

Academic Senate Bylaws

ME The Faculty of the School of Medicine shall form and conduct the governance of the School of Medicine subject to the bylaws and regulations of the Riverside Division and Systemwide Academic Senate of the University of California. The Faculty and the Dean of the School share responsibilities for conducting the governance of the School of Medicine as part of the shared governance process at the University of California.

ME1 MEMBERSHIP

ME1.1 The Faculty of the School of Medicine at the University of California, Riverside consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Medicine; (e) all members of the Academic Senate who are members of the School of Medicine; (f) other Senate members as may be specified by the bylaws of the Riverside Division of the Academic Senate;(g) Non-Senate faculty members of the School in the Health Sciences Clinical Professor, Adjunct Professor, Research Professor, Project Scientist, Lecturer, Academic Coordinator, and Volunteer Clinical Professor series. (Am 21 Feb 2012) (Am 25 Feb 2014)

ME1.2 For aspects of shared governance that are the responsibility of the Academic Senate as defined in Regents Standing Order 105, only voting members of the Academic Senate are eligible to vote and to be counted toward a quorum in general meetings of the Faculty of the School of Medicine. However, all persons with academic appointments in the School of Medicine may attend meetings of the Faculty and have the privilege of the floor. These non-senate faculty members may vote on matters discussed in all faculty meetings, but their votes will be recorded as “advisory,” and kept separate from the votes recorded from Academic Senate members. All members of Standing Committees (see below) and any ad hoc committees appointed by the Faculty Executive Committee, unless otherwise indicated by these bylaws, may vote on questions that will be referred to the Faculty Executive Committee for approval, and on questions that will be referred for final Academic Senate action to another Academic Senate agency. Voting rights are extended to Faculty who are non-members of the Academic Senate to the fullest degree permitted by legislative ruling 12.75 of the Academic Senate of the University, which states that “Only members of the Academic Senate may vote in Senate Agencies when those agencies are taking final action on any matter for the Academic Senate, or giving advice to University Officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit bylaw provisions.” (Am 21 Feb 2012) (Am 25 Feb 2014)

ME2 DUTIES OF FACULTY (AM 21 FEB 2012)

ME2.1 Senate Faculty of the School of Medicine shall set policies for the admission of candidates for the degree of Doctor of Medicine and for completion of the degree and shall advise the Dean of the School on various matters, including the resource allocations to perform its missions and to implement the curricula as part of the shared governance process at the University of California. (Am 21 Feb 2012) (Am 25 Feb 2014) (Am 13 Oct

ME3 OFFICERS (AM 21 FEB 2012)

- ME3.1** The Officers of the Faculty consist of a Chair and a Vice Chair. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME3.1.1** The Chair of the Faculty is elected by Senate procedures for a three-year term and is not immediately eligible to succeed himself/herself. The election of the Chair and the members of the Executive Committee who are Academic Senate members is conducted by the Secretary-Parliamentarian of the Riverside Division of the Academic Senate in accordance with the procedure prescribed in the bylaws of the Riverside Division. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Riverside Division of the Academic Senate shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair will serve as Chair. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME3.1.2** The Vice Chair is chosen by the Faculty Executive Committee from among the current members of the Faculty Executive Committee. The term as Vice Chair is two years. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME3.1.3** The Chair assumes office on the first day of September following his/her election at a regular election or immediately upon completion of the ballot count at a special election. The Vice Chair takes office immediately upon appointment. (Am 21 Feb 2012)

ME4 MEETINGS

- ME4.1** Faculty meetings may be chaired by the Chair or Vice Chair of the Faculty. Meetings must be called by the Chair at least once in an academic year. The Chair is also required to call a meeting upon receipt of a written request for a meeting by fifteen percent of the voting members of the Faculty (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME4.1.1** A quorum consists of thirty percent of the members of the general Faculty, or ten Faculty members, whichever number is greater. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME4.1.2** A motion to submit a measure to mail or secret ballot has precedence over a motion for an open vote in a meeting. (Am 21 Feb 2012)
- ME4.1.3** The Chair of the Faculty will send, at least 5 days prior to the faculty meeting, copies of the call for the meeting and will make all pertinent documents available to each member of the Faculty. The Faculty shall not change curricular requirements of the School or change these bylaws at the meetings at which such proposals for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting. (Am 21 Feb 2012)
- ME4.1.4** These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the Faculty. The order of business is that prescribed in Chapter 4 of the Bylaws of the Riverside Division of the Academic Senate. (Am 21 Feb 2012)
- ME4.1.5** The minutes of every meeting of the Faculty shall be sent before the next Faculty meeting to every member of the Faculty. (Am 21 Feb 2012) (Am 25 Feb 2014)

ME5 COMMITTEES (AM 21 FEB 2012)

- ME5.1** Standing Committees: There shall be seven (7) standing committees of the School of Medicine: The Faculty Executive Committee, the Medical Education Committee, the Medical School Admissions Committee, the Medical School Progress and Promotions Committee, the Graduate Advisory Committee, the Clinical Faculty appointments committee, and the Volunteer Clinical Appointments Committee. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business. Each committee and any subcommittee will develop a conflict of interest policy that will be discussed, amended if desired, voted upon each year, and submitted to the Faculty Executive Committee as a point of information. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.2** There shall be a Faculty Executive Committee consisting of at least eight (8) Academic Senate Faculty members and the Chair of the Faculty of the School of Medicine, who serves as Committee Chair with voting privileges. The Dean and the Senior Executive Dean of the School of Medicine will serve as non-voting, ex officio members of this committee. In addition to the members of the committee listed above, two representatives shall be elected by the non-Senate Faculty, and these representatives shall be entitled to participate in the deliberations of the Committee and to vote on issues that are outside the responsibilities of the Academic Senate. For issues within the responsibilities of the Academic Senate, non-Senate Faculty members are without the right to vote (as in Bylaw 1.2). These non-Senate elected representatives must hold at least half-time appointments in the Clinical Professor series of the School of Medicine. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.2.1** The faculty of the School of Medicine shall elect representatives - four Senate members from the Division of Biomedical Sciences and four Senate members from the Division of Clinical Sciences, to the Faculty Executive Committee. If there are not enough Senate faculty members available from either Division, unfilled positions will be filled by members elected from the other Division. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.2.2** The term of office of members of the Faculty Executive Committee is two years, and these members are eligible for reappointment. (Am 21 Feb 2012)
- ME5.2.3** Election of the eight (8) Senate members of the Faculty Executive Committee is as provided in chapter 7 of the Bylaws of the Riverside Division of the Academic Senate. For purposes of these elections, members of the Faculty Executive Committee are considered officers of the Faculty of the School. Members of the Faculty Executive Committee take office on September first of the academic year following their election at a regular election or immediately upon completion of the ballot count at a special election. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.2.4** Whenever the Faculty Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Riverside Division of the Academic Senate conducts an election in accordance with the prescribed procedure provided the vacancy is to last more than six months. A vacancy shall be declared to exist and the committee member considered to have resigned if she/he anticipates an absence from the committee of more than six months. Vacancies of six months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Executive Committee. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.2.5** The Faculty Executive Committee has the following functions: (Am 21 Feb 2012)
- ME5.2.5.1** The Faculty Executive Committee has oversight of the educational program, academic welfare, and discipline of students in the School. Additionally, it has the power to bring before the Faculty of the School of Medicine and before the Riverside Division of the Academic Senate any matters that the Committee deems advisable. (Am 21 Feb 2012) (Am 25 Feb 2014)

- ME5.2.5.2** The Faculty Executive Committee appoints and designates the Chairs of all other standing committees, and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty. (Am 21 Feb 2012)
- ME5.2.5.3** The Faculty Executive Committee acts finally for the Faculty to recommend the awarding of all degrees to students of the School in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula. The Committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The Committee will report all degrees approved to the Riverside Division of the Academic Senate. (Am 21 Feb 2012) (Am 13 Oct 2016)
- ME5.2.5.4** The Faculty Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of all School instructional programs and curricula. (Am 21 Feb 2012)
- ME5.2.5.5** The Faculty Executive Committee acts on behalf of the Faculty in making recommendations to the Riverside Division of the Academic Senate regarding course and program changes. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.2.5.6** The Faculty Executive Committee participates in all aspects of shared governance of the campus, and the Chair sits on the Executive Council of the Riverside Division of the Academic Senate (En 25 Feb 2014)
- ME5.3** There shall be a Medical Education Committee consisting of pre-clerkship course coordinators, clerkship directors, and curricular thread coordinators, the Senior Associate Dean for Education and the Senior Associate Dean for Student Affairs of the School (both ex officio, both voting), and two elected medical student representatives from each class (non-voting). All Senate and non-Senate teaching faculty who are not members of the MEC are welcome to attend and have the privilege of the floor, but are non-voting members. (Am 21 Feb 2012) (Am 25 Feb 2014) (Am 13 Oct 2016)
- ME5.3.1** The duty of this Committee is to take action on all matters pertaining to the educational policy and curriculum of the UCR School of Medicine and to report to the Faculty Executive Committee for information or to resolve difficult problems or on matters that must be presented to the full Faculty (Am 21 Feb 2012) (Am 25 Feb 2014) (Am 13 Oct 2016)
- ME5.4** There shall be a Medical School Admissions Committee consisting of the Senior Associate Dean for Student Affairs (ex officio, voting), a Chair, and a minimum of ten (10) additional faculty members drawn from members of the Academic Senate and drawn from among non-Senate Faculty, appointed by the Faculty Executive Committee in consultation with the Senior Associate Dean for Student Affairs. All appointed members have the right to vote whether members of the Academic Senate or not. Members will be appointed annually, with no term limit. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.4.1** The duty of this Committee is to screen applicants, rank them, and make the final decisions for admission of students into the UCR School of Medicine. This Committee shall also report to the Faculty Executive Committee for information or to resolve difficult problems. (Am 21 Feb 2012) (Am 13 Oct 2016)
- ME5.5** There shall be a Medical School Progress and Promotions Committee appointed by the Faculty Executive Committee composed of at least six (6) members drawn from Senate or non-Senate Faculty plus a Chair. This committee shall include representatives of both Biomedical Sciences and Clinical Sciences Faculty. The Senior Associate Dean for Medical Education serves as an ex officio, non-voting member of this committee. Members shall be appointed annually, with no term limit. All appointed members have the right to vote whether members of the Academic Senate or not. (Am 21 Feb 2012) (Am 25 Feb 2014) (Am 13 Oct 2016)
- ME5.5.1** The duty of this Committee is to recommend to the Faculty Executive Committee the promotion of medical students from the first year to the second year, from the second year to the third year, and from the third to the fourth year, as well as recommend students for graduation. This Committee shall determine whether students are making satisfactory progress or shall be required to repeat courses, remediate deficiencies, or be dismissed from the School with consultation from Senior Associate Dean for Medical Education. (Am 21 Feb 2012)(Am 13

October 2016)

- ME5.6** There shall be a Graduate Advisory Committee consisting of two Senate Graduate Advisors and three Senate faculty members. One Graduate Advisor will be responsible for recruitment and admission of graduate students and the other Graduate Advisor will be responsible for enrolled student affairs. All Biomedical Sciences Graduate Program faculty members in good standing are eligible for service on the Graduate Advisory Committee. Graduate Advisors and other members of the committee are appointed by the Faculty Executive Committee in consultation with the Chair of the Division of Biomedical Sciences. Appointments are made annually, with no term limit. The Faculty Executive Committee will also nominate the Graduate Program Director. This nomination shall be communicated to the Dean of the Graduate Division who consults with Senior Administration in the School before forwarding a nomination to the EVC/Provost. One or other of the Graduate Program Advisors may also serve as Graduate Program Director. The duty of the Graduate Program Director is to represent the Program within the School, as well as on campus. All appointed members have the right to vote whether members of the Academic Senate or not. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.6.1** The duty of the Graduate Advisory Committee is to advise the Faculty of the School of Medicine on matters pertaining to Ph.D., M.D.-Ph.D. and M.S. degree programs. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.7** There shall be a Volunteer Clinical Appointments and Advancements Committee. The Committee shall consist of five (5) members including a minimum of three (3) Faculty members from the Volunteer Clinical Faculty series and a minimum of one (1) member from the Health Sciences Clinical series. One (1) member shall be designated as Chair. All appointed members have the right to vote whether members of the Academic Senate or not. (Am 21 Feb 2012) (Am 25 Feb 2014) (Am 13 Oct 2016)
- ME5.7.1** The duty of this Committee is to advise the Faculty of the School of Medicine and the Dean on appointments and advancement of clinical faculty to Volunteer Assistant, Volunteer Associate, and Volunteer Full Clinical Professor levels. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.7.2** This Committee is subject to the procedures of Volunteer Clinical Appointments, as outlined in the UCR SOM clinical guidelines. (Am 21 Feb 2012) (Am 25 Feb 2014)
- ME5.7.3** Members of this Committee will be appointed annually by the Executive Committee of the School of Medicine with renewable two year terms of service. (Am 21 Feb 2012)
- ME5.8** There shall be a Committee on Clinical Appointments and Advancements. The Committee shall consist of a Chair and at least four (4) Faculty members, Senate or non-Senate. All appointed members have the right to vote whether members of the Academic Senate or not. (En 25 Feb 2014)(Am 13 Oct 2016)
- ME5.8.1** The charge of this committee is to advise the Faculty of the School of Medicine, the Dean, and the Provost on appointments and advancements of non-Senate Clinical faculty to the ranks of Clinical Instructor, Clinical Assistant, Clinical Associate, and Clinical Professor. (En 25 Feb 2014)
- ME5.8.2** This committee shall be subject to the procedures of Clinical Appointments as outlined in the UCR SOM Clinical guidelines, and subsequent procedural changes shall be approved by the Clinical Appointments and Advancements and Faculty Executive Committees and Dean. (En 25 Feb 2014)
- ME5.8.3** Members of the Committee shall be appointed with staggered starts and a three year term, by the Faculty Executive Committee in consultation with the Dean of the School of Medicine. (En 25 Feb 2014) (Am 13 Oct 2016)

ME6 ELECTION AND BALLOTING (AM 21 FEB 2012)

ME6.1 Elections are conducted as specified in ME3.1.1, ME3.1.2, and ME5.2.3. (Am 21 Feb 2012) (Am 25 Feb 2014)

ME6.1.1 Balloting on measures referred to the whole Faculty of the School by action of a meeting of the Faculty will be conducted through a secure secret balloting process on line, and the results shall be communicated to the Chair of the Faculty upon close of balloting. If appropriate to the subject of the ballot, Senate and non-senate votes will be counted separately. (Am 21 Feb 2012) (Am 25 Feb 2014)

ME7 AMENDMENTS AND SUSPENSIONS OF BYLAWS AND REGULATIONS(AM 21 FEB 2012)

ME7.1 For aspects of the bylaws that pertain to the responsibilities of the Academic Senate, as defined in Regents Standing Order 105, these bylaws can be amended or suspended only as provided in chapter 6 of the bylaws of the Riverside Division of the Academic Senate and in ME4.1.3. (Am 21 Feb 2012) (Am 25 Feb 2014)

ME7.2 For aspects of the bylaws that are not the responsibility of the Academic Senate, as defined by Regents Standing order 105, initiative for amendment of the SOM bylaws may be taken by the SOM Faculty Executive Committee or by petition signed by five (5) or more members of the Senate Faculty of the SOM. Such amendments are to be submitted to the Senate Faculty of the SOM in writing at least five (5) days prior to a meeting, and amendment requires a two thirds majority vote of those faculty responding to a ballot. The results of any such referendum are conclusive, and the matter may not be reconsidered for a period of ninety (90) days (En 25 Feb 2014)