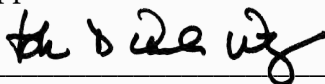


WAYNE STATE
UNIVERSITY
SCHOOL OF MEDICINE

BYLAWS OF THE
WAYNE STATE UNIVERSITY
SCHOOL OF MEDICINE

Approved:



John D. Vander Weg
Associate Provost for Academic Personnel

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REFERENCES

Wayne State University Board of Governors Bylaws

- <http://bog.wayne.edu/files/bylaws.pdf>

By-Laws of the Faculty of Wayne State University School of Medicine

- http://facultysenate.med.wayne.edu/pdfs/som_faculty_senate_by-laws_-_2016.pdf

List of School of Medicine Basic Science and Clinical Departments

- <http://home.med.wayne.edu/departments/academic.php>

AAUP-AFT Contract 2013 – 2021

- https://provost.wayne.edu/pdf/aaup_contract_w_links.pdf

2014 15 WSU SOM P&T Program Guidelines

- http://facaffairs.med.wayne.edu/promotion_and_tenure.php

Bylaws of the College of Liberal Arts and Sciences

- <http://clas.wayne.edu/bylaws>

BYLAWS

WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE

PREAMBLE

Mission Statement

The mission of the Wayne State University School of Medicine is to educate a diverse student body in an urban setting and within a culture of inclusion, through high quality education, clinical excellence, pioneering research, local investment in our community and innovative technology, to prepare physician and biomedical scientific leaders to achieve health and wellness for our society.

With respect to education, the School of Medicine is committed to:

- Serve as a comprehensive education resource by providing high quality educational programs for undergraduate medical students, post-graduate medical students, graduate students in the medical sciences, and physicians and other health care providers;
- Prepare individuals for the M.D. degree who will be well-equipped both scientifically and in the humanistic aspects of health care as they enter the next phase of their professional education;
- Substantially increase the number of physicians from the under-represented groups; i.e., minorities and women;
- Educate residents and fellows who are properly prepared to be effective practitioners and to fulfill their professional roles in the context of people's needs;
- Educate graduate students who will become the next generation of teachers and scholars;
- Provide education in medical and health related areas for students enrolled in other WSU programs and for members of the community-at-large.

The school's research endeavors are aimed at contributing to the development of new health related knowledge in a variety of areas, including:

- Preventive care and health maintenance;
- Normal growth, function and development;
- The nature of disease;
- Diagnostic techniques;
- Therapeutic and rehabilitative strategies;
- Efficient, cost-effective health service delivery systems;

- Educational methodologies for professionals and consumers;
- Recruitment, motivation, and retention techniques for all students including under-represented minority students.

In the service arena, the school through its faculty attempts to:

- Make available highly specialized medical care for the community;
- Reduce health inequities through the delivery of comprehensive primary care for the urban poor that is of the same quality as that available to the affluent;
- Provide expert consultation to industry, governmental agencies, health care providers, consumer groups, the press, and our global community on health related issues.

Purpose of the Bylaws

These bylaws are intended to delineate the relationship of the School to Wayne State University and provide procedures for governance of the School, its functions, and its faculty and senior staff.

ARTICLE I

Name

The name of this organization shall be the Wayne State University School of Medicine, hereafter referred to as “SOM” or “the School.”

ARTICLE II

Relationship to Wayne State University

The School is a duly organized unit of the Academic Affairs division of Wayne State University. These bylaws are intended to be consistent with present or future Board of Governors statutes, other university executive orders, policies or regulations that have been duly issued, or any applicable collective bargaining agreements. If an inconsistency would exist between these bylaws and present or future Board of Governors statutes, other university executive orders, policies or regulations, or policies that have been duly issued, or any applicable collective bargaining agreements, the latter shall prevail.

References in these Bylaws to the AAUP-AFT Contract 2013 – 2021 (see References on p. 3), corroborate the purpose and intent contained in the Preamble to that agreement. That Preamble articulates the shared interests held by both the university and the Wayne State University Chapter of the American Association of University Professors-American Federation of Teachers, Local 6075, in the continual improvement in the position of the University as an institution of higher learning delivered in part through the appropriate and effective involvement of the faculty and academic staff.

ARTICLE III

Administration of the School

A. Office of the Dean

The chief executive officer of the School shall be the Dean. The Dean of the Medical School is responsible for all education, research, medical, and fund-raising activities at the medical school. The Dean reports to the Provost of Wayne State University.

Consistent with these bylaws, and as delineated in section B.1. herein, the Dean shall appoint such other officers of the School within the office of the Dean as necessary to facilitate administration of SOM activities and programs. The Dean shall describe the duties of each appointed officer and shall inform the faculty and senior staff as to the assignment of duties and responsibilities, including any significant change in assignments to officers within the office of the Dean. Officers appointed by the Dean shall report to the Dean. The Dean may also appoint such other non-officer staff as necessary.

The selection of the Dean of the School of Medicine, the appointment of an acting or interim dean, and the periodic review of the School is set forth in Article XVIII of the AAUP-AFT Contract 2013 – 2021 (see References on p. 3).

1. Responsibilities and Duties of the Office of the Dean

a. Responsibilities and duties of the office of the Dean include:

1. Providing and exercising administrative supervision over the faculty, the education of all WSU SOM students and trainees, the research enterprise, clinical affiliations, and fiscal operations of the School;
2. Appointing departmental chairs after consultation with the faculty;
3. Recruiting, reviewing and recommending faculty and senior staff appointments, promotions, and continuing tenure to the President or his/her designee;
4. Setting goals, fostering faculty development, providing intellectual leadership, motivating students, faculty and staff, and cultivating innovation and productivity;
5. Providing an effective environment to meet the ongoing requirements for accreditation for undergraduate medical education, graduate medical education, continuing medical education, and graduate student programs.
6. Guiding the selection and appointment procedures to enhance SOM diversity;
7. Reviewing and recommending the appointment and renewal of executive officers to the President or designee;
8. Appointing the graduate officer(s) of the School;
9. Reviewing the budget, facilitating acquisition of resources and advocating for resources for the School to the President or his/her designee;
10. Assuring that the School has the type and quality of facilities to support the mission and strategic plan of the School;

11. Assigning facilities and conducting periodic evaluations of the utilization of assigned facilities within the School;
 12. Conferring with the President of the Faculty Senate on matters pertaining to the faculty;
 13. Serving as chair of the Dean's leadership group(s);
 14. Assessing in conjunction with the respective Department Chair future workforce needs for educational and research programs administered in the School;
 15. Guiding, monitoring and assuming an active role in alumni relations and fund-raising activities;
 16. Providing oversight of the School's Board of Visitors;
 17. Advocating on behalf of the School and its departments and programs of study;
 18. Representing the School with internal and external constituencies;
 19. Ensuring a positive atmosphere and environment for learning, scholarship, and administrative activities; and
 20. Fulfilling other duties as determined by the university President or Provost.
- b. This delineation of responsibilities and duties is not intended to limit the function or authority of the office of the Dean, and may be modified as necessary to affect the intent and purpose of these bylaws, SOM programs and strategic plans, and university activities.
- c. The Dean shall be responsible for all operations of the office of the Dean, including the functions and duties delegated to appointed officers of the School.

B. SOM Organization and Leadership

1. Functional Divisions

The SOM is divided into the following functional divisions: Clinical Affairs, Diversity and Inclusion, Faculty Affairs and Professional Development, Fiscal Affairs, Medical Education and Research.

2. Leadership

Each functional division will be administered by an Associate (Vice) Dean.

C. SOM Departments

1. Departments

The basic science and clinical departments are listed online (see References on p. 3). Department's bylaws may not be inconsistent with the School of Medicine Bylaws.

2. Department Operations

a. Department Administration

Chairs shall report to the Dean. Each department chair shall be a member of the Dean's leadership groups. Department chairs may appoint department officers, program directors, and other administrators through consultation with and approval by the Dean.

b. Department Chair Selection

The selection of a new department chair and appointment of an acting chair shall be conducted in accordance with the relevant provisions of the collective bargaining agreement. The review of a current department chair prior to renewal of the chair's appointment, and appointment of interim chair shall also be conducted in consultation with the faculty of the department and in accordance with the relevant provisions of any applicable collective bargaining agreement.

c. Department Chair Responsibilities

i. General Description

The Chair of the Department is responsible for providing leadership in medical and graduate education, research endeavors, faculty recruitment and clinical activities related to his/her Department. He or she will lead the faculty members in the department, assuming responsibility for the overall management of the department including direct oversight of the department's teaching, research and service missions while maintaining financial sustainability and, where appropriate providing the highest quality of clinical services. The Chair will also play an instrumental role in strategic planning and implementation for the department and will hold accountability for the department's clinical service, its economic performance, and its growth. The Chair of the Department will promote and foster cutting-edge research, will oversee the continuing education of the faculty and students/trainees, and will work with the School of Medicine's affiliated clinical practices, as appropriate, to provide high quality clinical care. The chair serves as a liaison between the Dean and the department's faculty, senior staff, and program directors. The Chair of the Department reports directly to the Dean of the WSU School of Medicine, and together with other department chairs, will play a significant role in assisting the Dean to maintain a commitment to academic leadership and continuing excellence in resident and student education.

ii. Duties, Responsibilities and Expectations:

1. Develop and implement an academic and faculty staffing plan that fosters diversity and the professional and scholarly growth of the faculty and academic staff.
2. Build consensus among its multidisciplinary faculty, developing a leadership role that extends research and/or scholarly work into the areas of services and education.
3. Provide leadership in the development of research and scholarship.
4. Create effective coalitions with a variety of community facilities and institutions that are affiliated with the department and develop programs to secure the financial strength of the department.

5. Supervise the quality and coordination of undergraduate, graduate, and post-graduate education programs.
6. Develop curricula, and faculty participation in the education process. Where appropriate, provide expectations for residency and fellowship performance.
7. Assume other duties as assigned by the Dean.

d. *Department Review*

The department review will be conducted in a manner consistent with any applicable collective bargaining agreement and university procedures.

D. Faculty Senate

The Faculty Senate (Senate) shall consist of all department chairs and full-time and full-time affiliated professors, associate professors, assistant professors, and instructors (for determination of membership in the Senate, full-time is defined as 50% or greater employment). While the Senate is the principal deliberative body of the faculty of the School of Medicine, the Senate will delegate to its elected Executive Committee the authority to review all academic appointments and review any other matters which may be referred to it by the Dean or members of the Senate. The Executive Committee of the Faculty Senate will advise the Dean on matters of policy pertaining to the functioning and organization of the School. The officers of the Senate shall consist of a President, Vice President, Secretary, and Treasurer, all of whom are AAUP/AFT-represented. The Vice President, Secretary, and Treasurer will be elected by electronic ballot of the Senate. At the end of one (two-year) term, the Vice President will become President of the Senate. The term of office for each officer of the Senate will be two years and no officer may serve more than two consecutive terms in the same position. The Vice President or designee will act in the temporary absence of the President. Should the presidency become vacant permanently for any reason, the Vice President will complete the President's term and the succeeding term for which elected. An interim Vice President will be appointed by the Executive Committee to complete the term of the Vice President. A permanent Vice President will be elected at the next regularly scheduled election of officers of the Senate. In the case of a vacancy in the office of Secretary or Treasurer, the Executive Committee will appoint a replacement to serve out the term. If the office of the Vice President becomes vacant, the candidate with the next highest vote will be asked to serve out the term of the Vice President.

E. Other Officers

The Dean is authorized to add, name and establish responsibilities for officers of the School as necessary and appropriate to carry out the responsibilities and duties of the office of the Dean. Officers of the School may be faculty or senior staff members of the School with the same rights and privileges as other faculty or senior staff members. The Dean or the Dean's designee can assume the responsibilities and duties of any officer when an office is vacated.

F. Executive Committee of the Faculty Senate

The Executive Committee of the Faculty Senate (EC) shall be composed of the Dean or his/her designee (without vote), and 19 voting members including the President who shall chair its meetings, the Vice President, the Secretary, and the Treasurer of the Senate. The EC will review

all academic appointments and shall serve as the School's Promotion and Tenure Committee and the Salary Committee (as required by the "Agreement between Wayne State University and the WSU Chapter of the AAUP-AFT.)" It will review any other matters which may be referred to it by the Dean or members of the Senate.

The Executive Committee of the Faculty Senate shall meet twice per month from January through September and once in the months of October-December. Voting at the regularly scheduled meetings by the 19 voting members of the Executive Committee shall be by a show of hands. No vote may be taken at regularly scheduled meetings unless a quorum of 10 has been reached. Electronic votes may be taken between regularly scheduled meetings when requested by the Dean or his/her designee. Business of the EC will by necessity terminate when a quorum is lost.

G. Organizational Changes

Proposals from any source to create or eliminate the School, or any of its divisions, departments or curricular programs shall be presented to the faculty through their elected representatives, the Executive Committee of the Faculty Senate.

ARTICLE IV

Members

Members of the School shall include:

- All full- and fractional-time faculty bearing any university-recognized rank or title;
- All full-time affiliated faculty, as defined by the university;
- Part-time faculty as defined by the university;
- Volunteer faculty as defined by the university; and
- Academic staff as defined by the university and officers of the School.

ARTICLE V

Full- and Fractional-time Faculty Responsibilities

Responsibilities of full- and fractional-time faculty members in the School are defined for their track and rank in the School's Factors which are adopted per contractual requirements.

ARTICLE VI

Faculty Meetings, Voting, and Quorum

The President of the Senate will call at least three Senate meetings per year (typically September/October, March, and May). Notification of meetings will be sent no later than one week prior to the meeting. A quorum will consist of twenty members. In the absence of a quorum, those present will act as a committee of the whole. Actions of the committee of the

whole must be approved at the next full meeting of the Senate. The President of the Student Council will be invited to send two students to attend meetings of the Senate. The student representatives may take part in discussion of the Senate, but may not vote.

ARTICLE VII

Committees

A. Permanent (Standing) Committees of the School

The following permanent (standing) committees of the School follow the guidelines set forth in the AAUP-AFT Contract 2013 – 2021. Changes in the contract may require re-evaluation of the SOM Bylaws:

- **Promotion/Promotion and Tenure:** The Executive Committee of the Faculty Senate and one student from the School will serve as the School's Promotion and Tenure Committee. The student member shall be chosen by the Dean with input from the Student Senate. Procedures for recommending faculty for promotion and/or tenure shall be in accordance with the provisions of the prevailing contractual agreement with the faculty bargaining unit. The Dean or his/her designee shall chair the Committee without vote.
- **Budget Advisory Committee:** Members will be appointed by the President of the Senate with the advice and consent of the other members of the Executive Committee. The Budget Advisory Committee advises and recommends to the Dean long-range policies for the allocation of financial resources.
- **Faculty Salary Committee:** (Article XII B.5.c) The Executive Committee of the Faculty Senate shall serve as the School's Salary Committee. The School's Salary Committee meets annually to evaluate faculty, and, in accordance with the contract is advisory to the Dean.
- **Academic Staff Salary Committee (see Article XII.B.5.b and Letter of Agreement):** The School will have a Salary Committee that meets annually. The composition and function of the committee will follow the intent of the contractual agreement (within the confines of the number of the tenured and ESS staff available at the School). Any changes in the procedures will be reviewed by the Office of the Provost. The Academic Staff Salary Committee is advisory to the Dean.

The following are additional SOM committees:

- **Faculty Information Technology Committee:** Members will be appointed by the President of the Senate with the advice and consent of the Executive Committee. The Committee will advise and recommend on issues related to network security, privacy/confidentiality

issues, network reliability, a voice in planning, and web site design and upkeep.

- **Curriculum Committee:** Members will be appointed by the President of the Senate with the advice and consent of the Executive Committee. The Curriculum Committee will advise and recommend on issues related to the design, management, and evaluation of the Undergraduate Medical Education (UME) program. The Curriculum Committee (CC) Chair reports committee activities to the Vice Dean for Medical Education and subsequently the Vice Dean or her/his designee reports to the Dean and the Executive Committee of the Faculty Senate. The Curriculum Committee is the approving body for all curriculum changes. Changes to the curriculum however, must be consistent with the fiscal restrictions set by the Dean in establishing the budget.
- **Graduate Affairs Committee:** Members will be appointed by the President of the Senate with the advice and consent of the Executive Committee. The Graduate Affairs Committee reviews and appraises graduate educational policies, programs, and procedures. This committee recommends establishment, continuation, modification, and termination of graduate courses and degree programs; and makes policy recommendations regarding the granting of graduate scholarships, assistantships, and fellowships. The committee consults with the Executive Committee of the Faculty Senate and other related committees on those policies and procedures which jointly affect graduate and undergraduate education. The Graduate Affairs Committee is advisory to the Dean.
Committee members are Graduate Officers in their departments or graduate programs. The term of membership on this committee is determined by their assignment as a Graduate Officer.
- **Library Committee:** Members will be appointed by the President of the Senate with the advice and consent of the Executive Committee. The Library Committee consults with the Dean of Libraries and makes recommendations regarding issues and solutions identified by the Dean, the Senate, or the University community. This committee will review proposed degree programs for adequacy of library holdings and services.
- **Research Development Committee:** Members will be appointed by the President of the Senate with the advice and consent of the Executive Committee. The Research Development Committee will make recommendations to the Dean to promote research through advocacy, education, and recognition of excellence
- **Admissions Committee:** Serves as a joint administrative committee. The Admissions, Undergraduate-Medical Committee makes recommendations concerning admission policies, regulations, and rules. The members of this committee serve in an advisory capacity by interpreting admission rules, regulations, and policies established by the Board of Governors or the Senate, as well as, an appeals board for all challenges to the administration or application of admission rules and credit transfer regulations.

B. Department Committees

Each department chair of the School may establish, in conjunction with department faculty and staff, standing committees and procedures for appointing members as necessary to effectuate the purpose and mission of individual departments as well as to administer curricular and educational programs offered by the department and or program.

1. SOM Factors and Guidelines

The SOM Factors and Guidelines are established each year by the Executive Committee (EC) of the Faculty Senate of the SOM according to the AAUP-AFT contract agreement and published by the SOM Office for Faculty Affairs. The SOM Factors and Guidelines, the CV format, and other important P&T information may be found on the School of Medicine Faculty Affairs website at <http://facaffairs.med.wayne.edu/>. Current WSU SOM P&T Program Guidelines are available online (see References on p. 3).

2. Departmental Promotion and Tenure Committee

The School departments must complete the Annual Evaluation of Non-Tenured Faculty annually according to the AAUP-AFT contract agreement. Information and forms required to successfully complete these programs are available on the Faculty Affairs web site at <http://facaffairs.med.wayne.edu/>. The annual requirements are established by the University and published each year for the School by the SOM Office for Faculty Affairs.

3. Department Salary Committee

Annually the School departments must complete the AAUP-AFT Selective Salary Program. Information and forms required to successfully complete these programs are available on the Faculty Affairs web site at <http://facaffairs.med.wayne.edu/>. The annual requirements of this program are established by the University and published each year for the School by the SOM Office for Faculty Affairs.

a. Other Committees, including award committees

The selective salary program serves as the starting point for determining which faculty may be considered for the annual Promotion and Tenure Program, the School of Medicine Faculty Awards, the School's College Teaching Awards and/or Research Excellence Awards, and the University's awards.

C. Ad Hoc Committees

1. SOM Ad Hoc Committees

Temporary *ad hoc* SOM committees can be established by the Dean to carry out specific, short-range assignments. Such committees shall report recommendations and/or findings to the Dean, faculty, and senior staff. The Dean or Dean's designee shall be an *ex-officio* member of all such committees. The Dean shall appoint the chair and members of *ad hoc* SOM committees and define the charges for the committee.

2. Department Ad Hoc Committees

The department chairs can establish temporary *ad hoc* department committees to carry out specific, short-range assignments. The Department Chair shall appoint the chair and members

of *ad hoc* department committees and define charges for the committee.

D. Student Representation

Committees of the SOM shall include a student representative as required by the university or accrediting bodies including, but not limited to, the Liaison Committee on Medical Education and the Accreditation Council for Graduate Medical Education. Student members shall not participate or vote in any disciplinary hearings or deliberations involving disciplinary matters concerning faculty, staff or administrators of the School.

ARTICLE VIII

Parliamentary Authority

Unless otherwise agreed upon, all meetings of the School will be conducted according to these bylaws or according to the most recent edition of “Robert's Rules of Order.”

ARTICLE IX

Expiration, Review, and Re-adoption of These Bylaws

Unless otherwise directed by the University President or the University President's designee, these bylaws may undergo administrative review by the University President or his or her designee no more frequently than once every five years. If a review is requested, the School will have three months to complete its review and/or revisions prior to the review by the University President or his/her designee. If the President or his/her designee rejects any provisions in the submitted bylaws, within four weeks of the written notice, the Dean or his designee will propose necessary revisions to be consistent with the President's request and submit the proposed revisions to the Executive Committee electronically for their review and recommendation.

In addition to University review of these Bylaws, an *ad hoc* bylaws review committee, composed of members of the faculty selected by the Executive Committee, one senior staff member selected by the Dean, , and two students selected by the Student Senate shall be appointed by the Dean and charged with the responsibility to review these bylaws and submit a recommendation to re-adopt, amend or revise the bylaws at an Executive Committee of the Faculty Senate that precedes the fifth anniversary of adoption, or re-adoption, of these bylaws.

These bylaws can be amended or revised before their fifth anniversary of adoption, or re-adoption, when the AAUP_AFT Contract is revised and as necessary and appropriate for the operation of the School in accordance with Article X.

ARTICLE X

Amendments to These Bylaws

In the event of a recommendation to the Dean by a member of the School that any bylaw be adopted, amended or revised, the Dean may appoint an *ad hoc* bylaws review committee, composed of members of the faculty selected by the Executive Committee of the Faculty Senate, one senior staff member selected by the Dean, and two students selected by the Student Senate. The *ad hoc* bylaws review committee will be charged with the responsibility to review these bylaws and submit a recommendation to re-adopt, amend or revise the bylaws according to the following procedure:

A. Adequate Notice

Any proposal to the Dean, arising from any source, to amend these bylaws must be in writing. The proposal must contain the current wording of the article or subsection of an article and the proposed new wording of the article or subsection of an article. At the dean's discretion, the proposed amendment must be emailed to each members of the Executive Committee not less than ten (10) business days prior to the scheduled meeting at which the amendment will be considered.

B. Ad Hoc Bylaws Revision Committee

Should the Executive Committee and senior staff determine that amendments or revisions of the bylaws are appropriate, the Dean shall appoint an *ad hoc* committee for bylaws revision as described in Article IX, who shall propose revisions to the bylaws and submit the proposal to the Executive Committee and senior staff no more than two (2) months following .

C. Voting on Bylaws Revisions

The bylaws may be amended by a majority of the members of the Executive Committee. The amended bylaws must be approved by the Dean and the Office of the Provost before becoming effective.

Adoption of Bylaws

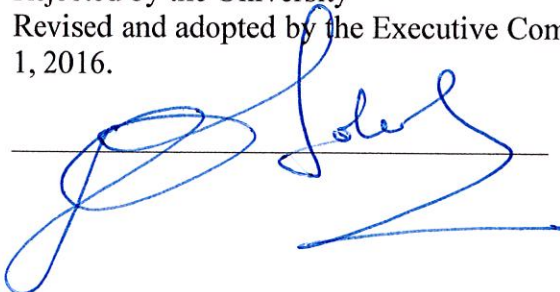
These bylaws, upon adoption, shall supersede all previous bylaws or portions thereof, and other actions or portions thereof, relating to the approval, modification, or termination of the bylaws of the School.

Bylaws History

Adopted by the Executive Committee of the Faculty Senate on November 13, 2014.

Rejected by the University

Revised and adopted by the Executive Committee of the Faculty Senate on December 1, 2016.



Date: _____

12/2/2016