



## SCHOOL OF MEDICINE

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

(Revised 04/04/24 and approved 1/16/24)

- a. The School of Medicine, hereinafter called the School, is an educational and administrative component of Mercer University comprised of departments and other units with common educational interests. By authority of the Board of Trustees of Mercer University and the President of the University, the School is delegated the responsibility to conduct programs leading to the awarding of the degree of Doctor of Medicine and other appropriate degrees and certificates.
- b. Subject to policies approved by the Board of Trustees of Mercer University, the School shall have the fullest measure of autonomy consistent with general University educational policy and appropriate academic and administrative relations with other divisions of the University. In questions of doubt concerning the proper limits of this autonomy between the School and the University, the School shall be entitled to appeal to the President for a ruling.
- c. The Faculty of the School shall have jurisdiction in educational matters falling within the scope of its programs, including the determination of its curricula. Proposals that involve budgetary changes shall require approval by the administration of the School.
- d. The Bylaws of the Faculty shall define the duties and responsibilities of the Faculty of the School with regard to the Executive Council and all Standing Committees.
- e. As stated in the Mercer University Faculty Handbook, all members of the Faculty, whether tenured or non---tenured, are entitled to academic freedom as defined in the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges and the American Association of University Professors. It is thus the policy of Mercer University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research and publication and to protect any member of the academic staff against influences, from within or without the University, which would restrict her/him in the exercise of these freedoms in her/his area of scholarly interest.
- f. These Bylaws are intended to supplement the bylaws and approved policies and procedures of Mercer University. Where conflicts are alleged, the Mercer University Faculty Handbook shall prevail.

## **Article 1. THE FACULTY**

- 1.1 The Faculty of the School shall include the Dean and all persons with full or part---time appointments with academic rank (including persons appointed to clinical or non---clinical positions, whether or not they are employees of the University). Faculty ranks are Professor, Associate Professor, Assistant Professor, and Instructor.
- 1.2 The Dean, on the advice of the Executive Council, may add to the Faculty representatives of another department of the University or group as may be entitled to representation by virtue of participation in the program(s) of instruction in the School.
- 1.3 The President and Executive Vice President/Provost of Mercer University are ex officio members of the Faculty of the School.

### **1.4 Duties and Responsibilities of the Faculty**

The duties and responsibilities of the Faculty shall include the following:

- 1.4.1 The Faculty has the authority to organize and conduct educational programs and to establish academic policies. This includes establishing the academic and admissions standards and standards for the evaluation of the academic performance of students; certifying students for graduation from the programs of the School; and making recommendations to the Dean concerning the internal administration and the implementation of programs.
- 1.4.2 Faculty are expected to subscribe to the highest standards of teaching, research, and service in accordance with policies and procedures in support of the School's academic mission, as well as the highest standards of conduct and ethical behavior.

### **1.5 Faculty Meetings**

- 1.5.1 The Dean shall chair all Faculty meetings of the School.
- 1.5.2 The Faculty must meet once during the Spring of each academic year to approve Standing Committee reports, to certify the graduating class, and to elect members of Standing Committees. Additional meetings of the Faculty may be called by the Dean, the Executive Council, or by petition of no fewer than ten Faculty members. At any special meeting only such business may be transacted as has been specified in the notification of the meeting.
- 1.5.3 Robert's Rules of Order (most current revision) shall govern the conduct of all meetings of the Faculty.
- 1.5.4 At all Faculty meetings, a quorum shall consist of no fewer than fifty Faculty members.
- 1.5.5 All members of the Faculty as defined in Article 1 shall be entitled to participate in meetings of the Faculty by voice and by vote.
- 1.5.6 At meetings of the Faculty of the School at which a quorum is present, any motion referred from the Executive Council to the Faculty and related to School policy shall require a two---thirds affirmative vote for approval. No fewer than fifty (50) Faculty members shall constitute a quorum for the transaction of business at any meeting.
- 1.5.7 Persons with Visiting and Adjunct appointments may attend Faculty meetings but shall not vote.
- 1.5.8 At regular and special meetings, a majority of Faculty present may determine that any item on the agenda shall be considered in executive session. Only voting members shall be present in executive session.

## 1.6 Secretary of the Faculty

- 1.6.1 A Secretary of the Faculty shall be elected from the Faculty---at---large through the same process used to elect members of Standing Committees.
- 1.6.2 The Secretary shall serve a three---year term and may serve successive terms. The Secretary of the Faculty shall serve until July 1 of the year in which a successor is elected.
- 1.6.3 The Secretary of the Faculty shall serve on the Executive Council with vote.

## 1.7 Duties and Responsibilities of the Secretary of the Faculty shall be as follows:

- 1.7.1 To prepare, in consultation with the Dean and Vice---Chair of the Executive Council, the agendas for all regular Executive Council meetings.
- 1.7.2 To prepare, in consultation with the Dean, the agendas for all Faculty meetings.
- 1.7.3 To distribute notices and agendas of all Executive Council and Faculty meetings.
- 1.7.4 To request faculty input for agendas of Executive Council and Faculty at least 5 days prior to a meeting of either body.
- 1.7.5 To submit approved, non---confidential minutes of Executive Council and Faculty meetings to the School's webmaster and the School's Archives.
- 1.7.6 To inform newly elected Committee Chairs of their administrative responsibilities.

## Article 2. EXECUTIVE COUNCIL

- 2.1 The Executive Council provides consultation to the Dean on matters of academic policy and strategic planning. It is also a forum for the dissemination of information and exchange of ideas and perspectives.

## 2.2 Membership and Chair

- 2.2.1 The Executive Council shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members.
  - a. The Dean, who serves as Chair;
  - b. Five Faculty members from clinical departments with at least one member from each 4-year and clinical campus;
  - c. Four Faculty members from Biomedical Sciences with at least one member from each 4-year campus;
  - d. One Faculty member from Community Medicine;
  - e. One Faculty member from the Medical Library;
  - f. Two "at---large" Faculty representatives. These two representatives shall represent different units or programs within the School;
  - g. The Secretary of the Faculty;
  - h. Student representatives from the Student Council, elected by the Student Council – with students representing each campus . The representation will be divided such that each campus has one preclinical year and one clinical year representative, if available. Each respective campus will share one vote per campus;
  - i. Chairs of the Standing Committees, who shall serve without vote: Nominating, Admissions, Curriculum & Instruction, Student Appraisal & Promotions, Faculty Promotions & Tenure, Research, Library & Learning Resources, Rules & Bylaws, and Diversity & Inclusion;
  - j. The assistant or associate dean(s) or liaison whose responsibilities most involve academic affairs, admissions, student affairs, faculty affairs, diversity and inclusion, clinical affairs, research, graduate medical education, and accreditation, shall be ex officio members and shall serve without vote;
  - k. The Executive Director of Finance and the Staff Council representative, as Staff representatives, ex officio, without vote;

1. A representative from the Executive Committee of the University House of Delegates shall be an ex officio member, without vote.
- 2.2.2 Students shall serve one-year terms. All other voting members of the Executive Council shall serve three-year terms.
- 2.2.3 One member shall be elected annually from and by the Council to serve as Vice-Chair. The same person may serve no more than two consecutive terms. The Vice-Chair shall serve as a liaison to the Standing Committees.

### **2.3 Voting**

- 2.3.1 Voting shall be conducted in two formats. The normal method of voting on a motion shall be by voice. An electronic ballot may be used when requested by an Executive Council member.
- 2.3.2 A member may not designate a proxy except as outlined in Article 3.14.
- 2.3.3 A member with a potential conflict of interest in a matter may participate in the discussion of the matter after having declared the conflict but must abstain from voting.
- 2.3.4 A simple majority of all Executive Council voting members constitutes a quorum. A quorum shall be assumed to exist unless challenged.
- 2.3.5 Any issue that receives a tie vote is neither approved nor rejected. Additional discussions may occur before considering a second vote.

### **2.4 Duties and Responsibilities of the Executive Council**

The duties and responsibilities of the Executive Council shall be as follows:

- 2.4.1 To recommend approval of proposed policies on behalf of the Faculty.
- 2.4.2 To receive reports and recommendations from standing and ad hoc committees.
- 2.4.3 To act on behalf of the Faculty on all standing and ad hoc committee reports. In the event that a report is unacceptable to the Executive Council, it shall be returned to the Standing Committee for further action.
- 2.4.4 To convene ad hoc committees as necessary to facilitate its work. An ad hoc committee generally performs a specific purpose or duty and continues only until the purpose or duty assigned to it is accomplished.
- 2.4.5 To ensure effective liaison between all Faculty, departments and units in the School, recognizing that it is the responsibility of all representatives to keep their members informed.
- 2.4.6 To review and resolve challenges to the slates of candidates prepared by the Nominating Committee.
- 2.4.7 To perform such other functions as may be delegated to it by the Faculty or the Dean.
- 2.4.8 The Executive Council shall determine the Faculty membership and voting rights of persons holding academic rank who are neither full-time nor contractually appointed part-time members of the Faculty (e.g. volunteer Faculty).

## 2.5 Executive Council Meetings

- 2.5.1 Executive Council meetings shall be held monthly. Members of the Executive Council may request special meetings to conduct business.
- 2.5.2 The Secretary of the Faculty, in consultation with the Chair and Vice---Chair, shall prepare the agenda for all regular Executive Council meetings. The Secretary of the Faculty shall request items from the Faculty for each agenda before each regular Executive Council meeting.
- 2.5.3 Robert's Rules of Order (most current revision) shall govern the conduct of all Executive Council meetings unless otherwise noted.

## Article 3. STANDING COMMITTEES: GENERAL RULES OF ORGANIZATION

- 3.1 The Dean is an ex officio, non---voting member of all Standing Committees and subcommittees. The intention of the Faculty is to permit, not to require, that the Dean shall act as a member of all Standing Committees and subcommittees. Therefore, in counting a quorum, the Dean should not be counted as a member. At the Dean's discretion, s/he may designate a representative to serve in her/his stead.
- 3.2 All Standing Committees begin their annual activities once the newly elected members have taken their office at the beginning of the academic year. The exception is that members of the Student Appraisal and Promotions Committee take office on the first day of September.
- 3.3 All Standing Committee Chairs and Vice Chairs shall be elected from and by the Faculty members of the committee with the advice and consent of the Dean. The elected Chair and Vice Chair shall preferably represent distinct campuses of the School. Committee Chairs shall serve until the committee convenes for the first time the following academic year at which time the Vice Chair becomes Committee Chair and a new Vice Chair shall be elected. However, the Senior Associate Dean of Academic Affairs shall serve as the permanent Chair of the CIC, ex officio, without vote.
- 3.4 All Standing Committee Chairs shall report Executive Summaries of their non---confidential, monthly activities to the Executive Council. If a Standing Committee Chair is absent from an Executive Council meeting, they shall submit an Executive Summary to the Secretary of the Faculty. Whenever a Standing Committee recommendation contradicts policies established by the School, the Executive Council either shall revise the recommendation or shall return the report to the committee in question for further action.
- 3.5 Robert's Rules of Order (most current revision) shall govern the general conduct of all Standing Committee meetings unless otherwise noted.
- 3.6 Issues requiring approval by a simple majority that receive a tie vote are neither approved nor rejected. Additional discussions may occur before considering a second vote.
- 3.7 Each Standing Committee shall develop those procedures necessary to guide its specific conduct.
- 3.8 Unless otherwise stated in these Bylaws, all Standing Committee meetings are open to the Faculty of the School; however, Standing Committees may enter into executive session in accordance with Robert's Rules of Order.
- 3.9 With the exception of confidential information (i.e., Faculty or student personnel matters) approved minutes of committee meetings shall be submitted by the Committee Chairs to the Secretary of the Faculty, who shall make them available to the Faculty.
- 3.10 Chairs of all Standing Committees shall submit written annual reports to the Secretary of the Faculty in the Spring of each year. The Secretary shall make the reports available for

review by Faculty for approval at its annual Spring meeting. An annual report shall comprise summaries of non---confidential business conducted during the current academic year.

- 3.11 Elected Faculty members are expected to attend all meetings unless prior approval is obtained from the Standing Committee Chair. If repeated unexcused absences occur, the Chair of the committee has the authority to call for a vote whether to remove the Faculty member from the committee. A removal will occur if the majority of the Standing Committee votes for the action. The removed Faculty member may appeal the decision to the Appeals and Grievances Committee.
- 3.12 Whenever a vacancy occurs in the membership or an elected position on a Standing Committee, the committee shall determine whether the vacated seat needs to be filled prior to the election of new committee members in the Spring. If so, the Chair of the committee shall notify the Nominating Committee requesting that the vacated seat be filled. The Nominating Committee will fill the vacated seat using one of the following options:
  - 1 With the exception of providing the opportunity for write---in candidates from the floor at a meeting of the Faculty, the procedure for filling a vacancy may be the same as for a regular appointment or elected position. The new member shall serve the remainder of the term being filled.
  - 2 The Nominating Committee, in consultation with Chair and members of the committee with the vacancy, may present a nominee to the Executive Council for approval of an interim appointment to serve on that committee for the remainder of the current academic year.

### **3.13 Appointment or Election of Members of Standing Committees**

- 3.13.1 Faculty with a full or part time appointment within a department of the School may serve on Standing Committees. Faculty may only represent the department of their primary responsibility with the exception of members elected to serve at---large.
- 3.13.2 Elected members of the Executive Council and Standing Committees shall be derived from slates prepared by the Nominating Committee and submitted to the Faculty by the Spring meeting. Additional candidates may be nominated from the floor at the Spring Faculty Meeting. Elections to Standing Committees shall occur electronically, immediately subsequent to the Spring Faculty Meeting.
- 3.13.3 The Dean's appointees may include full---time, part---time, and volunteer Faculty of the School of Medicine. School of Medicine Staff members may also be appointed
- 3.13.4 The term of office for all Standing Committees, unless otherwise designated, shall be for three years with approximately one third of the seats vacated each year. There shall be a limit of two consecutive terms on the Nominating Committee.

### **3.14 Designation of Proxy due to Committee Member Absence**

- 3.14.1 Voting committee members who are unable to attend an Executive Council or Standing Committee meeting may request that an ex officio committee member serve as proxy and cast their vote(s) in committee meetings. Proxy votes to determine quorum or to vote on pending agenda items are not permitted on Admissions Committee, Promotion and Tenure Committee, Student Appraisal and Promotions Committee, and Grievance Committee.

- 3.14.2 Only ex officio committee members without vote may serve as proxies. Prior to any committee meeting, the absent committee member must: (1) Inform the committee chair in writing of his or her intended absence and (2) Inform the committee chair in writing who will serve as his or her proxy.
- 3.14.3 An absent committee member must indicate to his/her proxy how to vote on any pending agenda items. The proxy may use his/her discretion to vote on any motions raised during committee meetings.
- 3.14.4 A proxy may serve in this role for only one committee member in a given meeting.
- 3.14.5 Committee meetings may have a maximum of two seats filled by proxies.

## **Article 4. NOMINATING COMMITTEE**

### **4.1 Membership**

- 4.1.1 The Nominating Committee shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members.
  - a. Five Faculty members from clinical departments, with at least one member from each 4-year and clinical campus.
  - b. Three members from Biomedical Sciences, with at least one member from each 4-year campus.
  - c. One member from Community Medicine.
  - d. One member from the Medical Library.
  - e. Dean or Dean's Designee ex officio without vote.

### **4.2 Duties and Responsibilities of the Nominating Committee**

The duties and responsibilities of this committee shall be as follows:

- 4.2.1 To prepare slates of proposed candidates for election to the Executive Council, the Standing Committees, and the position of Secretary of the Faculty, and to submit these slates to the Faculty.

The procedure for preparing slates of candidates shall be as follows:

- a. The Nominating Committee shall solicit from the faculty at large the names of candidates to fill open or vacated Faculty positions.
- b. Once the list of nominations has been received, the Nominating Committee shall meet and prepare a preliminary slate of candidates from this list. The Nominating Committee shall strive to present a balanced slate of candidates that represents the faculty and programs fairly and without bias. More than one candidate may be nominated for any position. Members of the Nominating Committee shall not be barred from being nominees for open positions themselves.
- c. The Nominating Committee shall verify each person's interest in serving in these positions before placing her/his name on the preliminary slate of candidates submitted to the Faculty.
- d. Once prepared, the preliminary slate of candidates shall be submitted to the faculty who shall be given the opportunity to challenge the inclusion or exclusion of any faculty

member on the slate of proposed candidates. All challenges shall be presented to the Executive Council, who shall be responsible for their review and resolution.

- e. Following the challenge process a final slate of candidates shall be generated and submitted to the faculty by the Nominating Committee at the annual Spring faculty meeting. Additional candidates may be submitted from the floor at the Spring faculty meeting. Elections to Standing Committees shall occur electronically shortly thereafter.

## **Article 5. ADMISSIONS COMMITTEE**

- 5.1 The Admissions Committee, in the fulfillment of its duties and responsibilities, may be assisted by subcommittees so constituted as to provide advice and guidance with the different aspects of selecting candidates for admission to the School. The Admissions Committee has the responsibility and final authority for selecting individual applicants for admission to each medical school class.

### **5.2 Membership**

- 5.2.1 The Admissions Committee shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members. A majority of the quorum must be faculty members. Ex-officio members of the Admissions Committee serve without vote as stipulated. Voting members are expected to interview applicants regularly, provide evaluative rankings for the entire applicant pool, and participate in meetings regularly during their entire term. All voting members are elected to a three-year term by the faculty unless otherwise specified below.

The Admissions Committee shall be constituted as outlined in 5.2.1a – 5.2.1i:

- a. Clinical Faculty: Three (3) from each 4--year campus and one (1) from each clinical campus
- b. Department of Biomedical Sciences Faculty: Three (3) from each 4--year campus.
- c. Department of Community Medicine Faculty: One (1) from each 4--year campus.
- d. Skelton Medical Libraries Faculty: One (1) from the Library.
- e. Faculty, at--large: Three (3) full--time, part--time, or volunteer MUSM Faculty Member.
- f. Faculty/Alumni, at--large: Three (3) members selected from full--time, part--time, or volunteer faculty of the School of Medicine and alumni of the School of Medicine (MD); appointed by the Dean of the School of Medicine to a renewable one--year term.
- g. Staff, at--large: Two (2) Staff members from the School of Medicine; appointed by the Dean of the School of Medicine to a renewable one--year term.
- h. Medical Students: Twelve (12) rising 4th--year Medical Students; selected by the Assistant/Associate Deans of Admissions and confirmed by the Admissions Committee to a 1--year term, beginning in May and extending through April of the admissions cycle concurrent with their fourth year of medical school.
- i. Community: Three (3) community members appointed by the Dean to a 1-year term (renewable), 3 total (non-voting)
- j. At the appointment of the Dean of the School of Medicine, the Assistant/Associate Deans of Admissions as well as the Chief Diversity Officers/Assistant/Associate Deans of Diversity and Inclusion from all campuses of the School of Medicine shall be ex-officio members of the Admissions Committee, without vote.

### **5.3 Duties and Responsibilities of the Admissions Committee**

The duties and responsibilities of this committee shall be as follows:

- 5.3.1 Determine qualified students and to admit all pre---doctoral students into the School in adherence with the academic mission of the School and with the admissions policies and



- criteria established by the Committee.
- 5.3.2 To make recommendations related to the recruitment of students. Policy recommendations shall be reported to the Executive Council, whereas recommendations related to implementation of existing policies shall be reported to the Dean.
- 5.3.3 To explore and review admissions criteria on an ongoing basis and to submit recommendations for changes to admissions criteria to the Executive Council.

## **Article 6. CURRICULUM AND INSTRUCTION COMMITTEE**

6.1 The Curriculum and Instruction Committee (CIC), in the fulfillment of its duties and responsibilities, may be assisted by subcommittees constituted to address different segments of the curriculum. Each subcommittee or task group shall be appointed by the Curriculum and Instruction Committee and shall consist of a membership reflecting the interdisciplinary needs of the subcommittee or task group. All sub-committees will include one student member from each campus, elected by the student body. The Senior Associate Dean of Academic Affairs shall serve as the permanent Chair of the CIC, ex officio, without vote.

### **6.2 Membership**

6.2.1 The Curriculum and Instruction Committee shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members.

- a. Three Elected Faculty members from the Department of Pathology and Clinical Science Education, with at least one member from each 4-year campus.
- b. Four Elected Faculty members from Biomedical Sciences, with one member from each 4-year campus.
- c. Four Elected Faculty members from clinical departments excluding the Department of Pathology and Clinical Science Education, with at least one member from each clinical campus.
- d. One Elected Faculty member from the Community Medicine Faculty.
- e. One Elected Faculty member from the Medical Library Faculty.
- f. Senior Director of Medical Practice
- g. Population Health and Medical Research (PHMR) Co-Chairs (with one shared vote)
- h. One Primary Care-Accelerated Track (PC-ACT) Program Faculty member (with one vote)
- i. The Year 3 Program Director (with one vote). The Year 3 Associate Program Director shall serve ex officio without vote, except in the absence of the Year 3 Program Director.
- j. The Year 4 Program Director (with one vote). The Year 4 Associate Program Director shall serve ex officio without vote, except in the absence of the Year 4 Program Director.
- k. The Senior Associate Dean of Academic Affairs shall be the permanent Chair of the CIC, ex officio, without vote.
- l. The Assistant/Associate Deans within the Office of Academic Affairs, ex officio without a vote.
- m. The Chief Diversity Officers/Chair of Diversity and Inclusion committee of the School of Medicine shall be ex officio members, with one shared vote.
- n. The Associate Dean for Evaluation & Assessment shall be an ex officio member without a vote.
- o. One medical student from each campus, elected by the student body. Members will be selected from multiple classes such that they represent both preclinical and clinical years of the curriculum. Each member will serve on the CIC for a 2-year term with the possibility of re-election for a subsequent 2-year term if applicable. Students will serve in an advisory capacity without vote.

6.2.2 The Year1/Year 2 Program Directors shall be from each 4---year campus. The Co---

Chairs of the PHMR Program shall be from each 4---year campus. The Year 3 and Year 4 Program Directors shall be from each 4-year campus.

### 6.3 Duties and Responsibilities of the Curriculum and Instruction Committee

The duties and responsibilities of this committee shall be as follows:

- 6.3.1 Oversight of the medical education program as a whole.
- 6.3.2 To work in a shared governance relationship with the Dean to optimize curriculum content, design, implementation and evaluation.
- 6.3.3 To evaluate and make recommendations to ensure that:
  - a. The overall pre---doctoral educational program fulfills the mission of the School.
  - b. The School has defined its educational objectives/student competencies and the methods for assuring that those objectives/competencies have been achieved for both the
  - c. educational program as a whole and the component programs/courses/clerkships/electives comprising the overall program.
  - d. Curriculum content in programs/courses/clerkships/electives and the curriculum as a whole are sufficient to meet the educational objectives/student competencies of the program as a whole.
  - e. All those who teach or supervise students are familiar with the educational objectives of their respective course/clerkship/elective and are prepared for their educational roles.
  - f. Students have mastered on direct observation the core skills list that is specified in the School's objectives and competencies.
  - g. The core education skills expected of learners in the educational program are mastered.
  - h. All programs, courses, clerkships and electives provide formative and summative feedback to students in a timely manner.
  - i. Remediation policies and procedures for the educational program as a whole and its components are administered in a manner consistent with the remediation policies of
  - j. the School.
  - k. Comparable educational experiences are maintained on geographically separated campuses.
  - l. Equivalent methods of evaluation and standards for evaluation are maintained on geographically separated campuses.
  - m. The methods used to evaluate the effectiveness of the educational program as a whole and the component programs, courses, clerkships, electives, are monitored and that evaluation and improvement cycles occur.
  - n. Student workload is monitored, and conflicting curricular demands are managed within the academic calendar.
- 6.3.4 To evaluate:
  - a. Competencies, objectives, content, and pedagogy of each component of the curriculum, as well as the curriculum as a whole, making recommendations for revisions as needed.
  - b. The effectiveness of the educational program by ensuring that the educational objectives of the School are met, that student competencies are achieved, that omissions are identified and corrected, and that undesirable redundancies are eliminated, making recommendations where needed.
  - c. The performance of students and graduates in the framework of national norms of accomplishment.
- 6.3.5 To review and make recommendations on the quantified criteria for patient encounters needed to achieve the School's overall objectives and competencies.
- 6.3.6 To monitor the content provided in each discipline in the context of achieving the educational objectives of the curriculum and student competencies and to make recommendations for revisions where needed.

- 6.3.7 To monitor and make recommendations to adjust, where needed, student work load in order to balance educational opportunity and learner fatigue.
- 6.3.8 To make recommendations on student performance criteria and standards to the Dean.
- 6.3.9 To provide informational updates on curriculum and instruction to the Executive Council through the CIC Committee chair.

## **Article 7. STUDENT APPRAISAL AND PROMOTIONS COMMITTEE**

### **7.1 Membership**

- 7.1.1 The Student Appraisal and Promotions Committee (SAPC) shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members. All faculty members should have a doctoral degree. It is intended that there be more physicians than there are non-physicians as members:
  - a. Five clinical faculty members from clinical departments with one physician from each 4-year and clinical campus.
  - b. Three faculty members from Biomedical Sciences with one member from each 4-year campus.
  - c. One M.D. Faculty member from community---based faculty, appointed by the Dean.
- 7.1.2 The senior associate or assistant or associate dean(s) or liaison(s) whose responsibilities primarily involve academic affairs as determined by the Dean shall be an ex officio member without vote.
- 7.1.3 The assistant or associate dean(s) whose responsibilities primarily involve student affairs as determined by the Dean shall be an ex officio member without vote.
- 7.1.4 Academic success counselors and the director of academic achievement shall be ex-officio members without a vote.
- 7.1.5 Meetings are held in executive session unless announced otherwise. Only Committee members and persons invited by the Chair may attend.

### **7.2 Duties and Responsibilities of the Student Appraisal and Promotions Committee**

The duties and responsibilities of this committee shall be as follows:

- 7.2.1 To monitor student progress toward achieving the academic performance standards, achieving the competencies of the educational program, and mastering core education skills.
- 7.2.2 To evaluate and make recommendations to the Dean on the advancement, retention, or dismissal of students, based on student academic performance standards approved by the Faculty. The Dean will convey back to the SAPC committee his/her decision regarding an appeal.
- 7.2.3 To make recommendations to the Dean for graduation for those students who have satisfied the objectives/competencies of the educational program for the M.D.
- 7.2.4 To provide feedback based upon student performance to the Committee on Admissions and/or the Curriculum and Instruction Committee.

## **Article 8. FACULTY PROMOTIONS AND TENURE COMMITTEE**

### **8.1 Membership**

- 8.1.1 The Faculty Promotions and Tenure Committee shall consist of the following faculty members, with a quorum defined as 50% plus one of the total number of voting members. All must be tenured or on a non---tenure track.
  - a. Four members from clinical departments, with at least one member from each 4-year

- or clinical campus.
- b. Three members from Biomedical Sciences, with at least one member from each 4-year campus.
- c. One member from Community Medicine.
- d. One member from the Medical Library.
- e. Two members from the Faculty---at---large at the rank of Professor.

8.1.2 The assistant/associate dean for Faculty affairs shall be an ex officio member without vote.

8.1.3 The Committee may be assisted by subcommittees for advice and guidance in specialty areas of medical practice or basic science. Such subcommittees shall be appointed by the Committee as needed and shall consist of one regular member of the Committee and two other members of the Faculty who reflect the special needs of the subcommittee.

8.1.4 Meetings are held in executive session unless announced otherwise. Only Committee members and persons specifically invited by the Chair may attend.

## 8.2 Duties and Responsibilities of the Faculty Promotions and Tenure Committee

The duties and responsibilities of this committee shall be as follows:

8.2.1 To provide assistance to Faculty members seeking clarification of policies and procedures for promotion and tenure.<sup>1</sup>

8.2.2 To review applications submitted by Faculty members for promotion and tenure.

8.2.3 To make recommendations to the Dean on Faculty promotions and granting of tenure.

- a. Recommendations will reflect decisions from Committee members who are Professors or who are at a higher rank than that of the candidate.
- b. Committee deliberations shall be confidential and reported only to the Dean.

8.2.4 To review and make recommendations to the Executive Council to ensure that the standards and guidelines are up to date.

8.2.5 To receive additional application material from a candidate after the submission deadline and prior to committee review if the new material reflects a change in status of items in the application.

8.2.6 To consider the candidate's application package in making recommendations on the candidate's promotion and/or tenure.

1 See the Mercer University School of Medicine Faculty Handbook & Policies and Procedures 2016. **Section 5. "Procedures and Guidelines for Faculty Appointments, Promotion and Tenure"**.

## Article 9. RESEARCH COMMITTEE

9.1 The Research Committee shall serve as a liaison between persons engaged in research and the administration of the School, including appropriate liaisons for animal care and use, radiation safety, bio---safety, hazardous materials, and human subjects.

### 9.2 Membership

9.2.1 The Research Committee shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members. All members must be engaged in or facilitating active research.

- a. Four Faculty members from clinical departments, with at least one member from each 4-year or clinical campus.
- b. Four Faculty members from Biomedical Sciences, with at least one member from each 4-year campus.

- c. Four Faculty members from Community Medicine, with at least one member from each 4-year campus.
- d. One Faculty member from the Medical Library.
- e. Four student members, serving a one-year term, selected by the MUSM Student Organization for the Advancement of Research and Service (SOARS), with at least one member from each 4-year campus, and one member from each clinical campus, with one vote shared between them.
- f. One student member from each graduate program, serving a one-year term, selected by the program, with one vote shared between them.
- g. Three staff members as selected by staff council, serving a one-year term, one from each campus, with at least two departments represented, with one vote shared between them.
- h. The chairs of each academic department (or a designated department vice chair) shall be ex officio members and shall serve without vote.
- i. The associate dean(s) in the Office of Research and the Director of Student Research shall be ex officio members and shall serve without vote.

### **9.3 Duties and Responsibilities of the Research Committee**

The duties and responsibilities of this committee shall be as follows:

- 9.3.1 To advise the Dean, through the Executive Council, on the implementation of administrative programs and policies instituted for the support of research.
- 9.3.2 To receive and disseminate information from the Dean's Office on issues that impact research.
- 9.3.3 To serve as a forum for the discussion of improvement and expansion of research activity.
- 9.3.4 To communicate needs or problems related to research and the research environment to the Dean's Office.
- 9.3.5 To make recommendations for the coordination of programs to enhance research and the research environment.
- 9.3.6 To make recommendations for the coordination of activities with other committees involved with research.
- 9.3.7 To promote the dissemination of information regarding research at the School.
- 9.3.8 To promote collaborative research.

## **Article 10. LIBRARY AND LEARNING RESOURCES COMMITTEE**

### **10.1 Membership**

- 10.1.1 The Library and Learning Resources Committee shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members.
  - a. Four Faculty members from clinical departments, with at least one member from each 4-year or clinical campus.
  - b. Three members from Biomedical Sciences Faculty, with at least one member from each 4-year campus.
  - c. One member from Community Medicine Faculty.
  - d. One member from the Medical Library Faculty.
  - e. One Faculty-at-Large member elected from any campus who is full-time, part-time, or volunteer Faculty.
  - f. Fourteen medical students, one from each graduating class across all campuses, elected by the student body to serve until graduation or campus transfer, at which time membership shall be forfeited and a replacement for the losing campus elected. The four students from each campus shall share one vote.

- 10.1.2 The Director and Associate Director of the Library shall be ex officio members without vote.
- 10.1.3 The Library Directors from the affiliated hospitals shall serve in an advisory capacity without vote.
- 10.1.4 The assistant or associate dean whose responsibilities most involve academic affairs as determined by the Dean shall be an ex officio member without vote.

## **10.2 Duties and Responsibilities of the Library and Learning Resources Committee**

The duties and responsibilities of this committee shall be as follows:

- 10.2.1 To make recommendations on the development of the collection and policies for the Medical Libraries.
- 10.2.2 To assist the Directors of the Medical Libraries in developing procedures and priorities for acquisitions.
- 10.2.3 To serve as a liaison between all campuses of the Mercer University Medical School and all units of the Medical Libraries and its affiliated Learning Resource Centers.

## **Article 11. APPEALS AND GRIEVANCES COMMITTEE**

- 11.1 In the consideration of any appeal or grievance filed by a member of the Faculty of the School, the concept of "due process of law" shall at all times guide the members of the Appeals and Grievances Committee in all their deliberations. All deliberations shall be conducted so as to assure a fair hearing to both parties.

### **11.2 Membership**

- 11.2.1 The Appeals and Grievances Committee shall consist of two elected senior faculty members on each 4-year campus and one elected senior faculty member on each clinical campus.
- 11.2.2 A hearing committee will include three elected members: a member representing the same campus as each party of the appeal or grievance and one member from an alternate campus selected in a consensus of both parties in the appeal or grievance.
- 11.2.3 Members of the Promotions and Tenure Committee and administrative Deans shall not be eligible for membership.

### **11.3 Duties and Responsibilities of the Appeals and Grievances Committee**

The duties and responsibilities of this committee shall be as follows:

- 11.3.1 To consider faculty grievances related to academic or personnel matters.
- 11.3.2 To consider appeals of decisions made in the School related to reappointments, promotions and tenure. The aggrieved faculty member must initiate such appeals within thirty working days from the date of notification of a contested decision.

### **11.4 Conduct of Hearings**

- 11.4.1 Hearings shall be held in closed session unless both parties agree to an open session.
- 11.4.2 Faculty members may be represented at any hearing of an appeal or grievance.

### **11.5 Routing of Appeals and Grievances**

- 11.5.1 Failing an informal resolution between aggrieved parties, the petitioner shall file a formal

- appeal (or grievance) in writing to the Chairperson of the Appeals and Grievances Committee with a copy to her/his department or unit chairperson and a copy to the Dean. The Committee shall forward its recommendation(s) to all parties concerned with the petition as well as to administrative officers at appropriate levels of both the School and the University.
- 11.5.2 Whenever one of the aggrieved parties is the department chairperson, department vice--- chair, or unit administrator, the Committee shall forward its recommendation(s) to all parties concerned and to the Dean of the School.
- 11.5.3 Whenever one of the aggrieved parties is the Dean of the School, the Committee shall forward its recommendation(s) to all parties concerned and to the President of Mercer University.

## **Article 12. RULES AND BYLAWS COMMITTEE**

### **12.1 Membership**

- 12.1.1 The Rules and Bylaws Committee shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members.
- a. Four Faculty members from clinical departments, one from each 4-year or clinical campus.
  - b. Three Faculty members from Biomedical Sciences, with at least one member from each 4-year campus.
  - c. One member from Community Medicine.
  - d. One member from the Medical Library.
  - e. The Dean or Dean's designee without vote.

### **12.2 Duties and Responsibilities of the Rules and Bylaws Committee**

The duties and responsibilities of this committee shall be:

- 12.2.1 To review the Bylaws annually.
- 12.2.2 To ensure that the policies and procedures set forth in the Bylaws are consistent with those of the University Faculty Handbook, the University Student Handbook, the School's Student Handbooks and any other procedural documents.
- 12.2.3 To resolve differences in interpretation of the Bylaws.
- 12.2.4 To interpret the rules, regulations, and procedures of the School.
- 12.2.5 To investigate violations of rules, regulations, and procedures of the School.
- 12.2.6 The Committee shall report findings and make recommendations to the Executive Council.

### **12.3 Rules and Bylaws Committee Meetings**

- 12.3.1 Meetings of the Rules and Bylaws Committee are scheduled no less than twice per year. At least one meeting annually shall be to review the Bylaws.
- 12.3.2 Faculty members may petition the Committee to consider special requests of interpretation in writing.

### **12.4 Revision of the Bylaws**

- 12.4.1 A Standing Committee or no fewer than five Faculty members should submit any proposed amendment or revision of these Bylaws to the Rules and Bylaws Committee.
- 12.4.2 Any proposed amendment or revision of these Bylaws shall have two readings. Receipt by the Faculty of the School of any proposed amendment or revision of the Bylaws shall

- constitute a first reading. A second reading shall take place at a Faculty meeting called within four weeks of the first reading; that meeting may be the Annual Meeting of the Faculty. A vote shall be taken at the second reading, and adoption of the amended or revised articles shall require a two---thirds majority of the vote cast.
- 12.4.3 At a second reading, any proposed amendment or revision of an amendment or revision on the floor for consideration shall, if approved by the Faculty, be subject to an additional reading.

## **Article 13. DIVERSITY AND INCLUSION COMMITTEE**

- 13.1 The role of the Mercer University School of Medicine (MUSM) Diversity and Inclusion Committee is to develop, guide, and advance initiatives that build and strengthen the educational, organizational, and institutional diversity, equity, and inclusion climate of MUSM, as outlined in the Diversity Statement of MUSM.

### **13.2 Membership and Chair**

- 13.2.1 The Diversity and Inclusion Committee shall consist of the following members, with a quorum defined as 50% plus one of the total number of voting members.
- a. Four Faculty members elected from clinical departments, one from each campus of the school, each with one vote;
  - b. The Directors (or designee) from the four Graduate programs (MFT, MSBMS, MSPCS and PhD in Rural Health Sciences), each with one vote;
  - c. One faculty member elected from the Department of Community Medicine with one vote;
  - d. One faculty member elected from the Medical Library with one vote;
  - e. One faculty member elected from the Department of Biomedical Sciences with one vote;
  - f. Four faculty members, one elected from each block committee of the preclinical curriculum (Blocks 1 through 4) with a 1-year term;
  - g. Three faculty members elected from the faculty-at-Large, one from each campus each with one vote;
  - h. Three Staff representatives, appointed by Staff Council, one from each campus of the School, each with a 1-year term, one vote per campus;
  - i. An MD student representative from each campus of the School, representing the Student Council's Diversity and Inclusion Committee Representatives, with one vote per campus;
  - j. A student representative of each graduate program, with one vote per program;
  - k. The Dean, the Senior Associate Dean of each campus; up to two members of the leadership of faculty affairs; up to two members of the leadership of student affairs; the Senior VP of Research; one leadership representative from Admissions; one leadership representative from Academic Affairs, the Director of Pathways, Programs, and Events; and the Director of Diversity and Inclusions and Initiatives for Mercer University shall serve as ex officio members without vote.
  - l. The Chief Diversity Officer of the School of Medicine and the Directors of Underrepresented in Medicine (URiM) of each campus shall serve as ex officio members, each having one vote (4 total votes). The Vice-chair of the Diversity and Inclusion Committee shall be elected from the voting faculty members of the committee and shall have a vote. The Vice-chair will succeed the Chair the following year. If the immediate past Chair is no longer an elected member of the committee, that individual shall become an ex officio member without a vote.

### **13.3 Duties and Responsibilities of the Diversity and Inclusion Committee**



The duties and responsibilities of this committee shall be as follows:

- 13.3.1 To Identify opportunities for school programming and activities to promote and provide advising and guidance on recommendations related to:
  - a. Facilitation and periodic assessment of the climate at MUSM
  - b. Development of diversity and inclusion content in the MUSM curriculum through pedagogical skill training and support in the various MUSM educational programs
  - c. Recruitment, admission, enrollment, retention, and support of a diverse student body at MUSM
  - d. Recruitment and retention of a diverse faculty and support staff at MUSM
- 13.3.2 Engage in opportunities for cross---departmental collaboration with other University colleges engaged in initiatives related to diversity, equity, and inclusion
- 13.3.3 Facilitate training of faculty, staff, and students to provide a welcoming, inclusive, and equitable climate for all at MUSM

### **By---Laws Revisions Timeline**

Originally from the archives of the Secretary of the Faculty, Nov. 7, 1997; affirmed as document in force by the Executive Committee (EC), Feb. 19, 2002

recommend for revision by EC Apr 23, 2002; revisions approved by Faculty May 21, 2002 recommend for revision by EC Mar 8, 2004; revisions approved by Faculty Mar 22, 2004 recommend for revision by EC Feb 1, 2005; revisions approved by Faculty May 3, 2005 recommend for revision by EC Apr 4, 2006; revisions approved by Faculty May 5, 2006 recommend for revision by EC Apr 3, 2007; revisions approved by Faculty Apr 24, 2007 recommend for revision by EC Mar 5, 2008; revisions approved by Faculty Apr 22, 2008 recommend for revision by EC Mar 20, 2010; revisions approved by Faculty Apr 20, 2010 recommend for revision by EC Mar 6, 2012; revisions approved by Faculty Apr 24, 2012 recommend for revision by EC Jan 8, 2013; revisions approved by Faculty Apr 23, 2013

recommend for revision by EC Aug 13, 2013; revisions approved by Special Called Faculty mtg Sep 9, 2013

recommend for revision by EC Apr 14, 2015; revisions approved by Faculty Apr 21, 2015

recommend for revision by EC Feb 9, 2016; revisions approved by Faculty Apr 26, 2016 recommend for revision by EC Mar 28, 2017; revisions approved by Faculty Apr 25, 2017

recommend for revision by Faculty email Jun 13, 2017; revisions approved by Faculty electronic vote Jul 11, 2017

recommend for revision by EC Mar 27, 2018; revisions approved by Faculty April 24, 2018 recommend for revision by EC Mar 26, 2018; revisions approved by Faculty April 23, 2019

Completed Article 13 for the creation of the MUSM Diversity & Inclusion Committee

Revisions were completed for Article 11 (Appeals and Grievances)

Revisions were completed for Article 16 (Recruitment of Dean)

Revisions were completed for Article 17 (Recruitment of a Department Chair or Unit Administrator) revisions December 17, 2019; approved by the Faculty January 16, 2020

revisions approved by Faculty July 23, 2020

Article 13 (Diversity and Inclusion) was revised

Old Article 14 (Faculty Meetings) and old Article 15 (Secretary of the Faculty) were appended under Article 1 (The Faculty)

Old Article 16 (Revision of the Bylaws) was appended under Article 12 (Rules and Bylaws); there are now 13 Articles in the Rules and Bylaws of MUSM

Article 3 was reviewed and revised by the Rules and Bylaws Committee

revisions October 13, 2020; approved by the Faculty October 29, 2020

Article 6.2.1 - revisions approved by EC January 21, 2021; approved by the Faculty February 18, 2021

Article 1.4 removed - revision approved by EC

Articles 4, 5, 7, 8, 9, 10, 12, and 13 revisions approved by the Faculty April 22, 2021

Article 5 revised and approved by the EC May 25, and approved by the Faculty June 10, 2021

Article 10 and Article 13 approved by the EC Nov 23, and approved by the Faculty December 9, 2021

Article 9 revised and approved by the EC Feb, 22, 2022 and approved by the Faculty April 14, 2022

Articles 6 and 13 revised and approved by the EC February 28, 2023 and approved by the Faculty April 11, 2023

Articles 9 and 10 revised and approved by the EC March 28, 2023 and approved by the Faculty April 11, 2023  
Article 5 revised and approved by EC August 22, 2023 and approved by Faculty August 29, 2023  
Article 6 and Article 13 revised and approved by EC November 28, 2023 and approved by Faculty, January 9, 2024  
Articles 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13 revised and approved by EC May 28, 2024