

BYLAWS OF THE FACULTY OF THE COLLEGE OF MEDICINE
UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

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July 23, 2014. (October 9, 2014 procedural revision)

ARTICLE I

PURPOSE

Academic governance within the University for Medical Sciences (UAMS) College of Medicine (COM) shall comply with the policies, governance and administrative acts of the University of Arkansas system, and specifically of the University of Arkansas for Medical Sciences. Accordingly, these Bylaws of the UAMS College of Medicine are created to delineate more specifically the nature and form of academic governance within the COM. Their primary purpose is to foster and promote an academic environment of excellence.

ARTICLE II

BRIEF HISTORY OF THE COLLEGE

A Medical Department was created in Little Rock on June 17, 1879 as a private school under eight founding stockholders and under the charter umbrella of the Arkansas Industrial University at Fayetteville. The University Board of Trustees designated Dr. P. O. Hooper as "Principal" of the Department and authorized him to appoint members of a faculty.

Act 360 of 1911, Arkansas Code Annotated 6-64-401, et. seq., integrated the Medical Department with another private school, the College of Physicians and Surgeons which had been established in Little Rock in 1906, and the joint program initiated the publicly supported medical school which is now operated by the University of Arkansas.

In 1975 the governance was reorganized once again; previously an appendage of the main campus at Fayetteville, the Medical Center became the fifth full-fledged campus of the University of Arkansas System and was designated the University of Arkansas for Medical Sciences. A Chancellor was named as the chief executive officer and the School of Medicine was renamed the College of Medicine (COM).

ARTICLE III

FACULTY MEMBERSHIP

The faculty of the COM, hereafter designated as the faculty, shall be comprised of the President of the University of Arkansas System, the Chancellor of UAMS, and those persons

holding academic appointments in the College of Medicine.

ARTICLE IV

FACULTY RESPONSIBILITIES AND AUTHORITY

A. Faculty Responsibilities

Faculty members owe primary professional loyalty and support to the University of Arkansas for Medical Sciences and to its College of Medicine, avoiding inappropriate conflicts of interest and conflicts of commitment. The interest, time and efforts of faculty members should be devoted primarily to teaching, providing excellent patient care, counseling students, pursuing research and other scholarly work, serving on UAMS and COM committees, performing administrative duties and carrying out other required functions. The teaching, research and service duties of each academic department shall be regarded as the joint responsibility of all of its faculty members, to be divided equitably, as far as possible.

B. Faculty Authority

As delegated by the Board of Trustees, and required by the Liaison Committee for Medical Education, the responsibility and authority for academic policy within the UAMS College of Medicine rests with the faculty.

1. Vesting of Authority

Faculty authority shall be vested in the faculty as defined above. Faculty members who are compensated by the COM, wholly or in part, will have voting rights.

2. Primary Authority

The Faculty has primary policy-making authority in matters directly concerning the academic programs of the College of Medicine including, but not limited to, the:

- a. establishment and maintenance of standards of academic and professional performance
- b. construction and approval of courses of instruction and curriculum
- c. formulation of criteria for the admission and academic standards of the students in College of Medicine
- d. policies for the selection of awardees for academic scholarships
- e. preservation of faculty members' and students' academic rights and responsibilities

- f. recommendation of an appropriate calendar for the College of Medicine
- g. formulation and application of criteria determining professional standards of the faculty including, but not limited to, such matters as tenure, promotion and termination
- h. recommendation of an appropriate departmental and committee structure of the faculty

3. Delegation of Authority

The General Faculty may delegate authority to any representative body of the faculty. The Executive Committee acts for the General Faculty between meetings of the General Faculty.

4. Exercise of Authority

Policy may be proposed by the General Faculty, councils, committees, or the Dean. The Dean holds the responsibility to determine the level of approval required of proposed policies or policy changes. Some policies are of such broad importance to the College that their approval must be sought from the General Faculty, whereas some policies are appropriately considered and approved by councils and committees. All policies approved by the General Faculty, councils and committees shall be transmitted to the Dean as the chief administrative officer of the College.

ARTICLE V

ORGANIZATION

- A. The faculty of the College of Medicine, in order to fulfill its responsibilities, shall be organized into:
 - 1. The Office of the Dean
 - 2. The Departments and Divisions of the College
 - 3. The Standing Committees of the College. These are in the general areas of Academic Affairs, Research Affairs, Clinical Affairs, and Administrative Affairs, and all additional committees that directly report to the Dean.
- B. The Office of the Dean
 - 1. The Dean is the chief administrative and academic officer of the COM. He/she shall provide leadership in such a manner as to enhance the academic and intellectual environment of the College.

2. The Dean shall advocate the policies of the COM 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 COM.
3. The Dean is responsible for the recruitment and recommendation of appointments of departmental chairs. The Dean establishes periodic review of the achievements and performance of chief administrators and chairs.
4. The Dean shall appoint Associate Deans, Assistant Deans, and Directors to assist him/her in administering the programs of the College.
5. The Dean or his/her designee shall confer regularly with the Council of Departmental Chairs and committees of the College.
6. The Dean shall appoint standing committees of the College except where other procedures are herein specified and such operational committees as are necessary to aid him/her in the performance of his/her duties. The Dean shall appoint those institutional committees required by external agencies.
7. The Dean shall review the progress of the College with the faculty, at least annually.
8. The Dean serves as the chair of the General Faculty assembly and may preside at other more limited meetings of the faculty.

C. The Departments and Divisions of the College

1. Existing Departments and Divisions:
 - a. The Departments of the UAMS College of Medicine are:
 - Department of Anesthesiology
 - Department of Biochemistry and Molecular Biology
 - Department of Biostatistics
 - Department of Dermatology
 - Department of Emergency Medicine
 - Department of Family and Preventive Medicine
 - Department of Geriatrics
 - Department of Internal Medicine
 - Department of Microbiology and Immunology
 - Department of Neurobiology and Developmental Sciences
 - Department of Neurology
 - Department of Neurosurgery
 - Department of Obstetrics and Gynecology

- Department of Ophthalmology
- Department of Orthopaedic Surgery
- Department of Otolaryngology/Head and Neck Surgery
- Department of Pathology and Laboratory Medicine
- Department of Pediatrics
- Department of Pharmacology and Toxicology
- Department of Physical Medicine and Rehabilitation
- Department of Physiology and Biophysics
- Department of Psychiatry and Behavioral Sciences
- Department of Radiation Oncology
- Department of Radiology
- Department of Surgery
- Department of Urology

b. The Divisions of the College of Medicine are:

1) Free-standing Divisions

- Division of Biomedical Informatics
- Division of Genetics
- Division of Laboratory Animal Medicine
- Division of Medical Humanities

2) Divisions within Departments

With the approval of the Dean, each Department may set up such internal divisions or sections as may be useful in carrying out their Departmental or College missions.

2. Formation or dissolution of a Department or Free-standing Division may be undertaken in the following manner:

Formation or dissolution of a Department or Free-standing division may be initiated by the Dean, by a petition from the involved faculty group or unit to the Dean, or by a petition from the Council of Departmental Chairs to the Dean. Subsequent procedures will be followed as noted for formation of a new division or department.

The Council of Departmental Chairs will consider the request and will recommend action in support of or against the formation or dissolution of the proposed Department or Free-standing Division. A positive recommendation will be forwarded to the General Faculty at their next meeting for a vote. The decision of the General Faculty will be final.

The following will be considered by the involved bodies in their

deliberations:

- a) It is desirable, but not necessary, for the division or department to have a separate residency or fellowship training program, if clinical, or a separate graduate degree program, if basic science.
 - b) A national precedent for divisional status for the involved scientific area will have been established, or a need for a new area can be clearly justified.
 - c) For upgrading an established division to departmental status, it is desirable that:
 - 1) The residency or graduate degree program, if present, be accredited
 - 2) A critical mass of faculty is present to justify full divisional or departmental status, and
 - 3) The financial resources to support a full division or department seem reasonably likely for the immediate future.
 - d) The establishment of the new department or division can be shown to benefit the involved department(s) and the College of Medicine.
3. The Chief Officer of each department and of each free-standing division is its Chair. Chairs are responsible to the Dean and also to their faculty for the conduct of fiscal, academic and personnel affairs within their departments or divisions. They communicate the needs and aspirations of their faculty to the rest of the College. They are responsible for providing leadership toward achievement of excellence in teaching, research and service activities within their departments or divisions.
 4. Leaders of divisions within Departments are responsible to their departmental chairs, as well as to the divisional faculty for the conduct of appropriate academic affairs.
 5. Clinical departmental chairs, divisional heads, and other faculty may serve simultaneously as service chiefs of units within the teaching hospitals wherein they practice medicine.
 6. Departmental chairs and divisional heads may appoint other officers (vice-chairs, assistant heads, and the like) as needs arise. These positions will report directly to the chief officer of the unit. These departmental or divisional officers shall hold no official status within the College of Medicine.

D. The Standing Committees of the College

In the spring of each year, departmental chairs are asked by the Dean to recommend faculty members to serve on College committees. Except for committees where this document describes another method, the Dean will choose faculty to serve on committees.

Unless otherwise specified, the committees listed below report all recommendations directly to the Dean or his/her designee; he/she in turn decides whether to implement the recommendations directly, refer the matter to other committees, councils, or the General Faculty for consideration, or return the issue to the original committee for further deliberation and development.

It is the responsibility of the Chair of each of the Dean's Standing Committees to confer with the Dean and determine the appropriate creation and distribution of the minutes of each Committee.

A quorum for meetings of the General Faculty, and of the Council of Departmental Chairs and the College's Committees shall consist of those members who are present at the time and place of the regularly scheduled meetings and at the time and place of any additional meetings called at least one week in advance.

1. Executive Committee

Purpose: This is the senior advisory committee to the Dean on all major policy decisions of the College of Medicine. It is responsible for faculty affairs between semiannual meetings of the General Faculty.

Membership: The Executive Committee has ten members.

- a. Four (4) members are elected for staggered three year terms by the Council of Departmental Chairs.
- b. Chairs of the Research Committee, Curriculum Committee, Academic Standards Subcommittee, and the Executive Associate Dean for Academic Affairs (4).
- c. One (1) member representing the VA, elected for a three year term by and from those members of the Partnership Affiliation Council of Executives.
- d. One (1) member, elected for a three year term, by the full- time faculty based primarily at the Arkansas Children's Hospital.

Those members who are elected shall serve for three year terms. The three year terms will be staggered so that at least two new members are elected

each year. The Dean serves as the permanent, non-voting chair of the Executive Committee.

2. Council of Departmental Chairs.

The Council of Departmental Chairs (CDC) directs its deliberations primarily to program formulation and implementation in the College of Medicine, and advises the Dean on all matters which it considers significantly related to the efficient and effective function of the College's administrative and academic missions. One of the main goals of the CDC is to keep its members informed broadly about college-level, campus and University events of importance.

Membership. Each chair of an established department or free-standing division within the College of Medicine shall be a member, with full voting privileges. The Dean and the Chair of the CDC may invite others to take part in CDC meetings as appropriate.

The Chair-elect of the CDC shall be elected from among the membership annually, and shall rise to the position of Chair the following year.

3. College of Medicine Appeals Board

Purpose: This Board represents a formal mechanism whereby any person (faculty member, housestaff member, student) may obtain a review of a complaint by an impartial group. This procedure shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather it shall be used for a hearing and due process for those who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment by a person or persons. Attempts shall be made to resolve the complaint through informal means before it is submitted to the College of Medicine Appeals Board. If unsuccessful and deemed advisable by the Dean, a Board will be convened to hear the appeal using guidelines described in Article VIII.

Membership: The Appeals Board shall typically be composed of 24 faculty members representing the spectrum of the College's departments and free-standing divisions and shall also be representative of Assistant, Associate, and Full Professors. The Dean shall appoint a third of the membership of the Appeals Board annually, with each member serving a three-year term. Terms may be renewed.

4. College of Medicine Promotion and Tenure Committee

Purpose: Throughout the year, the Committee reviews all requests from department chairs and free-standing division chiefs regarding the academic

appointments for newly hired faculty members at the ranks of Associate Professor and Professor. The Committee also reviews, annually, all requests from the College's faculty members for promotion, tenure, off campus duty assignment (sabbatical), emeritus status, and distinguished professor status. The Committee will entertain requests for sabbaticals and the latter two honorary titles throughout the year as well. The Committee shall make recommendations, as appropriate, for changes in the faculty policies for appointments, promotions and tenure. All recommendations from the Committee are submitted to the Dean,

Membership: The Committee is composed of 16 members, each of whom is a tenured professor. The Dean appoints the committee's members for four-year terms, making four new appointments annually. The Dean considers the distribution of the College's faculty across the compensated academic pathways and attempts to ensure that the Committee's membership, by academic pathway, is proportional to that of the faculty as a whole. Annually, the Chair-elect of the Committee is appointed by the Dean from among the four Committee members who are entering their third year of service on the Committee. This individual serves as Chair during his/her fourth year of service on the Committee. The Associate Dean for CME & Faculty Affairs serves as the Executive Secretary of the Committee and does not vote. Members of the staff of the College's Office of Faculty Affairs support the work of the Committee.

Departmental Faculty Promotion and Tenure Committees

The Chair of a department or free-standing division is responsible for recommending to the Dean each year those faculty who shall be offered reappointment, promotion, tenure and/or off-campus duty assignment (sabbatical). The UAMS COM Criteria and Guidelines for Faculty Appointments, Promotions and Tenure, approved by the COM faculty, shall be used in making recommendations.

Each chair shall appoint a promotion and tenure advisory committee within the department or division comprised of at least three members of the full-time faculty to assist the chair or division head in making decisions regarding whether to support faculty members' requests for promotion and/or tenure. Consistent with the College's Guidelines on Appointment, Promotion and Tenure, this promotion and tenure advisory committee will register, by vote of each member, its opinion as to whether a faculty member has met the College's criteria for promotion and/or tenure. The results of the voting process shall be shared with the chair or division chief and subsequently with the College Promotion and Tenure Committee. The chair or division chief may express to the College Promotion and Tenure Committee his/her individual recommendation of support, or lack thereof, for a faculty member's requests, regardless of the outcome of the advisory committee's vote. In an uncommon circumstance, wherein a department or

free-standing division's senior faculty is unusually small, this promotion and tenure advisory committee may be constituted from among appropriately experienced senior faculty from additional departments or divisions with the approval of the Dean.

Faculty members' responsibilities

- a. Faculty members hold the responsibility for preparing the evidence of their contributions to the College in fulfillment of the criteria for promotion and/or tenure. This evidence shall be reviewed by the departmental or divisional promotion and tenure advisory committee, as described below, and by the department chair or free-standing division chief. Recommendations in support or denial of a faculty member's request for promotion and/or tenure shall be provided to the College Promotion and Tenure Committee in writing. A faculty member who receives a negative recommendation from his/her departmental or divisional advisory committee and/or from his/her chair or division chief may nominate himself/herself for promotion and/or tenure to the College Promotion and Tenure Committee.
- b. Faculty members hold responsibility for preparing requests for off-campus duty assignments (sabbaticals). These shall be reviewed and approved or denied, in compliance with the process and criteria described in the College's Guidelines on Appointment, Promotion, and Tenure.

5. Research Council

The Research Council has umbrella responsibility for research development and coordination within the College of Medicine. The primary activities of the Research Council include: 1) review of applications for intramural pilot and bridging grants, 2) annual review of Core Facilities, and 3) administration of the Honor's Research Program for medical students. The Research Council reviews proposed campus policies and revisions to existing policies that have the potential to impact the College's research mission.

Membership: Research Council members and the Chair are appointed annually by the Dean with consultation from the Executive Associate Dean for Research. The membership is representative of the breadth of research conducted within the College of Medicine with a balance of basic, clinical and translational investigators. The membership includes seventeen voting and eight non-voting *ex officio* members. *Ex officio* members include the Executive Associate Dean for Research, the Executive Associate Dean for Finance, the Director of the Office of Research and Sponsored Programs, the IRB Director, the Director of Research Compliance, the Director of the Research Support Center, and the Director of Grants Accounting.

6. Faculty Group Practice Board

Purpose: The purpose of this group is to provide support, assistance, oversight and management of medical practice within UAMS College of Medicine. The Board provides guidance to the Faculty Group Practice Executive Committee and associated subcommittees in carrying out the strategic objectives of the Faculty Group Practice.

Membership: The Board of the UAMS Faculty Group Practice shall consist of the clinical chairs of the College of Medicine, in addition to the non-chair members and *ex-officio* members of the Executive Committee. The *ex-officio* members include the Executive Associate Dean for Clinical Affairs and Executive Director of the FGP, and the Assistant Dean for Clinical Finance. The Board is chaired by the Dean of the College of Medicine.

Faculty Group Practice Executive Committee

Purpose: The role of the UAMS FGP Executive Committee is to act on behalf of the membership in order to ensure the mission and responsibilities of the FGP are carried out. The FGP Executive Committee shall function within the rules and regulations, shall be responsive to the membership, and shall be accountable for meeting institutional objectives. Actions of the Executive Committee will be referred to the FGP Board for information and discussion. Responsibilities include operation of billing and collecting system, establishing and enforcing professional standards with regard to practice management and patient care, and serving as the principal liaison for the clinical faculty in its relationships with hospitals, clinics, and other health care entities, and other associated responsibilities. The FGP Executive Committee may create subcommittees as needed to fulfill its responsibilities.

Membership: The FGP Executive Committee is composed of at least four chairs of clinical departments, with one based on the ACH campus; four non-chair faculty physicians, with two based on the ACH campus; and *ex officio* members. *Ex officio* members are the Executive Associate Dean for Clinical Affairs and Executive Director of the FGP, and the Assistant Dean for Clinical Finance. The FGP Executive Committee is chaired by the Dean of the College of Medicine.

Children's Faculty Group Practice Committee

Purpose: The Children's FGP Committee is a subcommittee of the FGP Executive Committee. The Children's FGP committee is charged with developing and implementing strategies to strengthen the FGP's ACH-based practice, improve access and quality of patient care provided by the FGP at ACH and affiliated clinics, and managing the ACH-based segment of the Clinical Program Development Fund.

Membership: The Children's FGP Committee is chaired by the Associate Dean for Children. Members are representatives of COM clinical divisions practicing on the ACH campus or in affiliated clinics, and ex officio members. *Ex officio* members include the Dean of the College of Medicine, the Executive Associate Dean for Clinical Affairs and Executive Director of the FGP, and the Assistant Dean for Clinical Finance.

7. Partnership Affiliation Council of Executives (PACE)

Purpose: The PACE is an advisory council that assists in the management and coordination of the relationship between the Central Arkansas Veterans Healthcare System (CAVHS) and its affiliation partner, the University of Arkansas for Medical Sciences, and will act as the strategic planning and coordinating body for the affiliation.

Membership: The PACE is co-chaired by Medical Center Director of the CAVHS and the Chancellor of UAMS. Other members include:

Deputy Medical Center Director CAVHS
Chief of Staff, CAVHS
Chancellor, Co-Chair, UAMS
Executive Vice Chancellor, UAMS
Dean, College of Medicine, UAMS
Executive Director, Clinical Programs, UAMS
Chair, Department of Anesthesiology, UAMS
Chief, Anesthesiology Service, CAVHS
Chair, Department of Medicine, UAMS
Chief, Medical Service, CAVHS
Chair, Department of Surgery, UAMS
Chief, Surgical Service, CAVHS
Chair, Department of Radiology, UAMS
Chief, Diagnostic and Therapeutic Imaging Service, CAVHS
Chair, Department of Pathology, UAMS
Chief, Pathology and Laboratory Medicine Service, CAVHS
Dean, College of Nursing, UAMS
Associate Medical Center Director Patient Care Services/Nurse Executive, CAVHS
Chair, Department of Neurology, UAMS
Chief, Neurology Service, CAVHS
Chair, Department of Psychiatry, UAMS
Associate Chief of Staff/Mental Health, CAVHS
Chief, Dental Service, CAVHS
Dean, College of Pharmacy, UAMS
Chief, Pharmacy Service, CAVHS
Dean, College of Health Related Professions, UAMS
Deputy Chief of Staff for Operations, CAVHS
Associate Chief of Staff/Education, CAVHS
Associate Dean, Clinical Affairs, UAMS
Chair, Department of Physical Medicine and Rehabilitation, UAMS

Chief, Physical Medicine and Rehabilitation Service, CAVHS
Associate Chief of Staff/Primary Care, CAVHS
Chair, Department of Geriatrics, UAMS
Director, Geriatric Research, Education and Clinical Care (GRECC), CAVHS
Associate Chief of Staff, Geriatrics and Extended Care, CAVHS
Chief, Home Healthcare Service, CAVHS
Associate Dean for Research, UAMS
Associate Chief of Staff for Research, CAVHS
Associate Medical Center Director, CAVHS, ex officio

8. Dean's Distinguished Lecture/Distinguished Faculty Scholar/Distinguished Alumnus Selection Committee

Purpose: The Committee serves to enhance the academic environment within the COM and throughout UAMS by inviting four renowned scholars, annually, to address the community through formal lectures and to visit with faculty, fellows, and students. The Committee also selects the recipient of the Dean's Distinguished Faculty Lectureship and the Dean's Distinguished Alumni Award. Each of these awards is given on an annual basis to a faculty member selected for his or her accomplishments in academic medicine (clinical or basic research). The Distinguished Lectureship recipient is chosen from among current UAMS faculty and the Distinguished Alumnus award is chosen from among UAMS alumni.

Membership: This Committee is typically composed of 9 senior faculty members appointed by the Dean, with representatives from both clinical and basic science departments. Each appointee shall serve a three year term. The Dean also appoints the Chair of this Committee.

9. Educational Incentives Committee

Purpose: The Committee determines the winners of the several major teaching awards which are selected by faculty members each year (additional award winners are selected by students). This committee is also responsible for the annual distribution of educational incentive money according to a predetermined formula. The Committee also makes recommendations to the Council of Department Chairs about changes to this formula, as needed.

Membership: The Committee is appointed annually by the Dean and is made up of at least four senior basic scientist faculty members and at least four senior clinical faculty members. The chair is the Executive Associate Dean for Academic Affairs who serves *ex officio* without voting rights.

10. Dean's Senior Advisory Council (DSAC)

Purpose: ILLUMINE and the Dean's Senior Advisory Council are joined

mechanisms established by the College to support the professional conduct of its clinical faculty members and residents, in accordance with the UAMS COM Faculty Professionalism Guideline. The purpose of ILLUMINE, a confidential reporting system, and the Council are to provide constructive feedback to physicians who, repeatedly, behave unprofessionally. The intent of the feedback is to support reflection and learning about what it takes to behave professionally, consistently. The DSAC meets quarterly to review reports made to ILLUMINE and to take appropriate action in the form of a confidential conversation with any physician about whom reports in ILLUMINE indicate a demonstrated pattern of repeatedly unprofessional behavior. A progressive model of intervention underlies the Council's actions, should one confidential conversation fail to help an individual physician correct behavioral problems.

Membership: The DSAC is composed of senior clinical faculty members who practice at UAMS Medical Center, Arkansas Children's Hospital, and/or within the AHECs. Members are appointed by the Dean for three year terms. Terms are renewable. The Associate Dean for CME and Faculty Affairs supports the work of the DSAC, serving as its executive secretary and does not vote. All Council members and support staff must sign a confidentiality agreement regarding their work with the Council.

11. Continuing Medical Education Advisory Committee

Purpose: The Continuing Medical Education (CME) Advisory Committee advises the Staff of the College's Office of CME in ways that help assure the College meets the accreditation standards of the Accreditation Council for Continuing Medical Education (ACCME). The work of the Committee will include a periodic review of the mission statement and assessment of how well the CME Program is meeting its mission, fiscal and business advice, guidance to encourage appropriate program growth, promotion of connections to quality improvement initiatives within UAMS, the provision of ethical leadership and guidance with the management of potential conflicts of interest and commercial support, and advocacy for the development of CME that is designed to address prevalent health problems of Arkansans.

Membership: Members of the CME Advisory Committee serve at the invitation of the Dean. There are typically twelve members all of whom have interest in supporting high quality CME activities. The term of each member's service is typically three years. Terms may be renewed. The Committee will typically meet 3 or 4 times annually. The Associate Dean for CME serves as an *ex-officio* member and as the Committee's Chair.

12. Medical Student Admissions Committee

Purpose: Members are responsible for the implementation of the policies of the College of Medicine including the evaluation of applicants' files,

supplementary interviews as needed, and the decision required to select: 1) an entering freshman class, 2) special students, and 3) students at advanced standing. This Committee has the final responsibility for accepting students into the Medical School. The list of admitted students is sent to the Dean of the College (or designee) who notifies the admitted applicants.

Membership: Fifteen (15) members are appointed by the University of Arkansas Board of Trustees from a list submitted by the Dean, subject to the approval of the Medical Sciences Chancellor and the President of the University. Act 310 of 1975 specifies that six (6) of the said members shall be members of the Medical faculty. Eight (8) of the members, at least four (4) of whom shall have faculty appointments in the University of Arkansas College of Medicine, shall be appointed from each of the four(4) congressional districts and shall be apportioned on the basis of two members from each congressional district, with one member appointed from the State-at-Large (Act 515 of 2013). A quorum shall consist of eight (8) of the fifteen admissions board members, and faculty members must constitute the majority of voting members at all meetings.

13. Criminal Background Check Committee

Purpose: The Committee was established to review the findings of criminal background checks conducted on all accepted applicants and alternates to the College of Medicine. The Committee consists of two components: 1) the Preliminary Review Committee (PRC) that will review initial criminal background check findings to determine whether a report should be referred to the full committee for review, and 2) the Criminal Background Check Review Committee (CBCRC) that will consider any and all adverse findings of a criminal background check. The CVCRC will vote to make a recommendation to the Admissions Committee Chair whether to rescind a conditional offer of acceptance or to dismiss a conditionally accepted applicant.

Membership: The policy governing the operation and membership of the Committee is available in the COM Office of Admissions.

14. Curriculum Committee

Purpose: The curriculum committee is responsible for the overall design, management, and evaluation of the medical school curriculum. The committee works to ensure coherent and integrated policies, and coordinated activities that fulfill the academic goals of the College of Medicine and are in compliance with LCME standards.

The curriculum committee, acting on behalf of the Faculty, has the authority to direct and coordinate the following:

- Ensure that the design and delivery of the educational program are in compliance with all applicable accreditation standards;
- Create, review, and revise, as needed, the overall undergraduate medical education goals and objectives of the College, subject to approval by the Faculty;
- Sequence the various segments of the curriculum within and across periods of study;
- Determine the methods of pedagogy and student assessment to be used in the College;
- Develop and evaluate learning objectives of individual courses and clerkships;
- Ensure that program-wide standards for the design and delivery of the educational program occurs at all educational sites; Evaluate the content and workload in each course, clerkship, and discipline to identify unwanted omissions and redundancies; and
- Evaluate the effectiveness of the educational program in an on-going fashion

Major changes to the curriculum, such as creation or deletion of required courses or clerkships, are recommended by the curriculum committee to the whole faculty for final approval.

Membership: Members of the Curriculum Committee are elected by vote of departmental faculty members with the approval of the Chair and the Dean of the College of Medicine. Each basic science department will elect one member (Neurobiology and Developmental Sciences, Biochemistry and Molecular Biology, Physiology, Medical Humanities, Pathology, Pharmacology and Toxicology, and Microbiology). Each clinical department that plays a major role in a required clerkship will elect one member (Family and Preventive Medicine, Geriatrics, Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry and Surgery). Clinical departments that do not play a major role in a required clerkship will elect a shared representative according to the following schedule: One member elected by the faculty of departments forming Specialties Group A (Neurosurgery, Neurology, Ophthalmology); One member elected by the faculty of departments forming Specialties Group B (Orthopedic Surgery, Urology, Otolaryngology, Anesthesiology); Group C - One member will be elected by the combined vote of the faculty of the following departments: Dermatology, Radiology, Rehabilitation Medicine, Emergency Medicine. All course and clerkship directors not otherwise members of the Curriculum Committee shall serve as *ex officio* members without voting rights. Representation from the Northwest Arkansas campus shall consist of the Regional Associate Dean as an *ex officio* member with voting rights. To represent the student body, one member of each class will be elected by their class to serve a one year term on the Curriculum Committee. The Associate Dean for Undergraduate Medical Education will be an *ex-officio* member without vote and will serve as the Chair of the Committee. Membership on the Curriculum Committee for all

other non-student members will be for a term of three years. Medical students serve a term of one year and have voting rights. Election of faculty members will be staggered with 1/3 of the membership being elected each year. The Chair may appoint additional ex-officio, non-voting members of the committee.

The Chair of the Curriculum Committee may appoint subcommittees as deemed necessary to fulfill the tasks of the Curriculum Committee. At a minimum, these will consist of Academic Standards Subcommittee and an Evaluation Subcommittee.

15. Medical Student Promotions Committee

Purpose: The Student Promotions Committee shall evaluate and make recommendations for each student in accordance with the guidelines established and approved by the faculty. The Executive Associate Dean for Academic Affairs will serve as the permanent Chair without vote for the Student Promotions Committee. The Committee shall evaluate unusual problems and assure that the guidelines are applied in a fair and equitable manner. They shall recommend promotion, non-promotion, probation or dismissal for cognitive (scholastic) and/or non-cognitive (non-scholastic) reasons. The Dean or his/her designee is responsible for the final decision. The Student Promotions Committee will also have the special responsibility of reviewing the entire academic records of senior medical students in order to ascertain that each student has met all requirements for the degree of Doctor of Medicine. This certification serves as the validation presented by the Dean of the College of Medicine to the Chair of the Board of Trustees during the Commencement ceremony.

Membership: The make-up of the Committee, and the alternate list, consists of any member of the faculty who teaches in an M1, M2., M3, or M4 course, both basic science and clinical. Therefore, if any member cannot attend a meeting, he/she can reach out to any teaching faculty member and ask that they serve as an alternate. In August of each year, the Office of Academic Affairs shall select twelve faculty members to constitute the Promotions Committee for the next academic year. These twelve faculty members shall be selected from a pool made up of all freshman, sophomore, and junior course faculty, as well as the Senior Primary Care Selective Course directors in Little Rock. Initially, four members shall be selected by random drawing from each of three groups: (Group A) the freshmen course faculty, (Group B) the sophomore course faculty, and (Group C) the remaining course and clerkship faculty. Each member shall be randomly assigned to the Committee for a term of one, two, three, or four years. Subsequently, one person from each of these three groups shall rotate off of the Committee each year, and be replaced by another faculty member from the same group, selected by the Executive Associate Dean for Academic Affairs by random drawing. The individuals from this pool not assigned to the Committee that year will be

alternates. If the faculty member's Department Chair wishes to do so, he/she can substitute another faculty member from the Department for the course or clerkship faculty assigned as a member or alternate. If, a course or clerkship is eliminated or added, or other unusual circumstances occur to change the makeup of the Committee or the pool of faculty eligible to be on the Committee, the Executive Associate Dean for Academic Affairs, or designee, shall have the right to assign any faculty member to the Committee in order to ensure a twelve member Committee and sufficient alternates. The Executive Associate Dean for Academic Affairs shall serve as Chairman of the Committee without vote. If a member of the Committee cannot attend a meeting, he/she will be asked to contact a member of the alternate pool to arrange for a substitute. If he/she is unable to arrange for a substitute, the Executive Associate Dean for Academic Affairs shall appoint an alternate from the full time faculty for that particular meeting. All Promotion Committee members must be members of the full-time faculty. Any faculty member who feels there could be the appearance of a conflict of interest in the evaluation of any student coming before the Promotions Committee is asked to recuse him/herself during the discussion and subsequent decision making concerning that student. If possible, a faculty member with such a conflict should identify the conflict at the time the Committee is called together so that a different faculty member can be assigned, thereby ensuring a quorum at the meeting.

16. Transfer Committee

Purpose: "The Committee will review applications from medical students at other schools wishing to transfer into the UAMS College of Medicine per the COM transfer policy available in the COM Office of Admissions.

Membership: The Transfer Committee is composed of the Executive Associate Dean of Academic Affairs, the Associate Dean for Undergraduate Medical Education, the Assistant Dean for Admissions, the Chair of the Admissions Committee, and two faculty members of the Admissions Committee to be named by the Chair of that Committee. This Committee will be chaired by the Chair of the Admissions Committee. After receiving the recommendations of the members of this Committee, the Chair of the Admissions Committee will present the gathered information and recommendation to the entire Admissions Committee for a vote, using the same quorum and majority faculty requirements as noted under "Admissions Committee." This may be done in person or electronically, at the discretion of the Chair.

17. Committee for Alleged Discrimination Against Medical Students

Purpose: This committee represents a formal mechanism for student complaints alleging discrimination.

Membership: The Committee is appointed by the Dean and is constituted of nine faculty members and nine students. As needed, a Grievance Panel is constituted from among the members of this Committee according to the procedure detailed in the UAMS policy relating to discrimination complaints brought by students.

18. Special Test Taking Accommodations Committee

Purpose: The Committee reviews and approves or declines applications from students who desire special test-taking accommodations. The Committee meets when called into session by its chair, the Associate Dean for Undergraduate Medical Education. The Committee implements the UAMS COM Policy on Special Test Taking Accommodations.

Membership: The Committee consists of 3 basic science course directors, 2 junior clerkship directors, legal counsel (*ex officio*), and the Associate Dean for Undergraduate Medical Education (*ex officio*) who serves as its chair. The courser directors and clerkship directors are appointed by the Dean for two year terms of service. .

19. M.D./Ph.D. Advisory Committee

Purpose: This committee is responsible for reviewing applications, interviewing applicants, recommending scholarship awards and advising the Director about the MD/PhD Program.

Membership: The committee is composed of 8 faculty members, plus the Vice Chancellor for Research (*ex officio*) and the Dean of the Graduate School (*ex officio*). The Dean appoints the committee's members with consideration of their interest and commitment to MD/PhD training and to maintaining balanced representation among basic, clinical and translational science researchers.

20. College of Medicine Scholarship Committee

Purpose: The purpose of the Committee is to select medical students for the College of Medicine Scholarship Awards.

Membership: The Committee is composed of five members, appointed by the Dean. One of the members serves as the Committee's chair, with this role also appointed by the Dean. In addition, the Assistant Dean for Admissions serves as an *ex officio* member. There are no specified term limits.

21. Residency Position Allocation Committee

Purpose: This Committee determines the procedures for allocation of financial and other resources to support residents and to determine the apportionment of resident positions among the training programs.

Membership: The committee is chaired by the Dean, and is composed of three representatives from among the clinical chairs selected by the CDC, and representatives from the three major teaching hospitals who have the authority to commit each hospital's resources, the Assistant Dean for Housestaff Affairs, and representatives from the GME Committee to always include the GME Finance Subcommittee Chair, the Associate Dean for GME and the Resident Council Chair. The committee examines the resident FTE requests submitted by Training Program Directors and makes determinations concerning allocation of resources and positions when the requests exceed the available funds.

22. Graduate Medical Education Committee

Purpose: The Graduate Medical Education Committee (GMEC) has the responsibility for monitoring and advising on all aspects of residency education. The responsibilities of the committee include establishing and implementing policies that affect residency programs; maintaining appropriate oversight of and liaison with program directors; regular review of all accredited residency programs, assuring the educational environment in which residents may raise and resolve issues of concern; collecting intra-institutional information and making recommendations on the appropriate funding for resident positions, including benefits and support services; monitoring the programs for appropriate work environment and duty hours; and assuring that the residents curriculum provides a regular review of required core topics. The committee reports primarily to the Associate Dean for Graduate Medical Education and secondarily to the Dean.

Membership: The GMEC voting membership includes a chair appointed for a two year term by the Dean. There may be a chair-elect appointed by the Dean. Subcommittee chairs are appointed by the GMEC Chair. The Resident Council chair is elected by the Resident Council. Also included is the Associate Dean for GME, GME Director, Office of Educational Development volunteer, Assistant Dean of Housestaff Affairs, Chair of the Program Coordinators Organization, Medical Director of University Hospital or his/her designee, Medical Director of Arkansas Children's hospital or his/her designee, and the Medical Director of Central Arkansas Veterans Healthcare System or his/her designee.

Additional Standing Committees

Other standing committees may be formed by the Dean independently, and also on advice of the Executive Committee. These committees shall be periodically reviewed by the Council of Departmental Chairs and may be abolished by a two-thirds vote of the General Faculty assembly.

ARTICLE VI

FACULTY MEETINGS

- A. The General Faculty shall meet no less than twice during each academic year. There will be a limit of two hours each meeting, but this limitation may be suspended for a particular meeting by a majority of the members present. The exact time of each of these meetings shall be determined by the Dean and a notice of the meeting and its agenda, proposed motions, and related material shall be distributed to the faculty, ideally, at least five days prior to the scheduled meeting. Meetings will be open to all members of the faculty, as defined by Article IV, B.
- B. The Dean and/or the Executive Committee of the College of Medicine will recommend items for the agenda. New items for faculty consideration which arise from the floor, if supported by two thirds of the faculty present at the meeting, will be carried forward for consideration at the next faculty meeting.
- C. The latest edition of Robert's Rules, or its equivalent, shall be followed during all meetings. Votes other than to introduce new agenda items from the floor will pass by a simple majority.
- D. Mail or e-mail votes cast by the General Faculty may be taken when necessary for reasons of accuracy or urgency. This is also true of the College's committees.
- E. A special meeting of the General Faculty may be called by the Dean, the Chair of the CDC, or in writing by six (6) members of the Executive Committee.
- F. A special meeting of the General Faculty may be called if a group of at least ten percent of the full-time faculty makes such a request in writing to the Dean. It is then the Dean's responsibility to call the meeting, distribute the group's written agenda in a timely fashion, and preside over the special meeting.
- G. Minutes of the General Faculty Meetings will be made available to the faculty.

ARTICLE VII

FACULTY DUE PROCESS

Two formal appeal mechanisms are available through the College of Medicine for faculty grievances, one for academic promotion\tenure\reappointment issues, and one for other matters.

Those who feel that their complaints have not been addressed in a fair manner through one of these two mechanisms may appeal further to the UAMS Chancellor, using published campus procedures.

- A. Appeals for promotion\tenure\reappointment

The full description of faculty promotion and tenure process, including any appeals, is available in the College's Office of Faculty Affairs. . All appeals which pertain to faculty promotion, tenure, off-campus duty assignment, appointment or non-

reappointment must be presented to the Dean in writing within ten (10) working days after notification of the Promotion and Tenure Committee's determination. The Dean will decide any subsequent appeal directly.

- B. Appeals for unfair, inequitable or improper applications of College rules, procedures or policies

The appeals mechanism for students is described in the Policy on Academic Disciplinary and Grievance Procedures, for housestaff in the Housestaff Manual of the University Hospital of Arkansas. Classified and unclassified personnel have a grievance and appeal mechanism through the UAMS Director of Human Relations. The appeals mechanism for faculty is described in the College of Medicine Faculty Grievance Procedure maintained by the College's Office of Faculty Affairs.

ARTICLE VIII

AMENDMENTS TO THE COM BY-LAWS

The By-laws of the College of Medicine may be amended by a two-thirds vote of the members present at a meeting of the General Faculty.