Faculty Council
AGENDA - March 24, 2014
4:00 p.m.
Room T-501

A) Opening Remarks: Approval of Minutes from February 28, 2014 (4:00 p.m.)
Chair, Robert Petersen

B) Motion - To Approve the Ballot for Amendment of the Faculty of Medicine Bylaws (4:05pm) i.e., One vote or many votes?
Chair, Robert Petersen

C) Report - Recent Faculty Senate Activities (4:15p.m.)
John Fredieu, SOM Representative, Faculty Senate Executive Committee

D) Discussion (not proposed for a vote) - Revised Proposal to Establish a Division of Anatomy (4:25pm)
Nicole Ward, Chair, ad hoc Committee on Anatomy Proposal, assisted by other ad hoc committee members

E) New Business (5:25 p.m.)

F) Adjourn (5:30 p.m.)
To: Full-Time Faculty of the School of Medicine

From: Robert Petersen, PhD
Chair, Faculty Council

Subject: Amendment of Faculty of Medicine Bylaws

Date: --------------, 2014

The Faculty Council, acting upon recommendations made by the Bylaws Committee, recommends that the Faculty of Medicine approve these amendments to the School of Medicine Bylaws. Amending the Bylaws requires a vote of the full-time faculty (and subsequent approval by the Faculty Senate). The Faculty Council has approved the following statements and the ballot you can access through the link below.

Proposed amendments to most sections of the Bylaws are being proposed and are generally intended to increase faculty participation in governance, broaden representation, and clarify how certain faculty rights may be carried out.

Along with other changes, the proposed amendments:
- add a third annual faculty meeting to be devoted in large part to an open agenda;
- clarify the Faculty Council’s role by bringing previously scattered sections of the Bylaws together;
- expand the role of the Nominating Committee to include election oversight under a new name, the Nomination and Elections Committee, and require more complete reporting of election results;
- provide that faculty who self-initiate their promotion or tenure have an advocate, selected from the CWRU faculty, at the department CAPT consideration of their candidacy;
- provide that the Faculty Council approve changes to the Faculty Activity Summary Form;
- require that department chairs call a meeting of their faculty at least once annually to identify and define issues pertinent to the department’s mission;
- expand the size of the faculty’s Committee on Appointments, Promotions, and Tenure.

The amendments, which require an affirmative vote by a majority of those casting ballots, are summarized and fully described at [https://casemed.case.edu/FacultyVoteSpecial](https://casemed.case.edu/FacultyVoteSpecial), [where you will also be able to vote separately on each of them]. Voting must remain open for a three-week period; therefore, the ballot will remain open until 5:00 p.m., ------------, 2014. Only votes cast before that time will be counted.

If you have not activated your Case User ID or cannot reach the electronic ballot for any other reason, please reply to this email to request assistance or a copy of the ballot in Word format.

Thank you.
Based upon recommendations of the Bylaws Committee, The Faculty Council recommends the approval of the Bylaws amendments below.

You may cast your vote at the very bottom of the ballot.

Among other changes, the amendments add a third faculty meeting, devoted in large part to an open agenda, to the annual calendar, clarify the Faculty Council’s role by bringing previously scattered sections of the Bylaws together; expand the role of the Nominating Committee to include election oversight, the reporting of election results in detail, and give it a new name, the Nomination and Elections Committee, provide for faculty who self-initiate their promotion or tenure consideration to have an advocate, selected from the CWRU faculty, at the department CAPT consideration of their candidacy, provide that the Faculty Council approve changes to the Faculty Activity Summary Form, require department chairs to call an annual meeting of their faculty to identify and define issues pertinent to the department’s mission; and expand of the size of the faculty’s Committee on Appointments, Promotions, and Tenure.

Proposed amendments appear in blue underlined text below. Yellow highlighted text represents explanatory comments that are not part of the Bylaws themselves.

The proposed amendments are:

These amendments define the students as representatives to the Faculty of Medicine rather than as members and alter the distribution of the 15 students among their constituencies.

2:1 Membership of the Faculty of Medicine

The Faculty of Medicine shall consist of (1) regular faculty, defined as all persons who hold full-time appointments in the School of Medicine and who have unmodified titles at the rank of professor, associate professor, assistant professor, senior instructor, instructor, and (2) special faculty, those who hold these ranks modified by the adjective clinical, adjunct, visiting, or emeritus. In addition, fifteen students, two elected from and by the four University Program medical school classes, two elected at-large from and by CCLCM students, two elected from and by M.D.-Ph.D. students, and three elected from and by medical school graduate students, shall act as non-voting student representatives.

These amendments add a third annual meeting of the Faculty of Medicine with an agenda including open forum items and withdraw the students’ voting rights as members of the Faculty of Medicine.
2:4 Meetings of the Faculty

a. Regular Meetings. The faculty shall schedule meetings at least three times each academic year. The dean of the School of Medicine shall be asked to describe the state of the medical school generally at one of the meetings. Another meeting shall have as its main business a program relating to medical education. A third meeting will have an agenda approved by the Faculty Council with at least one-half of the meeting devoted to open forum items. Meeting dates and times will be coordinated to accommodate appropriate schedules. In the event that inclement weather or other unforeseen event forces the university to close, a faculty meeting scheduled for that day shall be rescheduled.

b. Special Meetings. The Faculty of Medicine shall also meet on the call of the president or the dean, or on written petition of at least 10 faculty members presented to the Faculty Council, or at the request of the Faculty Council.

2:5. Voting Privileges

e. [Student voting rights formally here]

f. Prior to faculty meetings, Faculty Council will determine which faculty are eligible to vote on each issue scheduled for a vote, guided by 2:5c-2:5e above. If an issue is raised and brought to a vote ad hoc at a faculty meeting, the person chairing the meeting will determine who is eligible to vote based on the above criteria.

2:6 Functions and Duties of the Faculty

a. All powers and obligations of the Faculty of Medicine shall be delegated to the Faculty Council and exercised by it, with the exception of those powers and obligations reserved above. These delegated powers and obligations shall include but not be limited to the planning and execution of educational programs and the formulation of policies concerning curricula, student admissions, and the conduct of research. The Faculty Council shall also have the responsibility to review the requirements for the M.D. degree and to approve student standings and student promotions.

These amendments 1) provide that the Faculty Council Chair will solicit recommendations for committee chair appointments from each standing committee before naming the committee chair and 2) formally add the Committee on Budget, Finance, and Compensation as one of the standing committees.

2:7 Committees of the Faculty

a. The majority of the voting members of each standing committee dealing with faculty responsibilities shall be elected by the faculty. The number of non-voting members shall not
exceed the number of voting members. The chair of the Faculty Council shall solicit recommendations for committee chair appointments from each standing committee, and then shall normally appoint one of the elected members to be the chair of each such committee, unless other provisions for appointment of chairs are made in these Bylaws. However, with approval on an annual basis by the Faculty Council, the chair may appoint the dean of the School of Medicine or another faculty member to serve as chair of a standing committee. Standing committees dealing with areas of faculty responsibility shall include the following: Admissions Committee; Bylaws Committee; Committee on Budget, Finance, and Compensation; Committee on Appointments, Promotions, and Tenure; Committee on Medical Education; Committee on Students; Lecture Committee; and Research Committee.

These amendments move provisions describing the Faculty Council’s role from separate sections of the Bylaws and bring them together here and describe the Faculty Council’s work occurring through committees.

ARTICLE 3: THE FACULTY COUNCIL

3:1 Purpose and Functions of the Faculty Council

a. There shall be a Faculty Council of the Faculty of Medicine, which shall meet regularly to exercise all powers of the Faculty of Medicine not reserved to the Faculty of Medicine itself. The powers and obligations of the Faculty Council shall include but not be limited to those following:

i) to act for the Faculty of Medicine regarding the planning and execution of educational programs; the formulation of policies concerning curricula, student admissions, and the conduct of research;

ii) The Faculty Council shall make recommendations to the dean for consideration and transmittal to the University Faculty Senate with regard to the establishment or discontinuance of departments and may, at its discretion, make its own recommendation concerning the establishment, discontinuance, or merging of units larger than a single department but smaller than a constituent school or college or refer such matters to the Faculty of Medicine for its recommendation.

iii) The Faculty Council shall advise the dean with regard to the establishment, discontinuance, or merging of academic or research units of the School of Medicine that are not required by the Faculty Handbook, at Chapter 2, Article V, Sec. A., Par. 2, c., 2, to be brought before the Faculty Senate.
iv) The Faculty Council shall advise the president with regard to the appointment and reappointment of the dean, as well as an interim or acting dean (see Section 3:6c for procedures), shall advise the dean with regard to recommendations to the president concerning the appointment of academic department chairs, as well as interim or acting chairs (for procedures see 4:3a and 4:3b), and shall advise the dean concerning appointments of directors of hospital departments and major interdepartmental academic officers.

v) The Faculty Council, through the Committee on Appointments, Promotions, and Tenure, shall make recommendations to the dean for consideration and transmittal to the president of the university with regard to faculty promotions to the ranks of associate professor and professor, initial appointments to those ranks, and granting of tenure.

vi) The Faculty Council, through the Lecture Committee, shall organize appropriate lectures;

vii) The Faculty Council, through the Bylaws Committee, shall periodically review and make recommendations concerning the amendment of these bylaws and standing committee charges;

viii) The Faculty Council, through the Nominating Committee, shall oversee the nomination and election process for standing and ad hoc faculty committees and elections of representatives to the Faculty Senate;

ix) The Faculty Council, through the Committee on Budget, Finance, and Compensation, shall consider matters relating to the SOM’s budget, finance, and faculty compensation plan.

x) The Faculty Council shall also have the responsibility to review the requirements for the M.D. degree and to approve student standings and student promotions.

xi) The Faculty Council shall hear reports of the committees of the faculty and of the Faculty Council and recommend action on such reports;

xii) The Faculty Council shall determine the establishment, discontinuance, and representative composition (e.g., by rank, department, or institution) of the membership, length of term for membership, and charge of all faculty standing committees;

xiii) The Faculty Council shall elect a chair, chair-elect, members of the Steering Committee, and the Faculty Council members of the Nominations and Election Committee;

xiv) Through the Faculty Council Steering Committee, the Faculty Council shall determine the agenda for its own meetings and the agenda for the meetings of the faculty;
xv) The Faculty Council shall classify any issue requiring a vote of the faculty so as to determine the eligibility of the adjunct/clinical and student members to vote on that issue (per 2:4biii and 2:4bv).

xvi) The Faculty Council may appoint standing and ad hoc committees to make recommendations concerning its various functions and duties (see Article 3:6d).

These amendments expand the Nomination Committee's role to become a Nomination and Elections Committee. The new committee will, along with its former role of nominating candidates for elections, oversee elections, publish the vote totals received by each candidate, and handle disputes.

3:6 Committees of the Faculty Council

b. Nomination and Elections Committee. This Committee shall consist of eleven members: the dean, the chair of the Faculty Council, the vice-chair of the Faculty Council, four other Faculty Council members, two each from the preclinical and clinical sciences, and four full-time faculty members who are not members of the Faculty Council, two each from the preclinical and clinical sciences. The four Faculty Council members of the Nomination and Elections Committee shall be elected at large by the Faculty Council and shall serve for the duration of their terms as Faculty Council members. The four non-members of the Faculty Council shall be elected by ballot by the Faculty of Medicine and shall serve three-year terms. The chair will be elected from the members of the committee annually.

The Nomination and Elections Committee shall nominate (1) candidates for the chair-elect of the Faculty Council, (2) candidates for the Steering Committee, and (3) candidates for the standing committees of the Faculty Council. Ballots listing the nominees and leaving space for write-in candidates shall be sent to all members of the Faculty Council. The election of the chair-elect and the members of the Steering Committee, the Faculty Council members of the Nomination and Elections Committee and the members of other standing committees of the Faculty Council will be carried out at the June meeting of the Faculty Council. Additional nominations for all these offices shall be invited from the floor. The consent of the nominee must be obtained in order for a write-in or floor nomination to be valid. Faculty Council members who cannot attend the June meeting may vote by mail (noting that wherever mail voting or distribution is mentioned in these Bylaws, voting or distribution by email or other method well-calculated to reach voters shall be considered satisfactory). Candidates for chair-elect will also be candidates for the Steering Committee and will be so listed on mail ballots. Faculty Council members shall vote for one nominee for chair-elect and for six members of the Steering
Committee. The five persons with the highest number of votes, excluding the person elected to
the office of chair-elect, shall be elected to serve on the Steering Committee. Both mail ballots
and ballots collected at the Faculty Council meeting shall be counted, whether or not a quorum is
present at the meeting. If the total number of ballots received does not equal or exceed 50% of
the members of Faculty Council, ballots may be solicited from absentee members. If either the
Steering Committee or the Nomination and Elections Committee perceives a significant deficit in
the representation of faculty constituencies within its membership following the annual election,
either committee may ask the chair of Faculty Council to appoint a single ad hoc voting member
to serve on the respective committee for the remainder of the year. In the case of the Steering
Committee, the appointee should be a current member of the Faculty Council. In the case of the
Nomination and Elections Committee, the appointee should be a regular member of the Faculty
of Medicine.

In addition, the Nomination and Elections Committee shall nominate (1) candidates for
the at-large representatives to the Faculty Council, (2) candidates for the representatives of the
special faculty whose titles are modified by the adjective adjunct or clinical to the Faculty Council,
(3) candidates for standing committees of the Faculty of Medicine, and (4) candidates for senator
to the University Faculty Senate. In the case of at-large representatives, senators, or members
of the Committee on Appointments, Promotions, and Tenure, the number of nominees shall be at
least twice the number of positions to be filled. Electees shall be chosen by mail ballot. Ballots
listing candidates for Faculty Council, senators, and standing committees of the faculty shall be
mailed to all full-time members of the faculty. Ballots listing candidates for the representatives of
the special faculty on the Faculty Council shall be mailed to all special faculty whose titles are
modified by the adjective adjunct or clinical. Ballots listing candidates for committees dealing
with the planning and approval of the curriculum, the execution of the instructional program, and
the formulation of policies with regard to student affairs shall be mailed to all members of the
faculty. Elections shall be conducted as far in advance of the completion of the terms of sitting
members as is practicable. Elections may be conducted through the campus and first class mail
or by email or other electronic means. All ballots shall provide space for write-in candidates. At
least two weeks shall be allowed between the distribution of all ballots and the close of the
election and determination of election results. Distribution of the ballots and the determination
and publication of the election results shall be the responsibility of the Nomination and Elections
Committee. After each election, the Committee will count the votes and publish all the vote
totals. Any irregularities or issues in the conduct of the elections shall be resolved by the
Committee and reported to the Faculty Council. The dean shall be requested to supply
administrative support for the elections.
These amendments add a fourth department chair (where three are now included) that would serve on a Special Committee to Nominate Candidates for the Search Advisory Committee to the President on the Selection of the Dean of the School of Medicine and divide the four chairs evenly between basic science and clinical science departments.

c. Special Committee to Nominate Candidates for the Search Advisory Committee to the President on the Selection of the Dean of the School of Medicine. This special nominating committee shall be formed when needed and shall consist of the chair of Faculty Council, three other members of the Steering Committee of the Faculty Council, three elected members of the Nominating Committee, and four academic department chairs (two Basic Science, two Clinical) of the School of Medicine. The chair of the Faculty Council shall serve as chair of this special nominating committee, and the nine members shall be elected by their respective groups. The majority of the nominees for the Search Advisory Committee selected by this special nominating committee shall be full-time members of the Faculty of Medicine. The president is requested to consider these nominees when appointing members of the Search Advisory Committee.

These amendments provide for electronic distribution of Faculty Council agendas and minutes.

3:7 Meetings of the Faculty Council

b. The agenda for each meeting shall be prepared by the Steering Committee and distributed to all members at least one week in advance of regular meetings and at least two days in advance of special meetings. The agenda shall also be posted electronically and sent electronically to all faculty members.

c. Minutes of the meetings shall be kept and shall be distributed in a timely fashion to Faculty Council members, to the dean, to all department chairs, and to each member of the faculty of medicine. Approved minutes shall be available to all faculty members. The dean is requested to provide administrative support for this purpose.

These amendments provide for faculty who self-initiate their promotion or tenure to choose a faculty advocate to speak on their behalf at the appropriate department CAPT meeting.

ARTICLE 4 – DEPARTMENTS

4:2 Function of Departments
c. Department chairs themselves shall not be members of their respective department’s DCAPTs. Instead, they shall serve as theinitiator for the appointment, promotion, and tenure of candidates, attending DCAPT meetings for the purpose of presenting candidates for the committee’s consideration, entering into discussion with the committee and answering its questions, and otherwise being excused from the room. Department chairs shall not be present for DCAPT voting. Should a faculty member take advantage of the self-initiation process, the DCAPT chair shall invite the department chair as well as an advocate, selected by the candidate from among the CWRU faculty, to the meeting at which the self-initiated promotion or tenure award is discussed to provide the department chair and advocate with the opportunity to offer his or her perspectives. The advocate and Department chair shall present separately and neither shall be present for the vote.

These amendments call for the Dean to consult with Faculty Council before appointing a search committee for a department chair and require that the Dean seek advisory committee advice before recommending an interim chair to the president for appointment.

4:3 Academic Department Chairs

a. Each academic department shall have an academic chair appointed by the president of the university on recommendation of the dean. In order to select candidates, the dean will appoint a search committee in consultation with Faculty Council, which shall normally be multi-departmental in composition, to provide a slate of candidates from which the selection will normally be made.

The president will appoint acting or interim department chairs after receiving the recommendations of the dean. Before making recommendations, the dean shall seek the advice of a committee consisting of the Steering Committee of the Faculty Council and the Faculty Council representative from the department for which an acting or interim chair is to be appointed. When a member of the Steering Committee or the Faculty Council representative is a candidate for acting or interim department chair, the chair of the Faculty Council shall designate an alternate member from the department to serve on the advisory committee. The advisory committee shall identify expeditiously its membership to the academic department and indicate its ready availability, particularly that of the representative from the department, to receive suggestions, views and advice from interested individual department members or from the entire academic department. Verbal and/or written suggestions, views and advice directed to any member of the advisory committee should be transmitted promptly to the whole advisory committee, unless specified otherwise by the departmental member offering such suggestions,
views and advice. This process shall take place as expeditiously as possible before the advisory committee makes its recommendations to the dean.

These amendments provide for Faculty Council approval of any changes to the Faculty Activity Summary Form.

b. Each department chair or head of a division with departmental status or an appropriate designee shall meet annually with each full-time faculty member to review performance and to set future goals. The department chair or the appropriate designee shall then provide a written summary of each evaluation to the faculty member, with a copy provided to the dean. For departments that choose to use the Faculty Activity Summary Form (FASF), any changes to that form must be approved by Faculty Council prior to their incorporation into the document.

ten: These amendments provide for department chairs to call a department faculty meeting at least each year for identifying and defining issues pertinent to the department’s mission.

f. At least once a year, the Department Chair will call a meeting of their faculty for the purpose of identifying and defining issues pertinent to the mission of the Department.

These amendments provide that a petition to establish or discontinue an academic department must include the rationale.

4:4 Establishment and Discontinuance of Academic Departments

Petitions to establish or discontinue academic departments shall be presented to the Faculty Council. Such petition shall include the rationale for the change. Recommendations of the Faculty Council for establishment or discontinuance shall be referred to the University Faculty Senate, upon approval of the dean.

These amendments provide that department faculty receive an executive summary of their department’s review.

4:5 Review of Academic Departments
Periodic review of each department by persons external to the department is important for evaluation of the functioning of that department by the faculty and the dean. A committee appointed by the dean shall review each academic department at intervals no greater than 10 years. The review committee shall include at least one outside consultant. The dean shall transmit the review committee's report and recommendations to the chair of the Faculty Council. Departmental faculty shall be provided with an executive summary.

These amendments change the number of Committee on Appointments, Promotions, and Tenure members from 16 to 24, while retaining a similar distribution of elected and appointed members; tenured and non-tenure track members; and professor and associate professor members.

ARTICLE 5 – FACULTY APPOINTMENTS, PROMOTION, AND GRANTING OF TENURE

5.1: Classification of Appointments

An appointment shall be classified by academic title and whether the appointment is (a) with tenure, (b) without tenure but leading to tenure consideration (tenure-track), (c) without tenure and not leading to tenure consideration (non-tenure track); or (d) special, which will include the prefix adjunct, clinical, visiting, or emeritus.

5.10: The Committee on Appointments Promotions and Tenure

a. The Committee on Appointments, Promotions and Tenure shall be a standing committee of the faculty and shall consist of twenty-four full-time faculty members. Eighteen members shall be elected by the full-time faculty and six members shall be appointed by the dean. A representative Dean from faculty affairs shall also be a member of this committee, ex officio and without vote. Department chairs are not eligible to serve on this committee. Ten of the committee members shall have the rank of tenured professor; Ten shall be professors in the non-tenure track; and four shall be tenured associate professors. The elected committee members shall include nine faculty members with primary appointment in clinical science departments and nine with primary appointment in basic science departments; the appointed members shall include four from clinical science departments and two from basic science departments. In each election all reasonable effort will be taken to have the number of nominees be at least twice the number of positions to be filled. Members will be elected or appointed for three-year terms. These terms shall be staggered for the full-time faculty members. Committee members may serve only two consecutive three-year terms but subsequently may be reelected or reappointed after an absence of one year. The quorum for conducting the business of the Committee on Appointments, Promotion and Tenure shall be
twelve members present for discussion of which eight must have voting privileges. On recommendations for appointment as or promotion to associate professor, all committee members are eligible to vote; on recommendations for appointment as or promotion to professor, faculty committee members who are tenured professors and non-tenure track/combined achievement track professors are eligible to vote; on recommendations to award tenure, tenured committee members are eligible to vote. Committee members may be present for discussion but are not eligible to vote regarding candidates for primary appointment, promotion, or award of tenure in the committee member’s own department of primary appointment. The committee will be led by two co-chairs, each of whom shall serve a one-year term, appointed by the chair of Faculty Council in consultation with the dean of the School of Medicine. The co-chairs may be selected from either the elected or appointed members of the committee. The chair of Faculty Council, in consultation with the dean of the School of Medicine, each year shall also appoint two co-chairs elect, to serve the following year as the committee’s co-chairs. At each committee meeting, at least one of the co-chairs must be in attendance.

Miscellaneous amendments:
Throughout the Bylaws, references to the “combined achievement track” (to describe or identify the non-tenure track) have been deleted and the expression “non-tenure track” remains or has been used in its place.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
Based upon recommendations of the Bylaws Committee, The Faculty Council recommends the approval of the Bylaws amendments below.

The various amendments call for 15 separate votes as you scroll through the ballot.

Among other changes, the amendments add a third faculty meeting, devoted in large part to an open agenda, to the annual calendar, clarify the Faculty Council’s role by bringing previously scattered sections of the Bylaws together; expand the role of the Nominating Committee to include election oversight, the reporting of election results in detail, and give it a new name, the Nomination and Elections Committee, provide for faculty who self-initiate their promotion or tenure consideration to have an advocate, selected from the CWRU faculty, at the department CAPT consideration of their candidacy, provide that the Faculty Council approve changes to the Faculty Activity Summary Form, require department chairs to call an annual meeting of their faculty to identify and define issues pertinent to the department’s mission; and expand of the size of the faculty’s Committee on Appointments, Promotions, and Tenure.

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Meeting dates and times will be coordinated to accommodate appropriate schedules. In the event that inclement weather or other unforeseen event forces the university to close, a faculty meeting scheduled for that day shall be rescheduled.

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iv) The Faculty Council shall advise the president with regard to the appointment and reappointment of the dean, as well as an interim or acting dean (see Section 3:6c for procedures), shall advise the dean with regard to recommendations to the president concerning the appointment of academic department chairs, as well as interim or acting chairs (for procedures see 4:3a and 4:3b), and shall advise the dean concerning appointments of directors of hospital departments and major interdepartmental academic officers.

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xiii) The Faculty Council shall elect a chair, chair-elect, members of the Steering Committee, and the Faculty Council members of the Nominations and Election Committee;

xiv) Through the Faculty Council Steering Committee, the Faculty Council shall determine the agenda for its own meetings and the agenda for the meetings of the faculty;

xv) The Faculty Council shall classify any issue requiring a vote of the faculty so as to determine the eligibility of the adjunct/clinical and student members to vote on that issue (per 2:4biii and 2:4bv).

xvi) The Faculty Council may appoint standing and ad hoc committees to make recommendations concerning its various functions and duties (see Article 3:6d).

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments expand the Nomination Committee’s role to become a Nomination and Elections Committee. The new committee will, along with its former role of nominating candidates for elections, oversee elections, publish the vote totals received by each candidate, and handle disputes.

3:6 Committees of the Faculty Council

b. Nomination and Elections Committee. This Committee shall consist of eleven members: the dean, the chair of the Faculty Council, the vice-chair of the Faculty Council, four other Faculty Council members, two each from the preclinical and clinical sciences, and four full-time faculty members who are not members of the Faculty Council, two each from the preclinical and clinical sciences. The four Faculty Council members of the Nomination and Elections Committee shall be elected at large by the Faculty Council and shall serve for the duration of their terms as Faculty Council members. The four non-members of the Faculty Council shall be elected by ballot by the Faculty of Medicine and shall serve three-year terms. The chair will be elected from the members of the committee annually.

The Nomination and Elections Committee shall nominate (1) candidates for the chair-elect of the Faculty Council, (2) candidates for the Steering Committee, and (3) candidates for the standing committees of the Faculty Council. Ballots listing the nominees and leaving space for write-in candidates shall be sent to all members of the Faculty Council. The election of the chair-elect and the members of the Steering Committee, the Faculty Council members of the Nomination and Elections Committee and the members of other standing committees of the Faculty Council will be carried out at the June meeting of the Faculty Council. Additional nominations for all these offices shall be invited from the floor. The consent of the nominee must be obtained in order for a write-in or floor nomination to be valid. Faculty Council members who cannot attend the June meeting may vote by mail (noting that wherever mail voting or distribution is mentioned in these Bylaws, voting or distribution by email or other method well-calculated to reach voters shall be considered satisfactory). Candidates for chair-elect will also be candidates for the Steering Committee and will be so listed on mail ballots. Faculty Council members shall vote for one nominee for chair-elect and for six members of the Steering Committee. The five persons with the highest number of votes, excluding the person elected to the office of chair-elect, shall be elected to serve on the Steering Committee. Both mail ballots and ballots collected at the Faculty Council meeting shall be counted, whether or not a quorum is present at the meeting. If the total number of ballots received does not equal or exceed 50% of the members of Faculty Council, ballots may be solicited from absentee members. If either the
Steering Committee or the Nomination and Elections Committee perceives a significant deficit in the representation of faculty constituencies within its membership following the annual election, either committee may ask the chair of Faculty Council to appoint a single *ad hoc* voting member to serve on the respective committee for the remainder of the year. In the case of the Steering Committee, the appointee should be a current member of the Faculty Council. In the case of the Nomination and Elections Committee, the appointee should be a regular member of the Faculty of Medicine.

In addition, the Nomination and Elections Committee shall nominate (1) candidates for the at-large representatives to the Faculty Council, (2) candidates for the representatives of the special faculty whose titles are modified by the adjective adjunct or clinical to the Faculty Council, (3) candidates for standing committees of the Faculty of Medicine, and (4) candidates for senator to the University Faculty Senate. In the case of at-large representatives, senators, or members of the Committee on Appointments, Promotions, and Tenure, the number of nominees shall be at least twice the number of positions to be filled. Electees shall be chosen by mail ballot. Ballots listing candidates for Faculty Council, senators, and standing committees of the faculty shall be mailed to all full-time members of the faculty. Ballots listing candidates for the representatives of the special faculty on the Faculty Council shall be mailed to all special faculty whose titles are modified by the adjective adjunct or clinical. Ballots listing candidates for committees dealing with the planning and approval of the curriculum, the execution of the instructional program, and the formulation of policies with regard to student affairs shall be mailed to all members of the faculty. Elections shall be conducted as far in advance of the completion of the terms of sitting members as is practicable. Elections may be conducted through the campus and first class mail or by email or other electronic means. All ballots shall provide space for write-in candidates. At least two weeks shall be allowed between the distribution of all ballots and the close of the election and determination of election results. Distribution of the ballots and the determination and publication of the election results shall be the responsibility of the Nomination and Elections Committee. After each election, the Committee will count the votes and publish all the vote totals. Any irregularities or issues in the conduct of the elections shall be resolved by the Committee and reported to the Faculty Council. The dean shall be requested to supply administrative support for the elections.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments add a fourth department chair (where three are now included) that would serve on a Special Committee to Nominate Candidates for the Search Advisory Committee to the President on the Selection of the Dean of the School of Medicine and divide the four chairs evenly between basic science and clinical science departments.

c. Special Committee to Nominate Candidates for the Search Advisory Committee to the President on the Selection of the Dean of the School of Medicine. This special nominating committee shall be formed when needed and shall consist of the chair of Faculty Council, three other members of the Steering Committee of the Faculty Council, three elected members of the Nominating Committee, and four academic department chairs (two Basic Science, two Clinical) of the School of Medicine. The chair of the Faculty Council shall serve as chair of this special nominating committee, and the nine members shall be elected by their respective groups. The majority of the nominees for the Search Advisory Committee selected by this special nominating committee shall be full-time members of the Faculty of Medicine. The president is requested to consider these nominees when appointing members of the Search Advisory Committee.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments provide for electronic distribution of Faculty Council agendas and minutes.

3:7 Meetings of the Faculty Council

b. The agenda for each meeting shall be prepared by the Steering Committee and distributed to all members at least one week in advance of regular meetings and at least two days in advance of special meetings. The agenda shall also be posted electronically and sent electronically to all faculty members.

c. Minutes of the meetings shall be kept and shall be distributed in a timely fashion to Faculty Council members, to the dean, to all department chairs, and to each member of the faculty of medicine. Approved minutes shall be available to all faculty members. The dean is requested to provide administrative support for this purpose.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments provide for faculty who self-initiate their promotion or tenure to choose a faculty advocate to speak on their behalf at the appropriate department CAPT meeting.

ARTICLE 4 – DEPARTMENTS

4:2 Function of Departments

c. Department chairs themselves shall not be members of their respective department’s DCAPTs. Instead, they shall serve as the initiator for the appointment, promotion, and tenure of candidates, attending DCAPT meetings for the purpose of presenting candidates for the committee’s consideration, entering into discussion with the committee and answering its questions, and otherwise being excused from the room. Department chairs shall not be present for DCAPT voting. Should a faculty member take advantage of the self-initiation process, the DCAPT chair shall invite the department chair as well as an advocate, selected by the candidate from among the CWRU faculty, to the meeting at which the self-initiated promotion or tenure award is discussed to provide the department chair and advocate with the opportunity to offer his or her perspectives. The advocate and Department chair shall present separately and neither shall be present for the vote.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments call for the Dean to consult with Faculty Council before appointing a search committee for a department chair and require that the Dean seek advisory committee advice before recommending an interim chair to the president for appointment.

4:3 Academic Department Chairs

   a. Each academic department shall have an academic chair appointed by the president of the university on recommendation of the dean. In order to select candidates, the dean will appoint a search committee in consultation with Faculty Council, which shall normally be multi-departmental in composition, to provide a slate of candidates from which the selection will normally be made.

   The president will appoint acting or interim department chairs after receiving the recommendations of the dean. Before making recommendations, the dean shall seek the advice of a committee consisting of the Steering Committee of the Faculty Council and the Faculty Council representative from the department for which an acting or interim chair is to be appointed. When a member of the Steering Committee or the Faculty Council representative is a candidate for acting or interim department chair, the chair of the Faculty Council shall designate an alternate member from the department to serve on the advisory committee. The advisory committee shall identify expeditiously its membership to the academic department and indicate its ready availability, particularly that of the representative from the department, to receive suggestions, views and advice from interested individual department members or from the entire academic department. Verbal and/or written suggestions, views and advice directed to any member of the advisory committee should be transmitted promptly to the whole advisory committee, unless specified otherwise by the departmental member offering such suggestions, views and advice. This process shall take place as expeditiously as possible before the advisory committee makes its recommendations to the dean.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments provide for Faculty Council approval of any changes to the Faculty Activity Summary Form.

b. Each department chair or head of a division with departmental status or an appropriate designee shall meet annually with each full-time faculty member to review performance and to set future goals. The department chair or the appropriate designee shall then provide a written summary of each evaluation to the faculty member, with a copy provided to the dean. For departments that choose to use the Faculty Activity Summary Form (FASF), any changes to that form must be approved by Faculty Council prior to their incorporation into the document.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments provide for department chairs to call a department faculty meeting at least each year for identifying and defining issues pertinent to the department’s mission.

f. At least once a year, the Department Chair will call a meeting of their faculty for the purpose of identifying and defining issues pertinent to the mission of the Department.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments provide that a petition to establish or discontinue an academic department must include the rationale.

4:4 Establishment and Discontinuance of Academic Departments

Petitions to establish or discontinue academic departments shall be presented to the Faculty Council. Such petition shall include the rationale for the change. Recommendations of the Faculty Council for establishment or discontinuance shall be referred to the University Faculty Senate, upon approval of the dean.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments provide that department faculty receive an executive summary of their department's review.

4:5 Review of Academic Departments

Periodic review of each department by persons external to the department is important for evaluation of the functioning of that department by the faculty and the dean. A committee appointed by the dean shall review each academic department at intervals no greater than 10 years. The review committee shall include at least one outside consultant. The dean shall transmit the review committee's report and recommendations to the chair of the Faculty Council.

Departmental faculty shall be provided with an executive summary.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
These amendments change the total number of Committee on Appointments, Promotions, and Tenure members from 16 to 24, while retaining a similar distribution of elected and appointed members; tenured and non-tenure track members; and professor and associate professor members.

ARTICLE 5 – FACULTY APPOINTMENTS, PROMOTION, AND GRANTING OF TENURE

5.1: Classification of Appointments

An appointment shall be classified by academic title and whether the appointment is (a) with tenure, (b) without tenure but leading to tenure consideration (tenure-track), (c) without tenure and not leading to tenure consideration (non-tenure track); or (d) special, which will include the prefix adjunct, clinical, visiting, or emeritus.

5.10: The Committee on Appointments, Promotions and Tenure

a. The Committee on Appointments, Promotions and Tenure shall be a standing committee of the faculty and shall consist of twenty-four full-time faculty members. Eighteen members shall be elected by the full-time faculty and six members shall be appointed by the dean. A representative Dean from faculty affairs shall also be a member of this committee, ex officio and without vote. Department chairs are not eligible to serve on this committee. Ten of the committee members shall have the rank of tenured professor; Ten shall be professors in the non-tenure track; and four shall be tenured associate professors. The elected committee members shall include nine faculty members with primary appointment in clinical science departments and nine with primary appointment in basic science departments; the appointed members shall include four from clinical science departments and two from basic science departments. In each election all reasonable effort will be taken to have the number of nominees be at least twice the number of positions to be filled. Members will be elected or appointed for three-year terms. These terms shall be staggered for the full-time faculty members. Committee members may serve only two consecutive three-year terms but subsequently may be reelected or reappointed after an absence of one year. The quorum for conducting the business of the Committee on Appointments, Promotion and Tenure shall be twelve members present for discussion of which eight must have voting privileges. On recommendations for appointment as or promotion to associate professor, all committee members are eligible to vote; on recommendations for appointment as or promotion to professor, faculty committee members who are tenured professors and non-tenure track/combined achievement track professors are eligible to vote; on recommendations to award tenure, tenured
committee members are eligible to vote. Committee members may be present for discussion but are not eligible to vote regarding candidates for primary appointment, promotion, or award of tenure in the committee member’s own department of primary appointment. The committee will be led by two co-chairs, each of whom shall serve a one-year term, appointed by the chair of Faculty Council in consultation with the dean of the School of Medicine. The co-chairs may be selected from either the elected or appointed members of the committee. The chair of Faculty Council, in consultation with the dean of the School of Medicine, each year shall also appoint two co-chairs elect, to serve the following year as the committee’s co-chairs. At each committee meeting, at least one of the co-chairs must be in attendance.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
Miscellaneous amendments:
Throughout the Bylaws, references to the “combined achievement track” (to describe or identify the non-tenure track) have been deleted and the expression “non-tenure track” remains or has been used in its place.

I vote:
To accept the proposed amendments
NOT to accept the proposed amendments
I abstain from voting concerning these amendments
Positives for a transition of the Department of Anatomy to a Division

- The strength of the faculty is teaching: medical, graduate and undergraduate.
- Anatomy faculty will remain together with a defined, recognized and unified mission.
- A leader (Director), dedicated uniquely to the Division will be appointed.
- Teaching is the 1st area of specialization – being in a division – highly beneficial to faculty not doing research.
- Relocation to the new Medical Education Building when complete and an infusion of resources in support of medical school teaching initiatives.
- Ability of the unit (as a division) to more efficiently adapt to new opportunities in anatomical sciences teaching mission.
- It removes the major negative of unit’s performance evaluation – that being a lack of extramurally supported research.
- Metrics – to be designed predominantly around teaching efforts plus service (for those performing research, these contributions will also be acknowledged and rewarded).

Anatomy Faculty concerns that the Sub-committee has considered in drafting the revised Petition

- Faculty stay together as a cohesive group.
- Division status provides equivalent protections to what is provided to a Department.
- Researchers continue to be able to do research based on their extramural funding (as in Departments).
- Recognition of teaching excellence as central to the division mission.
- Faculty will have input into developing the metrics for evaluation.

The Dean of the school of medicine has approved the ad hoc subcommittee's revised Petition for the Department of Anatomy's transition to the Division of Anatomy. It is recommended the revised petition and supporting documents be presented to full Faculty Council.
PETITION FOR A DIVISION OF ANATOMY

The key rationale for establishing a Division of Anatomy would be to maintain a unit that has a strong, longstanding, and central educational mission but to recognize that it does not have a concomitant research mission.

It is therefore recommended that the Department of Anatomy be converted to a Division of Anatomy within the School of Medicine. The Division of Anatomy will be a division with departmental status, as defined in the SOM Bylaws.

The division will have primarily, but not exclusively, an educational mission and will participate in the administration, design, and implementation of teaching in the anatomical sciences in the School of Medicine. Its performance relative to other departments will be assessed primarily based on fulfillment of this educational mission.

The division will be headed by a Division Director appointed by the President of the University upon recommendation of the Dean and will follow the Case SOM faculty Bylaws Section 4:3 except that a local (internal) rather than a national search will be deemed satisfactory; see Appendix A. The Division Director will have all rights and responsibility of a Department Chair as specified in the SOM bylaws and Faculty Handbook, including voting membership in the Basic Science Department Chairs Council.

All faculty who currently hold appointments in the Department of Anatomy will be eligible to maintain their primary faculty appointment in the Division of Anatomy at their discretion or may join other units of the University following the usual approval process for such transfers. Those Department of Anatomy faculty remaining in the Division of Anatomy will be permitted to maintain roughly their current effort distribution (teaching, research, clinical and service) if they so desire for the 2014-2015 academic year and with the Division Director’s agreement beyond that time. Future promotion and tenure of such faculty will be judged by the same criteria as for members of departments as described in the SOM’s Qualifications and Standards. Anatomy faculty who are not currently engaged in research will be permitted to engage in research in the future as their primary educational and service responsibilities permit in consultation with the Division Director. New faculty recruited to the Division of Anatomy will primarily have educational responsibilities, but effort dedicated to research may be negotiated between the faculty member and the Division Director at the time of hiring and will be honored by the Dean and the SOM. Existing guidelines for merit pay will be retained but will need to be revisited by the division’s faculty if the Department of Anatomy’s status changes.

The same bylaws and protections regarding faculty with appointments in departments in regard to faculty appointment, reappointment, promotion and tenure will apply to faculty with appointments in divisions with departmental status. The same bylaws governing
the creation and dissolution of departments will also apply to divisions with departmental status.
Appendix A

4:3 Academic Department Chairs

a. Each academic department shall have an academic chair appointed by the president of the university on recommendation of the dean. In order to select candidates, the dean will appoint a search committee, which shall normally be multi-departmental in composition, to provide a slate of candidates from which the selection will normally be made. The search committee shall include representation from the full-time faculty of the department in question. The department faculty representation shall consist of at least one full-time faculty member elected by the full-time faculty of that department. The search committee shall identify its membership to the academic department and indicate its ready availability, particularly that of the elected full-time departmental representative member(s) of the search committee, to receive suggestions, views and advice from interested individual department members or from the entire academic department throughout the search process. Verbal and/or written suggestions, views, and advice directed to any member of the search committee should be transmitted promptly to the whole search committee, unless specified otherwise by the departmental member offering such suggestions, views and advice.

All department chairs shall be selected in strict accordance with the university policy governing affirmative action.

The president will appoint acting or interim department chairs after receiving the recommendations of the dean. Before making recommendations, the dean is requested to seek the advice of a committee consisting of the Steering Committee of the Faculty Council and the Faculty Council representative from the department for which an acting or interim chair is to be appointed. When a member of the Steering Committee or the Faculty Council representative is a candidate for acting or interim department chair, the chair of the Faculty Council shall designate an alternate member from the department to serve on the advisory committee. The advisory committee shall identify its membership to the academic department and indicate its ready availability, particularly that of the representative from the department, to receive suggestions, views and advice from interested individual department members or from the entire academic department. Verbal and/or written suggestions, views and advice directed to any member of the advisory committee should be transmitted promptly to the whole advisory committee, unless specified otherwise by the departmental member offering such suggestions, views and advice. This process shall take place as expeditiously as possible before the advisory committee makes its recommendations to the dean.

b. Each department chair or head of a division with departmental status or an appropriate designee shall meet annually with each full-time faculty member to review performance and to set future goals. The department chair or the appropriate designee shall then provide a written summary of each evaluation to the faculty member, with a copy provided to the dean.

c. The chair of an academic department may reside at the School of Medicine or at any one of its affiliated institutions.

d. Any individual service of an established academic department in an affiliated teaching institution may petition the Faculty of Medicine for independent status as a separate academic department, autonomously representing the academic discipline. The chair of each such independently established academic department shall be selected in accordance with section 4:3a and appointed by the president on recommendation of the dean. The dean is requested to seek the advice of the Steering Committee and elected departmental member(s), as outlined in article 4:3a, before making recommendations to the president.
e. All chairs of academic departments and all directors of individual services of affiliated institutions within a single discipline should meet regularly to coordinate their university-related functions.
Minutes
Faculty Council Steering Committee
February 10, 2014

Attending: Mark Aulisio, Adnan Cobanoglu, Dorr Dearborn, Tom Kelley, Robert Petersen, Nicholas Ziats

Minutes from the meeting of January 13, 2014, were approved.

Dr. Nancy Oleinick, CAPT co-chair, joined the Steering Committee. The committee had no issues with the files reviewed, so it thanked and excused Dr. Oleinick from the meeting.

Dr. Jonathan Fanaroff, Bylaws Committee Chair, joined the Steering Committee for a discussion of his committee’s recommendations. He presented the text of the Bylaws sections to be amended and the recommended amendments. In sum, scores of amendments were proposed. The Steering Committee indicated that a discussion of each change should be added to the upcoming Faculty Council agenda.

Dr. Fanaroff indicated that the Bylaws Committee might forward recommendations at a later time for amendments to the team science references in the Bylaws appendix. Another area for possible amendment has to do with possibly establishing an ombudsman.

The only change to the Bylaws Committee’s recommendations made by the Steering Committee was to the section on student representatives to the Faculty Council. The Steering Committee proposed that the 15 student representatives be divided among various types of students differently than the Bylaws Committee had proposed.

The Steering Committee asked that the text of the proposed Bylaws amendments be sent to the Faculty Council as quickly as possible.

Dr. Nicole Ward, chair, ad hoc committee, and Dr. Darin Croft, ad hoc committee member, updated the Steering Committee on the work of the ad hoc committee on the Dean’s Anatomy Proposal. The ad hoc committee has taken its role to be to focus on the positive and to point toward the future, not to rehash the past. The committee will focus the proposal on its and the dean’s vision for the future. It plans to include text describing the selection of the Division of Anatomy director, faculty roles and effort distribution, and protections for faculty. The committee has referred its question about describing faculty protections to the Office of General Counsel for advice. Depending on the reply, the ad hoc committee may recommend Bylaws amendments.

Dr. Jill Barnholtz-Sloan, a member of the ad hoc committee on team science, reported that the committee would forward recommendations to amend the promotion guidelines. These would require team scientists to provide the promotions committee with documentation describing the nature, extent, and particular contributions of the team scientist. They would also be asked to identify referees to comment on team science contributions and to annotate their CVs with details regarding their contributions. No Bylaws amendments are contemplated at this time. The ad hoc committee chair, Dr. Robert Schilling, will report further at the Faculty Council meeting.

Discussion of the report of the ad hoc Committee to Review the Research Committee charge and mission was postponed due to a conflict in Dr. Schilling’s schedule, preventing him from attending today.

The agenda for the upcoming Faculty Council meeting, February 24, 2014, was drawn up.

The meeting adjourned.