment, promotion and tenure committee comprised of at least three members



of its faculty. Departments with five or fewer faculty members may combine for the purpose of establishing a promotion and tenure committee. Membership on the departmental promotion and tenure committee shall be limited to those with a tenure track, clinical track, professional practice track, research track or teaching track appointment at a rank of Associate Professor or higher who do not hold a position as departmental chair or as Dean.

- b. Committee members must be at the rank considered or above to vote on an appointment or promotion recommendation. Therefore, only Professors may vote on recommendations at the Professor level. Only Professors and Associate Professors may vote on recommendations for appointment or promotion to Associate Professor. Similarly, only tenured faculty may vote on tenure recommendations.
- c. Only physicians with time in clinical practice (direct patient care) and clinical teaching (attending) may vote on clinical track recommendations. Any Faculty Appointment Promotion and Tenure (FAPT) committee member at the appropriate rank may vote on professional practice, research, and teaching track recommendations.
- d. The committees' duties are to review and document the academic merits of all departmental faculty members eligible for promotion or tenure in accordance with CRR 320.035 and to recommend meritorious candidates to the department chair and the Dean. Recommendations to the Dean shall be accompanied by a separate letter of evaluation from the department chair.

## **C. Councils**

### **1. *Faculty Affairs Council***

#### **Charge**

- a. The Faculty Affairs Council hereafter referred to as FAC shall serve as a representative body of the medical school faculty in matters of concerns to that faculty.
- b. FAC for the Faculty Assembly, shall review, provide input and feedback to the faculty Bylaws; review, provide input and feedback Medical School policy on appointment, promotion and granting of tenure; promote the University's inclusive excellence framework in faculty recruiting; collaboration with the Dean to ensure that all faculty have the opportunity to provide input to their department

chair, division and the school. FAC shall in all matters uphold the rights, responsibilities, and authorities of the faculty.

- c. FAC shall receive annual reports from the standing committees of the School of Medicine.

#### Membership and Composition

- d. The FAC shall be comprised of one elected Faculty Assembly representative from each medical school department and the School's elected representatives to the University of Missouri-Columbia Faculty Council on MU Policy. The Chief Wellness Officer is an ad hoc member. An alternate for each representative should be designated by each department, and these alternates shall serve on the FAC as full members in the absence of the elected departmental representative. The Dean, department chairs, and their relatives, as defined in CRR 320.040, shall not be eligible to serve as elected representatives or alternates.
- e. The departmental representatives shall be elected by members of their departments through a secret ballot for a term of three years (except Officers serve 4-years per section (f) and (h) below) beginning July 01, and may be recalled by a two-thirds vote of their department. Elected representatives may serve one three-year term (except Officers per section (f) and (h) below) and must have a break in service of one year before being eligible for one additional three-year term (except Officers per section (f) and (h) below). The FAC shall adopt a schedule of staggered rotation so that no more than approximately one-third of its membership is up for re-election in any given term year. The School's elected representatives to the MU Faculty Council on MU Policy are voting members but are not eligible to serve as an officer. Nominations for Officers shall be made at the initial meeting of each academic year, and elections held at the next subsequent meeting for which quorum is met.
- f. Officers of the FAC include a Chair-Elect (1-year term), a Chair (2-year term), and a Chair-Emeritus (1-year term). These positions are held consecutively for a total of four years of officer service. Officers shall be elected by the elected representatives of the FAC. A representative in any year of their term is eligible to run for Chair-

Elect, provided they are willing to complete the full 4-year officer cycle. Upon election as Chair-Elect, a representative's term on the FAC is automatically extended to cover their service through Chair and Chair-Emeritus, if needed. The Chair-Elect also serves as parliamentarian during their year in that role.

- g. The Chair of the FAC presides over all FAC meetings and with input from the FAC, sets meeting agendas. Any member of School of Medicine Faculty Assembly may request any matter to be placed on the agenda and may request to be allowed to appear before the FAC. Such requests may be made either through their department representative or Chair of FAC. The Chair of FAC is a member of the Dean's Executive Cabinet to ensure faculty representation. Beyond attending the Dean's Executive Cabinet, the Chair of the FAC shall be Vice Chair of the Faculty Assembly and shall preside at meetings of the assembly in the absence of the Chair of the Faculty Assembly (the Dean of the School of Medicine) or at other times designated by the Chair of the Faculty Assembly.
- h. The Chair shall serve a two-year term. At the conclusion of the Chair's term, the individual transitions into the role of Chair-Emeritus for one year, serving in an advisory capacity to support continuity and provide institutional knowledge. The Chair may be removed from office by a two-thirds vote of the FAC or by a simple majority of the Faculty Assembly.
- i. The Chair-Emeritus may continue to serve even if their original representative term has ended. In such cases, the Chair-Emeritus will retain ad hoc (non-voting) status. In the absence of the Chair, the Chair-Elect or Chair-Emeritus (in that order) will assume the duties of the Chair as needed.
- j. FAC shall have administrative support reporting directly to the FAC Chair. The administrative support will record the minutes of each meeting, maintain all records regarding bylaw modifications, take attendance and maintain records and be responsible for distributing minutes, agendas, managing election processes, and other communications as directed by the Chair.
- k. The FAC shall in all matters uphold the rights, responsibilities, and authorities of the faculty. FAC may delegate operational tasks.

- I. Representatives shall keep their departments informed of matters pending before FAC and shall convey to the council the views and wishes of their departmental colleagues.

## 2. *Research Council*

### Charge

The Research Council shall recommend policies governing research, including the fostering and stimulation of intramural and extramural research relationships, inter-disciplinary research, and the generation and distribution of research funds. The Research Council shall recommend to the Senior Associate Dean for Research the distribution of specified institutional research funds.

### Membership and Composition

The Research Council consists of fifteen (15) members, all of whom must be members of the Faculty Assembly. To ensure comprehensive representation, the Council will include clinical and basic science department members. The Council aims to have representation from different academic ranks—full professors, associate professors, and assistant professors, any of which (with or without tenure) can serve as the Chair of the Research Council.

- a. Election to the Research Council will be by vote of the Faculty Assembly.
- b. The nomination process will be open and will include self-nomination, nomination of candidates by department chairs, members of the Faculty Assembly, and other senior leaders of the MU School of Medicine
- c. Candidates will be selected based on the number of votes (highest ranking first) and will take into account the minimum number of faculty required from the following faculty pools:
  - i. Non-clinical/basic science department (BBME, Biochem, MMI, MPP, NEP), minimum one (1)
  - ii. Clinical department, minimum one (1)
  - iii. Columbia campus, minimum one (1)
  - iv. Springfield campus, minimum one (1)
  - v. Full professor, minimum one (1)

- vi. Associate Prof, minimum one (1)
- vii. Assistant Prof, minimum one (1)
- viii. Twenty (20) percent effort or more devoted to research, minimum twelve (12)
- d. Qualification to serve as Chair of the Research Council:
  - i. Assistant, Associate or Full Professor with or without tenure
- e. Approximately one-third of the membership shall be replaced each year.
- f. Involvement in research is a prerequisite for Council membership. Such involvement may be evidenced by research administration, recent publications in refereed research journals, receiving of funded grants, presentations at national and international research meetings and/or service on national grant review panels.
- g. Members who hold the following positions shall be ex officio:
  - i. An Associate Dean in the School of Medicine responsible for research.
  - ii. Associate Chief of Staff for Research of the Harry S Truman Memorial Veterans Hospital.
  - iii. Each Research Council member shall be elected for an initial term of three (3) years and may be reelected for an additional consecutive term of three (3) years. Following the completion of two consecutive terms, members shall observe a mandatory waiting period of one year of service before becoming eligible for re-election to the Research Council.
  - iv. Research Council officers shall be elected by the elected representatives of Research Council and will include a Chair, a Chair-Elect who will assume the Chair role after one year, and an Immediate-Past Chair, who will serve ex officio as a consultant for a one-year period. Elections for the Chair-Elect position must ensure that the term for the Chair can be served within the individual's existing three-year term of the member.
  - v. The Chair shall be elected by a majority of the votes cast in a secret ballot of the members of the Research Council. Chairs may serve one three-year term and must have a break in service of one year before being eligible for one additional three-year term. The Chair can be removed from office for negligence of duty or impropriety. Such action shall be initiated by presentation of a petition to the Dean.

The Dean will communicate a removal decision to the FAC chair.

vi.

#### Other responsibilities

- vii. Minutes of the Research Council shall be the responsibility of an administrative support staff whose duties include supporting the Associate Dean for Graduate Research Education. Minutes will be distributed to the Dean, the Senior Associate Dean for Research and to the FAC. The administrative support staff will also be responsible for taking attendance, maintaining records, distributing minutes, agendas, managing election processes, and other communications as directed by the Research Council Chair.
- viii. The Research Council shall report at least once a year to the faculty. The report shall be presented by the Chair and shall include an accounting of the distribution of specified institutional research funds.
- ix.

### 3. *Council of Departmental Chairs*

- a. The Council of Departmental Chairs shall consist of the chairs of all departments of the School of Medicine.
- b. The Council of Departmental Chairs is charged to be an advisory council to the Dean.
- c. Meetings and Agenda
  - i. Meetings will be presided over by the Dean and shall be held monthly or as requested by the Dean.
  - ii. Agenda items for discussion and/or review may be proposed by Department Chairs, the Dean's Office, faculty, and students and sent directly to the Dean.
  - iii. The Council may convene ad-hoc subcommittees to assist in fulfilling its responsibilities or duties. The composition of these subcommittees will be at the discretion of the Council and may include members of the general faculty and student body.

## D. Standing Committees

The standing committees shall be the Committee on Student Admissions; the Committee on Student Promotion; the Committee on Faculty Appointment, Promotion and Tenure; the Committee on Curriculum; and the Committee for Respect and Civility in the Learning Environment (CiRCLE). The officers of each committee shall be elected by secret ballot by the committee from among the committee membership. Membership criteria and duration of term are specified in the description of each committee. Each committee and subcommittee member must complete the following compliance and best practice processes annually:

- a. Submit a conflict-of-interest report
- b. Participate in implicit bias training
- c. Review the current strategic plan
- d. Review the Faculty Bylaws and standing committee charges

### 1. *Committee on Curriculum*

#### a. Charge

The Committee on Curriculum (otherwise referred to as the Curriculum Committee) is charged by the Faculty Assembly with oversight and accountability for the content and quality of the School of Medicine curriculum. The School of Medicine refers to the entirety of the MU School of Medicine. The two campuses will be referred to as the Columbia campus and the Springfield campus.

It is important to note that in order to fulfill this charge, the Committee must work in collaboration and consultation with the Office of Medical Education and other key stakeholders in the development and implementation of the curriculum. Nothing in these Bylaws and associated workplans should be construed as an inflexible structure or process. Rather, it is a framework for an agile, responsive, and collaborative approach to continuous improvement in the quality of the curriculum.

#### b. Composition:

All School of Medicine campuses shall have membership on the Curriculum Committee.

The Curriculum Committee shall consist of fifteen (15) elected members, of which nine faculty (9) are elected from Columbia campus, one (1) faculty is elected from the Springfield campus; students are non-voting members; four (4) students are elected from four classes in Columbia campus (one from each class), and one (1) student is elected from the Springfield campus. If additional regional campus sites are added, the composition of the Curriculum committee will expand to include one additional faculty and one additional student representative. The outgoing chair subsequent to the end of their term of service will serve for one additional year as non-voting ex officio.

Students shall be elected prior to July 01, except for M-1 class who can be elected at the end of the first block. Student members of the Curriculum Committee shall serve for one (1) year, eligible for re-election all four (4) years, with an elected alternative who shall serve in the absence of the elected student member.

c. Election of Members:

The election process shall be carried out by the FAC as follows:

- i. Election to the Curriculum Committee will be by vote of the Faculty Assembly.
- ii. Slates of candidates for all campuses will be sought based on their commitment to promoting excellence in the appropriate learning environment for students at the School of Medicine.
- iii. The nomination process will be open, with candidates solicited from Columbia and Springfield leaders/chairs/departments, nomination by members of the Faculty Assembly and self-nomination.
- iv. Nominees will be identified on the ballot as clinical or basic science faculty (as determined by the Faculty Assembly with regards to their department or primary appointment or major activity). The intention is to allow the Faculty Assembly to select candidates that would result in a representative Curriculum Committee.



- v. The faculty candidates for the Curriculum Committee shall provide the Faculty Assembly (through FAC) with a short summary of teaching accomplishments and a statement of aspirations for their tenure on the Curriculum Committee.
- vi. Ballots will be counted and a list by descending plurality will be prepared. The available openings on the Curriculum Committee will then be filled from the top of the list until the membership limit has been reached.
- vii. The next three nominees with the most votes will be designated as alternates to serve in the event that any member cannot complete their term of service.

d. Term of Service, Attendance and Participation:

Each Curriculum Committee member shall be elected for an initial term of three (3) years, commencing on July 01, and may be reelected for an additional consecutive term of three (3) years. Following the completion of two consecutive terms, members shall observe a mandatory waiting period of one year of service before becoming eligible for re-election to the Curriculum Committee.

The committee must ensure that two (2) to three (3) members conclude their terms and are replaced at the conclusion of each term.

e. Officers:

The Curriculum Committee shall elect a chair, vice-chair, and secretary during the first meeting of the academic year. Terms of officer service are for one year except for the vice-chair who will assume the role of Chair and Chair-Emeritus and therefore serve for three consecutive years. The role of chair emeritus is non-voting and is to assist the new chair and vice chair in their leadership positions.

f. Responsibilities:

- i. The chair will:
  - a. Set the agenda, convene, and conduct monthly meetings of the Curriculum Committee.

- b. Meet with the Dean at least twice during the year to discuss curricular matters.
  - c. Meet on a regular basis with the Dean or appointed Chief Academic Officer and Office of Medical Education leadership to discuss emergent curricular issues.
  - d. Prepare and present an annual update at one of the all-faculty meetings
  - e. Prepare and present an annual report for the FAC.
- ii. The Vice Chair will:
  - a. Conduct meetings in the absence of the chair
  - b. Assist the chair, as needed, in managing the business of the Curriculum Committee.
  - c. Prepare to assume the position of chair by staying fully informed of issues before the Curriculum Committee.
  - d. The secretary will oversee the administrative assistant assigned from the Dean's office tasked with taking meeting minutes to ensure that the minutes of the Curriculum Committee meetings are comprehensive, compliant with LCME recording best practices and present them to the Chair and the members of the Curriculum Committee for review prior to the subsequent meeting.
- iii. Curriculum Committee members:
  - a. Are expected to attend all meetings and participate in ad hoc workgroups and subcommittees, as needed. A member who has an unapproved absence for more than two meetings shall be subject to replacement with an alternate, at the discretion of the chair.
  - b. Are expected to be informed about the current curriculum as well as school specific and national issues and trends in medical education through regular dialogue with students and faculty and to represent those to the Curriculum Committee.
- iv. Student representatives:

- a. Are expected to represent their class and present student perspectives on the issues before the Curriculum Committee. Hence, Student members are expected to solicit input from peers about curricular issues and concerns and represent those to the Curriculum Committee. Student representatives should regularly seek out opportunities to discuss Curriculum Committee issues with various student groups to keep them informed and solicit their input. Students' representatives are also encouraged to convey student views on strengths in the curriculum and ideas for enhancement.

g. Meetings and Agenda

- a. Meetings shall be held monthly or as requested by the Curriculum Committee Chair /members /Dean.
- b. Agenda may be proposed by Curriculum Committee members, the Dean's Office, faculty, and students.
- c. The Curriculum Committee may convene ad-hoc subcommittees to assist in fulfilling its responsibilities. The composition of these subcommittees will be at the discretion of the Curriculum Committee and may include members of the general faculty and student body.
- d. An appropriate annual budget for faculty teaching awards, shall be provided by the Dean's Office. Administrative and statistical support to accomplish the work of the Curriculum Committee shall be provided by the Dean's Office.
- e. Meetings are open to faculty and students as observers.

h. Implementation

The presence of a quorum is necessary for the consideration of all voting matters. A quorum shall be deemed present when more than half of the voting members are physically present or participating via active electronic communication.

An annual report detailing Curriculum Committee activities and decisions shall be submitted to the Senior Associate Dean for Medical Education. However, it is essential to underscore that

neither the FAC nor the Faculty Assembly possesses decision-making authority related to Curriculum Committee decisions.

## 2. *Committee on Student Admissions*

### a. Charge

The Committee on Student Admissions has the sole authority to select, evaluate, and admit medical students to University of Missouri School of Medicine. The committee is charged with admitting students who will excel as patient-centered physicians.

The Committee on Student Admissions has the obligation to consider, in depth, the credentials of all applicants that will allow for success in their medical studies. This committee assumes the responsibility for training new committee members and for updating returning members in admissions procedures and standards. The Committee on Student Admissions is responsible for the annual review of admissions practices and adopting any necessary revisions.

### b. Composition

The committee shall be composed of a minimum of twenty-five (25) voting members.

Each spring, the Associate Dean for Student Affairs with the Admissions Committee co-chairs will call for nominations for new members from the Faculty Assembly. Nominations for the committee may be made by any Faculty member or by self-nomination. Nominated individuals will meet with at least three members of the current committee to review their role on the committee and confirm their interest in serving. The Associate Dean for Student Affairs and/or the Co-chairs of the Admissions Committee will then provide the list of candidates to the Dean for review. Election of the faculty to the committee will be by vote of the Faculty Assembly.

At least 70 percent of voting members shall be faculty from the medical school. There shall be representation of both clinical and basic science faculty. Alumni physicians, community physicians,

and up to three resident physicians or fellows are eligible for election to the committee. These members will have full voting rights. The committee may include two members elected from the third-year medical class and two members elected from the fourth-year medical class, who can be reelected after serving as third year committee members. The final two student members will be elected by the local SNMA (Student National Medical Association) members. Medical student members will have full voting rights. The Associate Dean for Student Affairs or their designee, the Director of Admissions or their designee, and the Associate Dean for Diversity, Inclusion, Culture and Equity serve as ex-officio (non-voting) members of the committee.

c. Rules and Regulations of the Committee on Student Admissions  
i. Length of Service

To provide experience and continuity, members will be elected yearly for a period of up to three consecutive years. Approximately one-third of the committee shall be replaced yearly. No individual shall serve more than three consecutive years unless elected co-chair, when an additional year is permitted. Terms of service will begin on September 1. Medical student members may serve for up to two continuous years if reelected.

ii. Orientation and Training

The cochairs shall organize an orientation for the committee prior to the student selection process. Each new and returning committee member must participate in an annual in-depth mandatory orientation and training session held prior to the start of the interview season. These sessions cover a review of admissions procedures and processes. Members will submit a conflict-of-interest agreement and a confidentiality agreement prior to interviewing candidates.

iii. Chairs

Two co-chairs shall be elected by the committee from the committee membership. These members will be reviewed by the Dean and only prevented from service should a

significant issue be determined upon the Dean's review (e.g., professionalism concerns etc.). Cochairs are elected for one-year terms and may be reelected for a second term if they have not completed four consecutive years on the committee.

The cochairs will prepare the agenda and preside at meetings, oversee subcommittees, and may also act as liaison to the Dean's office and the FAC. The chairs shall organize an orientation for the committee prior to the student selection process.

iv. Screening and Interviews

Meeting times shall be determined by the committee. The committee shall set criteria to screen applications. The screening subcommittee composed of faculty and staff members will determine which applicants receive an interview. Applicant interviews shall be conducted according to a schedule set up in advance by the campus Office of Admissions with input from the committee.

v. Quorum and Voting

A quorum is defined as two-thirds of all voting members of the committee with the majority being faculty members. A quorum must be present for all votes. Voting shall be anonymous. Direct admission and EDP (early decision program) students require an affirmative vote of a two-thirds majority of those voting.

vi. Admissions Decisions and Creation of Alternate List

Committee voting establishes a numerical rank ordering of regular admissions candidates. Each month, top ranking students are accepted, and the remainder of the list moves to join the next month's rankings for further consideration for acceptance. At the conclusion of the interview/voting sessions, the acceptance list and alternate list are finalized, and the remainder of the applicants interviewed are placed on the rejection list.

The alternate list is created from the rank order list and is in numerical order. The higher committee scores are at the top of the alternate list and lower ones are at the bottom. The alternate list will include the same number of candidates as are in the admitted class. If an admitted student withdraws prior to matriculation, the student with the top numerical score/is at the top of the rank order list is offered acceptance. For any additional withdraws this process is repeated until the class matriculates.

vii. Applicants of Committee Decisions

The deliberations of the committee relevant to individual applicants shall be held in strict confidence by its members. Applicants shall be informed of committee decisions and actions only through the Office of Medical Education by the Director or Associate Dean for Admissions.

No one is authorized to provide unsuccessful applicants counsel or advisement regarding their individual application and/or interview. Students not admitted are provided with information regarding outreach programs which may serve to reflect on their competitiveness for future application cycles.

viii. Reporting

The committee chairs will report semi-annually to the Faculty Assembly.

ix. Subcommittees

The following subcommittees operate under the direction of the Committee on Student Admissions and will make recommendations to the Committee which has authority and final approval.

a. Preprofessional Scholars Program (PSP)  
Subcommittee

Responsible for interviewing and selecting applicants to be in the Bryant Scholars and PAWS Scholars preprofessional programs, as well as to review these

students' progress ensuring they meet the requirements for matriculation.

b. Screening Subcommittee

Responsible for screening completed applications to determine interview status. Screening is done through a holistic process. Screeners are assigned only one part of the application to review and score.

c. MD/PhD Subcommittee

Responsible for creating a rank order list of interviewed MD/PhD applicants based on committee interviews and scores for both the MD admissions committee and the PhD admissions committee.

3. *Committee on Student Promotion*

a. Charge

The Committee on Student Promotion (CSP) is charged with the responsibility of reviewing the progress of all students who are candidates for the degree Doctor of Medicine.

The CSP shall maintain confidentiality of identifiable student information consistent with requirements of University policy and the Family Educational Rights and Privacy Act.

The CSP, acting under the authority delegated to it by the Faculty Assembly, shall be responsible for:

- i. The approval of students for graduation.
- ii. The approval of students for academic honors.
- iii. The review and approval of proposed remediation plans for students with academic difficulty concerns.
- iv. The promotion of students in the academic program.
- v. The dismissal process and recommendations for the dismissal of students from the academic program for the academic reasons.
- vi. The review and approval of student requests for leave of absence.
- vii. The review and approval of student requests for curriculum deceleration.



viii. The review of student performance on the United States Medical Licensing Examinations (USMLEs).

b. Composition

- i. The Committee shall be broadly representative of medical student teaching faculty, and these representatives are responsible for conveying appropriate information to the Faculty Assembly.
- ii. The CSP shall include twelve (12) regular Faculty members and three alternate Faculty members. Four (4) regular Faculty members and one (1) alternate Faculty member will be chosen by the Years one and two curriculum block directors. Four (4) Faculty members and one (1) alternate Faculty member will be chosen by Years three and four Clinical Clerkship Steering Committee. Four (4) at-large Faculty positions and one (1) alternate Faculty member will be elected from the Faculty Assembly.
- iii. Nominations for the at-large positions may be made by any Faculty member, by self-nomination or by a medical school class.
- iv. The Faculty alternates will be asked to participate in a Committee matter when regular Faculty members cannot participate in a manner specified in the Committee's Rules and Procedures.
- v. Each CSP Committee member shall be elected for an initial term of three (3) years and may be reelected for an additional consecutive term of three (3) years. Following the completion of two consecutive terms, members shall observe a mandatory waiting period of one year of service before becoming eligible for re-election to CSP.
- vi. The CSP shall include medical student representation on the Committee.
- vii. Each fall semester, the Associate Dean for Student Affairs will make the selection from among three nominees provided by M1 students through an election process and shall appoint one student from the first year ("M1") class to serve on the Committee.
- viii. Student CSP members will continue service through the fourth ("M4") year unless removed, in which case a student

replacement will be named by the Associate Dean for Student Affairs.

- ix. A chair shall be elected by the committee from the committee membership. These members will be reviewed by the Dean and only prevented from service should a significant issue be determined upon the Dean's review (e.g., professionalism concerns etc.).
- x. Chair is elected for one-year terms and may be reelected for a second term if the Chair has not completed four consecutive years on the committee.
- xi. The Associate Dean for Student Affairs and other appropriate representatives of the Office of Medical Education will be non-voting, ex officio members.
- xii. Committee members will be chosen during the winter semester for terms beginning July 01, except that student terms will commence May 1, so that students may be continuously represented.

#### 4. *The Committee on Faculty Appointment, Promotion and Tenure*

##### **Charge, Composition and Membership**

The charge of this committee shall be to advise the Dean concerning new appointments at the rank of associate professor or professor and recommend promotion and tenure of Medical School faculty through the Dean to the campus review authority in accordance with CRR 320.035.

The committee shall consist of fourteen (14) members, each serving one term of three (3) years which shall begin on July 01 and terminate on June 30.

The committee shall maintain a rotating roster of departments so that insofar as possible, over a period of years, all departments will have equal opportunity to provide members for the committee. Department Chair or Interim Chair may not serve.

In May of each year, the Faculty Appointment, Promotion and Tenure Committee will notify the departmental chair, the chair of the departmental promotion and tenure committee, and each

faculty member of an eligible department that a member of the department's faculty should be elected to the committee for a three-year term beginning July 01. Committee members may be re-elected and serve a consecutive three-year term but have to have a break of three years to become eligible to serve again.

Any faculty member holding a tenured appointment, or clinical track, professional practice track, research track or teaching track appointment at a rank of associate professor or professor is eligible for election to the committee. Committee members must be at the rank considered or above to vote on a recommendation. Therefore, only Professors may vote on recommendations at the Professor level. Only Professors and Associate Professors may vote on recommendations at the Associate Professor level. Similarly, only tenured faculty may vote on tenure recommendations.

Only physicians with time in clinical practice (direct patient care) and clinical teaching (attending) may vote on clinical track recommendations. Any FAPT Committee member at the appropriate rank may vote on professional practice, research, and teaching track recommendations.

After the election, the departmental chair will send the name of the department's elected representative to the Dean and to the Chair of the Faculty Appointment, Promotion and Tenure Committee.

If an elected representative cannot, for any reason, complete his/her three- year term of office, his/her department will elect another eligible Faculty member to complete the term. If no other eligible Faculty member is available, the Dean and the Chair of the Faculty Appointment, Promotion and Tenure Committee will be notified by letter. The Promotion and Tenure Committee will then determine the next available department on the rotating roster and invite that department to elect an eligible Faculty member to serve the unexpired term.

If, when its regular rotation comes up, an eligible department does not have an eligible Faculty member who can serve on the committee, the Dean and Chair of the Faculty Appointment, Promotion and Tenure Committee will be notified, and the next eligible department will be invited to elect a representative. If, for

any reason, an eligible department wishes not to elect a representative when it comes up on the roster, the Dean will be notified of the reason(s). The Dean will refer the matter to the FAC which will decide whether membership will pass to the next eligible department.

5. *Committee for Respect and Civility in the Learning Environment (CiRCLE)*

a. Charge

The Committee for Respect and Civility in the Learning Environment (CiRCLE) operates under the authority of the Dean of the School of Medicine to function in a monitoring and advisory capacity. CiRCLE is charged with reviewing individual and aggregate reports by medical students about any adverse experiences with faculty, residents, staff, patients, and each other. The committee is also empowered to review actions taken to address issues that may have arisen, and to make recommendations, including recommendations for changes in policy and educational interventions for faculty, residents, staff, and students. CiRCLE may initiate projects that increase mistreatment awareness and promote reporting.

b. Committee Functions:

- i. Review all individual reports of possible mistreatment that come from multiple areas including the student portfolio, pre-clinical evaluation, clinical evaluation, annual survey, and the graduation survey.
- ii. Review any actions already taken by the Associate Dean for Student Affairs, the Office of Medical Education, and others in response to individual reports made by students and determine if:
  - a. Action is sufficient
  - b. Further action needs to be taken
  - c. Action is to be tabled in order to gather more information

- iii. Review trends in reports, particular settings that may be problematic, types of mistreatments, etc. across the different venues
- iv. Recommend further institutional actions, including changes in policy, educational interventions, etc., as appropriate
- v. Provide an annual report to the Dean, students, FAC, Council of Chairs and the Committee on Curriculum

c. Composition

- i. Faculty can be nominated or self-nominate for consideration to serve on CiRCLE. The Associate Dean for Student Affairs will collect all nominees and distribute a ballot to the Faculty Assembly select committee members. Those receive the most votes will be asked to serve open positions and the list will be used until all positions are filled. The committee will select a chair through a secret ballot process.
- ii. The committee shall be led by the CiRCLE Chair. The Chair shall serve a two-year term for up to two consecutive terms. It is expected that the Chair serve at least one year as a member prior to their assuming the role of chair.
- iii. Each Committee member shall be elected for an initial term of three (3) years and may be reelected for an additional consecutive term of three (3) years. Following the completion of two consecutive terms, members shall observe a mandatory waiting period of one year of service before becoming eligible for re-election to the CiRCLE Committee.
- iv. There shall be eighteen (18) members as follows: two representatives from each medical school class, one representative from the Graduate Medical Education Committee, two pre-clinical faculty, two clinical faculty, and two faculty-at large, one resident representative from the house staff organization, and one clinical faculty representative from each branch campus as full voting members.
- v. There shall be nine (9) students – eight (8) from the Columbia campus (two from each class) and one (1) from the Springfield campus. Students will be elected by their class during the M1 year and will serve the duration of their medical education. An additional representative may be

elected during the M2 year to ensure representation of both Columbia and Springfield campuses during the clinical years.

- vi. Special elections may be held if a student representative or faculty member steps down from the committee.
- vii. All elected students will be reviewed by the Associate Dean of Student Affairs to ensure that they are in and remain in good academic standing and confirmed by the Dean.
- viii. The Associate Dean for Student Affairs and the Associate Dean for Rural Health will serve as non-voting, ex-officio members.
- ix. Staff support shall be provided by the Medical Education Office.
- x. CiRCLE will report annually to the Dean of the School of Medicine, the Curriculum Committee, the FAC and the Council of Chairs and the Faculty Assembly.

d. Procedures:

- i. A quorum shall be defined as at least eight (8) voting members. In the absence of a quorum, an electronic vote can be held for general business issues; all confidential issues must be carried over until a quorum is present.
- ii. The committee will hold monthly meetings or as needed.
- iii. Mistreatment reports will be reviewed at each meeting (when applicable).
- iv. The committee will annually review the proposed Annual Report and the current GQ surveys.
- v. The committee will annually review the pre-clinical and clinical mistreatment reports received from the Pre-Clinical Curriculum Steering Committee (PCSC) and the Clinical Curriculum Steering Committee (CCSC).
- vi. Any additional concerns brought forward by the committee will be reviewed as they arise.
- vii. An annual summary report of committee actions will be generated and disseminated to faculty, staff, and students through various communication channels.

- viii. The Dean will receive updates from the Chair and/or the Associate Dean for Student Affairs as needed on all CiRCLE activities but no less frequent than annually.
- ix. At the Dean's request, the committee may meet with faculty involved in mistreatment report(s) in order to clarify actions.
- x. The CiRCLE committee and its members will maintain confidentiality of identifiable student and employee information in accordance with University policy and the Family Educational Rights and Privacy Act.

6. *Additional Standing Committees*

Other standing committees may be formed by the Faculty Assembly. These committees shall be periodically reviewed by the FAC and may be established or abolished by a two-thirds vote of the Faculty Assembly taken during a scheduled All Faculty Assembly meeting.

7. *Minutes*

Unless otherwise prohibited, minutes of all standing committees except those of the Committee on Student Promotion and the Committee of Faculty Appointment, Promotions and Tenure shall be sent to the Dean and the FAC Chair once approved by members.

**E. Officers of the Faculty**

- a. The Dean of the School of Medicine shall be the Chair of the Faculty Assembly and shall preside at faculty meetings.
- b. The Chair of the FAC shall be the Vice Chair of the Faculty Assembly. The Vice Chair shall preside at meetings of the Faculty Assembly in the absence of the Chair or at other times when so designated by the Chair.
- c. A parliamentarian shall be appointed annually by the Chair of the Faculty Assembly.
- d. Secretary of the Faculty Assembly shall be appointed by the Chair and will be responsible coordinating and circulating meeting minutes, agenda and other necessary communications.

## **VIII. Article VIII - Meetings**

### **a. Meeting and Agenda**

1. The faculty shall meet once a semester for the purpose of receiving reports from the Dean and from the councils and standing committees of the faculty as required.
2. The dates of these meetings shall be set by the FAC at the beginning of the academic year and distributed to the faculty electronically as well as shared by department chairs during department regularly scheduled meetings.
3. Additional meetings may be called by the Dean, the FAC or shall occur upon the written request of ten members of the faculty addressed to the Dean. Such meetings shall be held within fifteen days of the request.
4. Fifty members of the Faculty Assembly, representing at least ten academic departments shall constitute a quorum.

### **b. Notice**

Notice shall be given by the Dean to all members of the faculty of the time and place of all meetings of the general faculty and of the Faculty Assembly. Such notice must be at least five workdays in advance of meetings.

### **c. Agenda**

The agenda for meetings of the general faculty and of the Faculty Assembly shall be determined jointly by the Chair of the FAC and the Dean. Copies of the agenda shall be distributed to all members of the general faculty and of the Faculty Assembly prior to their meetings. Any item of new business not included on the distributed agenda shall be considered upon the approval of two-thirds of those voting members present or placed on the agenda for the next scheduled meeting by a majority vote.

### **d. Minutes**

Minutes and recordings of Faculty Assembly meetings shall be distributed to all faculty within 30 days.



#### **e. Parliamentary Rules**

The parliamentary authority for meetings of the faculty or the Faculty Assembly shall be the current edition of Robert's Rules of Order Newly Revised.

### **IX. Article IX - Faculty Appointment, Promotion and Tenure**

a. Academic ranks and tenure are awarded to recognize and promote excellence in teaching, research, and service, including health care. Tenure is awarded to safeguard academic freedom.

b. New Appointments

Candidates for regular and non-regular appointments are recommended by the appropriate departmental chair to the Dean with a separate letter of evaluation from the departmental promotion and tenure committee.

c. Promotion and Tenure for Faculty on Regular (Tenured or Tenured Track) Appointments

- i. All regular faculty members have the right to be reviewed for tenure at times specified in the University's Academic Tenure Regulations (CRR Chapter 310). Earlier review for tenure may occur for outstanding academic merit.
- ii. Independent of tenure status, a faculty member on regular appointments has the right to be considered for promotion at intervals during the faculty member's career. For tenured faculty below the level of professor, credentials have the right to be reviewed for promotion at least every five years. Any faculty member has the right to request consideration for promotion in any year.
- iii. Reviews for promotion and tenure action shall be initiated by the departmental promotion and tenure committees. Review for promotion and tenure shall proceed through each stage in accordance with CRR 320.035.A.2 in the following order: department promotion and tenure committee, department chair, Committee on Faculty Appointment, Promotion and Tenure, and Dean. At each stage, the responsible committee or administrator will provide an independent written evaluation and recommendation and the faculty candidate will be provided with information and opportunity to respond and/or request reconsideration as stated in CRR 320.035.A.2. If the candidate holds a joint appointment between two departments or schools, each must

- prepare a separate recommendation which shall be combined into one file.
- iv. Promotion to assistant professor may be recommended by the Dean without reference to the Committee on Faculty Appointment, Promotion and Tenure.
  - v. Principles and guidelines for promotion and tenure shall be recommended by the Committee on Faculty Appointment, Promotion and Tenure, and approved by the Faculty Assembly. Evaluation shall be in the areas of teaching, patient care, health care, clinical research, basic research, and service to the University, professional organizations, and the community. Account will be taken of the type and quality of the creative activity normally expected in the candidate's field. Length of service is not sufficient merit in itself.
  - vi. To protect its effectiveness and impartiality, the minutes of the Committee on Faculty Appointment, Promotion and Tenure can be made available to the Dean and the FAC only upon the filing of a request by an individual candidate.
  - vii. Voting will be by secret ballot. Tallies of votes will be recorded in the minutes of the committee and in the committee recommendation letter. The deliberations and votes will be kept confidential by committee members. Votes are to be recorded on the face page of each dossier per campus guidelines; however, the dossier will be managed in a confidential manner throughout the review process.
  - viii. The Dean shall offer to the campus review authority the services of the chair of the Committee on Faculty Appointment, Promotion and Tenure to attend meetings and to provide information.
  - ix. The Dean will advise the committee of all concurrences and reversals by the campus review authority.
  - x. The Dean will notify each individual candidate, the departmental chair, and the departmental promotion and tenure committee of the final action taken by the campus review authority.
  - xi. The committee will circulate annually to the faculty, a calendar for the following academic year with all deadlines of the promotion and tenure review mechanism. The calendar shall provide sufficient time for:
    - a. the faculty member to organize pertinent supporting data,
    - b. committee action suited to the expected case load,
    - c. departmental chairs and the Dean to submit letters of evaluation and comments,

d. submission of recommendations to the campus review authority.

d. Appeal of promotion and tenure decisions shall be pursuant to established University policy.

**X. Article X - Grievances**

Faculty grievance procedures shall be pursuant to established University policy.

**XI. Article XI - Faculty Participatory Authority and Functions External to the School of Medicine**

The faculty of the School of Medicine shall be represented on the MU Faculty Council on University Policy. The Faculty Assembly shall elect representatives by electronic ballot from a slate of nominees prepared by the FAC. The FAC on behalf of the Faculty Assembly shall recommend faculty members for specially appointed committees on those occasions when such nominations are requested by authorities external to the School of Medicine.

**XII. Article XII - Procedures Governing the Disposition of Charges of Faculty Irresponsibility**

Procedures governing the disposition of charges of faculty irresponsibility shall be in accordance with the Bylaws of the University of Missouri-Columbia Faculty,

**XIII. Article XIII - Amendments**

Amendments to these Bylaws may be proposed by the FAC or by at least five members of the faculty. All proposed amendments must be submitted in writing to the Dean. The proposed amendments shall be distributed to the faculty at least three weeks prior to electronic/in person balloting. An affirmative vote of simple majority of those who participate in the meeting shall be required for adoption.