



General Medical Faculty Bylaws – Table of Contents

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General Medical Faculty Bylaws:

Article I. **Membership of the General Medical Faculty:**

- A.** **Administrative Support** - The General Medical Faculty will receive administrative support from the School of Medicine Dean's Office of Faculty Affairs.
- B.** **General Medical Faculty Membership and Voting Membership:** Refer to SOM Constitution, Article 1.
- C.** **Committee Membership** - Voting members of the GMF are eligible for membership to GMF committee.
- D.** **Current Voting Membership List** - A current list of the membership of the voting General Medical Faculty shall be maintained by the Office of Faculty Affairs in the School of Medicine and is available to the Chair of the General Medical Faculty.

Article II. **Meetings of the GMF:**

- A.** There shall be quarterly scheduled meetings of the General Medical Faculty (GMF) to be called by the Chair during each academic year.
- B.** Special meetings shall be called by the Chair:
 - 1. Upon the receipt of a request signed by 10 members of the voting General Medical Faculty; or
 - 2. At the request of a majority of the Faculty Advisory Committee of the General Medical Faculty.
- C.** Under extraordinary circumstances, the Chair, without consultation with the Faculty Advisory Committee, may call a special meeting of the General Medical Faculty, but only for the purpose of transmitting urgent information to the members. No major business may be transacted at such extraordinary meetings.
- D.** A quorum for a meeting of the General Medical Faculty shall be 25% of the voting members of the General Medical Faculty.
- E.** To disapprove actions of the Dean and Executive Faculty, a simple majority of the voting members of the General Medical Faculty shall be required.
- F.** All proceedings of the General Medical Faculty shall be conducted according to Robert's Rules of Order (revised) insofar as they are not inconsistent with any provisions of the Constitution and By- Laws.
- G.** Voting shall be by electronic ballot. An individual may request that his or her vote be cast by paper ballot.
- H.** All proceedings shall be recorded in Minutes, which shall be approved at the next meeting, and a copy of the approved minutes will be archived in the University Archives.

Article III. **Basic Science and Clinical Science Divisions:**

- A.** The General Medical Faculty shall include two groups:
 - 1. Basic Science Faculty
 - 2. Clinical Science Faculty
- B.** Membership of these groups shall be as follows:
 - 1. A person shall be considered a member of the faculty group based on their primary departmental affiliation.
 - 2. Any individual with dual areas of professional training may petition the General Medical Faculty Advisory Committee to change their membership to the other faculty group.
- C.** Meetings of either of these faculty groups may be called by the Chair of the General Medical Faculty, or at the request of a majority of the General Medical Faculty Advisory Committee, or at the request of at least five faculty members of the respective faculty group, to discuss and make recommendations to the General Medical Faculty regarding matters of unique concern to that group. These meetings shall be presided over by the Chair or Vice-Chair of the General Medical Faculty.
- D.** A quorum for these meetings shall consist of 25% of the voting members of the respective faculty group.

Article IV. **Officers of GMF:**

- A.** The officers of the General Medical Faculty shall be: a Chair, a Past-Chair, a Vice-Chair, and a Secretary-Treasurer, each of whose terms shall be for one year beginning July 1, or until a successor is installed. Selection of the Current Chair will alternate between the Basic Sciences and the Clinical Sciences. The Vice-Chair shall be the Chair for the next year. Only members of the voting General Medical Faculty shall be eligible for these offices.
 - 1. Chair
 - a) The Chair shall preside at all regular and special meetings of the General Medical Faculty, and its Basic Science and Clinical Science Divisions, and shall be responsible for ascertaining that the plans and policies decided upon by the General Medical Faculty are executed.
 - b) Appoint members to the ad hoc committees of the General Medical Faculty with the approval of a majority of the members of the Advisory Committee of the General Medical Faculty.
 - c) Present recommendations of the General Medical Faculty to the Dean and the Executive Faculty, and when so directed by both the General Medical Faculty and Executive Faculty, present recommendations to the School of Medicine Dean and the University, Provost, or President.
 - d) Present, as immediate Past-Chair, at the first regularly scheduled meeting of the General Medical Faculty, a report summarizing the major developments occurring during the Past-Chair's year as Chair of the General Medical Faculty.
 - e) May represent the General Medical Faculty as an observer at meetings of the School of Medicine Board of Governors.
 - 2. Vice-Chair

- a) The Vice-Chair shall perform the duties of the Chair in the event of the latter's absence and shall assume the duties of the Chair if the Chair is unable to complete their term of office.
 - b) The Vice-Chair shall chair the Nominating Committee.
 - c) The Vice-Chair shall ensure that the By-Laws and Constitution are reviewed every five years.
- 3. Secretary-Treasurer
 - a) The Secretary-Treasurer shall prepare the minutes of the proceedings of each meeting of the General Medical Faculty. This shall be posted online within 30 days after the meeting. The minutes shall be approved at the beginning of each meeting.
 - b) The Secretary-Treasurer shall prepare and distribute (with the assistance of the Office of Faculty Affairs) an agenda for all regular and special meetings of the General Medical Faculty at least one week in advance of the meeting, except as indicated in II. C.
 - c) The Secretary-Treasurer shall, at the direction of the Chair, conduct all special correspondence of the General Medical Faculty. Electronic copies of all correspondence will be maintained in the Office of Faculty Affairs.
 - d) The Dean's Office of Faculty Affairs provides an annual operating budget for the General Medical Faculty meetings. The annual report on the Budget of the General Medical Faculty shall be presented by the Secretary- Treasurer at the last regular General Medical Faculty meeting of the academic year.

Article V. Representatives to the University Senate:

- A. The representatives to the University Senate from the General Medical Faculty shall be elected for a term of three years.

Article VI. Representatives to the University Senate Committee on Faculty Tenure, Freedom and Responsibility:

- A. The representatives to the University Senate Committee on Faculty Tenure, Freedom and Responsibility from the General Medical Faculty shall be elected for a three-year term. They shall have been a member of the voting General Medical Faculty for at least three years and shall have tenure.

Article VII. Faculty Advisory Committee:

- A. There shall be an Advisory Committee of the General Medical Faculty consisting of twelve elected members from the voting General Medical Faculty in addition to the Chair, Vice-Chair, Secretary-Treasurer, and immediate Past-Chair of the General Medical Faculty. The Chair of the General Medical Faculty shall serve as Chair of the Committee. The Dean shall meet regularly with the Advisory Committee of the General Medical Faculty to apprise them of major decisions made by the Dean and by the Executive Faculty.
 - 1. The functions of this Committee shall include:
 - a) recommending actions to the General Medical Faculty.

- b) providing feedback on the agenda for meetings of the General Medical Faculty.
 - c) consulting with the officers of the General Medical Faculty on matters of policy.
 - d) reviewing the financial status of the Medical School with particular respect to conformity with short-and long-term goals of the Medical School.
- 2. Membership
 - a) Four members shall be elected each year for three-year terms.
 - b) There shall be six members from the Basic Sciences and six from the Clinical Sciences.
 - c) The Dean may include part time faculty as non-voting members by appointment.
 - d) No more than two elected members shall be from the same department, except that for the purposes of this provision, a section shall have same status as a department.
 - e) One of the elected members from the General Medical Faculty shall be a voting member from the Executive Faculty other than the Chair and immediate Past-Chair of the General Medical Faculty.

Article VIII. Grievance Committee:

- A. **Membership:** The Grievance Committee shall elect its own Chair and function as the Executive Committee as designated in the University statement on Academic Freedom, Tenure and Responsibilities. It shall consist of the Chair of the General Medical Faculty, *ex-officio*, six representatives elected from the General Medical Faculty (three from Clinical and three from Basic Science departments); and the Dean, *ex officio*, or a representative appointed by the Dean. The elected representatives shall serve for three-year terms. One new Basic Science member and one new Clinical Science member shall be elected each year. It is expected that a committee member who feels unable to rule objectively in a given case will withdraw from consideration of that case. The Chair of the General Medical Faculty will appoint a replacement from the respective clinical or basic science faculty.
- B. **Jurisdiction:** Matters appropriate for consideration by the Grievance Committee include, but are not limited to:
 - 1. Matters relating to academic freedom, tenure, and responsibilities.
 - 2. Complaints relative to dismissal of non-tenured faculty (but excluding the non-renewal of an appointment of non-tenured faculty, for which there exists no right to grieve).
 - 3. Complaints against faculty alleging a violation of the Tulane Equal Opportunity/Anti-Discrimination Policies.
- C. **Procedure:** The procedure for dealing with faculty grievances as outlined under B (1) and B (2), above shall be as follows:
 - 1. **Informal Resolution:**
Prior to submission of a written complaint, the faculty member should attempt to resolve the matter through negotiation with the appropriate party or immediate superior (e.g., Section Chief, Department Chair or Dean). If negotiation is

unsuccessful, the faculty member may take the matter to the next in authority (e.g., Department Chair, Dean or the Provost).

2. **Complaint and Gatekeeping:**

If the matter cannot be informally resolved, the aggrieved faculty member shall then submit the complaint, in writing and with specific details on its basis to the Chair of the General Medical Faculty, who may refer the matter to the Grievance Committee. The Chair of the General Medical Faculty will not refer grievances to the committee unless the procedure outlined in C(1) above has been followed. If the complaint appears to be frivolous, the Chair of the General Medical Faculty may decline to transmit the matter to the Grievance Committee and will notify the aggrieved faculty member of the decision within a reasonable time period (barring exceptional circumstances, within five business days). If the aggrieved does not agree with the decision, the aggrieved faculty shall then be entitled to a review following a written request to the Chair of the Grievance Committee within five business days. The Grievance Committee may, in its sole discretion, override the decision of the Chair of the General Medical Faculty and further review.

3. **Hearing:**

In case of complaints or grievances, the Grievance Committee may decide to hold a hearing or decide that a case does not warrant a formal hearing. If the Grievance Committee decides that a hearing is warranted, the hearing should be conducted in a timely manner (generally, within 30 calendar days following receipt of the complaint, barring extenuating circumstances). Attorneys may not participate in the hearing or advocate for the parties in the process.

4. **Grievance Documentation:**

The parties may submit documents and information regarding the grievance. Documents submitted regarding the grievance should be shared with the parties and the Grievance Committee within a reasonable time before the hearing. This is not a legal process, and the rules of evidence and discovery do not apply. The process will be guided, at the Chair's direction, by notions of fairness and reason.

5. **Voting / Report:**

The Grievance Committee shall decide the merits of the complaint and, where appropriate, recommend remedial actions or sanctions. All findings and recommendations by the Grievance Committee shall be decided by a vote of two-thirds of the members of the Grievance Committee. The Chair of the Grievance Committee or their designee shall reduce to writing the findings and recommendations of the Grievance Committee and send the report to the Dean. The report should include the facts upon which the Committee's decision is based. The report should be signed by the Grievance Committee members. In the event that two-thirds consensus cannot be reached, the grievance will be referred to the Dean of Tulane University School of Medicine for decision. All deliberations of the committee are, by nature, confidential.

6. **Notice of Grievance Committee Findings:**

The Chair of the Grievance Committee shall, within a reasonably prompt period of time, send to the aggrieved faculty and the Dean a written notice describing the Grievance Committee's findings and recommendations.

7. **Sanction/Remedial Measures Implementation:**

If sanctions or remedial measures are implemented by the responsible Tulane supervisor (i.e., the Dean or Department Chair) as a result of the Grievance

Committee's findings, the responsible supervisor should provide prompt notice of same to affected personnel, on a need-to-know basis. Sanctions or remedial measures should be implemented within a reasonably prompt period of time.

8. **Appeal Rights:**

The aggrieved faculty has the right to appeal decisions to the Faculty Tenure, Freedom, and Responsibility Committee, which is a sub-committee of the University Senate.

- D. Alleged Violations of Tulane's Equal Opportunity/Anti-discrimination Policies:** The procedure for dealing with grievances against faculty as outlined under B(3), above shall be as follows:

Complaints against faculty alleging a violation of the Tulane Equal Opportunity/Anti-Discrimination Policies shall be governed by Tulane's Equal Opportunity/Anti-Discrimination Policies and/or guidance provided by Tulane's office of Equal Opportunity & Resolution Management.

E. Confidentiality:

All deliberations of the Grievance Committee are, by nature, confidential.

Article IX. Nominating Committee:

- A.** In the first quarter of each year, the Dean or the Dean's designee shall inform the Nominating Committee of positions to become vacant in the Standing Committees and establish criteria for membership. The Nominating Committee shall propose at least two nominees for each position to be filled and transmit the list of nominees to the Dean or his or her designee.

1. **Membership**

- a) The General Medical Faculty will establish the Committee of six elected members by July 1 of each academic year.
- b) The Committee shall consist of seven members to include three elected from the Basic Sciences and three elected from the Clinical Sciences; chaired by the Vice-Chair of the General Medical Faculty. Members will be elected for a three-year staggered term (i.e. three members will be elected yearly). A faculty member may serve only two consecutive terms.

2. **Functions of the Committee**

- a) The Committee shall propose at least two nominees for each position to be filled either as an officer, member of the Faculty Advisory Committee of the General Medical Faculty, Grievance Committee, Curriculum Committee, Personnel and Honors Committee, Admissions Committee, Student Professionalism and Promotion Committee, Representative to the University Senate, and Representative to the Senate Committee on Faculty, Tenure, Freedom, and Responsibility or the subcommittees of the Senate.
- b) The list of nominees for each position shall be made known to the General Medical Faculty prior to May 15, and the Nominating Committee shall solicit further names from the General Medical Faculty at this time
- c) Additional nominations for these posts may be made from the floor at the fourth quarterly meeting. Nominations from the floor must be accompanied

by an assurance that the nominee will serve if elected.

3. **Quorum**

- a) A quorum shall be 50% of the members of the committee.

Article X.

Standing Committees of the Executive Faculty:

A. These standing committees shall report to the Dean and the Executive Faculty.

1. Admissions Committee
2. Student Professionalism and Promotions Committee
3. Personnel and Honors Committee
4. Standing committees may be added to this list or deleted from it by the Dean with the consent of the Executive Faculty.

B. Membership

Membership of all the Standing Committees of the Executive Faculty shall be determined according to the following procedures:

The structure of each committee shall be determined initially by the Dean, in consultation with the Executive Faculty, with regard to providing appropriate representation of Basic and Clinical Science interests.

The term for faculty members on standing committees shall be for three-years and will be staggered to ensure continuity. Faculty completing an elected term will be eligible for reelection for one consecutive elected term. After completing the second consecutive term, elected faculty are not eligible for reelection to the same committee for a period of three years. Depending on the needs of the committee and the School, faculty may be appointed by the Dean or the Dean's designee to standing committees for renewable three-year terms.

Each year, in the first quarter, the Dean or the Dean's designee shall present to the Executive Faculty and to the Nominating Committee of the General Medical Faculty a list of positions to become vacant in the Standing Committees of the Executive Faculty. Potential nominees can be proposed by Departmental Chairs, the Chairs of the Standing Committees, or by other members of the General Medical Faculty. All nominees identified shall be reviewed by the Dean for consideration.

C. Admissions Committee:

1. **Functions of the Committee**

- a) Reviews and approves Tulane University School of Medicine's admissions criteria.
- b) Reviews and evaluates all applicants to Tulane University School of Medicine leading to a degree of Doctor of Medicine (MD).
- c) Has final authority to select matriculants to Tulane University School of Medicine.

2. **Membership**

Membership consists of faculty, administrators, and students who demonstrate excellence in and commitment to the School of Medicine missions and guiding principles. The Dean of Admissions serves as Chair of the committee, and faculty members constitute a majority of voting members.

3. **Meetings**

- a) A quorum is defined as 50% or greater of the Admissions Committee.
- b) Decisions require a simple majority vote of those in attendance.

4. **Subcommittees**

Four subcommittees are tasked by the Admissions Committee to engage with specific aspects of the admissions process and recommend actions based on their areas of oversight:

- a) Screener Subcommittee
- b) Interviewer Subcommittee
- c) Review Subcommittee
- d) Admissions Physician Scientist Program (MD/PhD) Subcommittee

D. Student Professionalism and Promotions Committee (PPC)

The PPC is the decision-making entity with regards to student promotion, advancement, and graduation.

1. **Functions of the Committee**

- a) Evaluates student performance in all courses/rotations and on licensing exams.
- b) Identifies students experiencing academic challenges and takes action regarding course remediation strategies.
- c) Reviews and makes decisions concerning a suitable course of study following a leave of absence.
- d) Adjudicates student grade appeals should they move beyond the level of the course director and department chair.
- e) Reviews alleged student breaches in professional behavior and takes appropriate action.
- f) Makes decisions regarding dismissal of a student from the School of Medicine for academic reasons and/or conduct violations.
- g) Reviews and recommends policy updates and changes to academic and non-academic student performance standards to the Executive Faculty.
- h) Reviews all students for graduation and recommends award of the MD degree to qualified students to the Executive Faculty.

2. **Membership**

- a) Voting Members:
 - 1) 12 faculty (6 basic science, 6 clinical science) who are involved in the education of medical students. Four of each category are appointed by the Dean and two of each category are elected by the General Medical Faculty. Elected faculty serve 3-year terms. Appointed faculty serve 1-year terms.
 - 2) 3 student members: President of the Medical Student Government, President of the Honor Board, and President of the senior class.
- b) Non-voting ex-officio members include: the Dean for Admissions and Student Affairs, the Dean for Medical Education & Academic Affairs, the Dean for Clinical Education, the Dean for Basic Science Education, the Dean for Academic Excellence and Community Engagement, the Director of Student Support and Wellness, Learning Specialists, Dean for Admissions and Student Affairs, Director of Admissions, Course/clerkship directors not

elected or

appointed to the committee, and the Registrar. Other members may serve as invited guests as appropriate if approved by the PPC Chair.

- c) The Chair of the PPC is nominated by the Dean of Admissions & Student Affairs from the pool of full-time faculty members at the SOM. The Chair is appointed for a 3-year term by the Dean.

3. **Meetings**

- a) A quorum is defined as 50% or greater of voting members.
- b) Decisions require a simple majority vote of those in attendance.
- c) The Chair votes only in the case of a tie.

E. Personnel and Honors Committee

1. **Functions of the Committee**

- a) The Personnel and Honors Committee reviews all School of Medicine faculty appointments, promotions, midpoint tenure track reviews, and tenure decisions presented by departments in the School of Medicine and makes recommendations to the Executive Faculty.
- b) No voting member of the Executive Faculty shall be a member of the Personnel & Honors Committee. The Personnel and Honors Committee shall elect its own chair and vice chair. The candidates for chair and vice chair must be willing to serve.

2. **Membership**

- a) Of the twelve members of the Personnel and Honors Committee, six will be appointed by the Dean or the Dean's designee and six will be elected by the General Medical Faculty. The six members to be elected will be tenured senior faculty members (Associate or Full Professors), three from Basic Science and three from Clinical Science Departments.

3. **Meetings**

- a) A Quorum shall be 50% of the voting members of the Committee.

Article XI. Curriculum Committee:

- A. The Curriculum Committee (CC) is a predominantly faculty-driven body with full authority and final approval over the medical education curriculum leading to the Doctor of Medicine (MD) degree at Tulane University School of Medicine. The CC is the approving body for all curriculum changes except in situations in which the CC's decisions rely on substantial financial commitments by the medical school or deviate from established policies. In these circumstances, the Dean of Tulane University School of Medicine shall have final review and approval.

1. **Functions of the Committee**

- a) Oversees the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.
- b) Reviews, revises, and approves curriculum-related policies according to established review cycles.
- c) Sets priorities and charges subcommittees with oversight and review of specific components of the curriculum.

2. **Membership**

a) **Voting Members**

- (1) Faculty: Twelve at-large voting members shall be elected from the General Medical Faculty (6 clinical science and 6 basic science). The Director of the Foundations in Medicine course also serves as a voting member. In addition, two faculty shall be appointed by the Chair in each of the Clinical Science and Basic Science Divisions. Elected faculty serve a 3-year term which may be renewed once.
- (2) Student representatives include: The Owl Club President, one student each from the Sophomore, Junior, and Senior classes, and the senior class member of the AAMC Organization of Student Representatives (OSR). Student terms are determined by the Constitution of the Medical Student Government, Tulane University School of Medicine.

b) **Non-Voting Members**

- (1) Student Chair, Reshaping Student Journeys for Medical Excellence Subcommittee
- (2) Student representative from the first-year class
- (3) Ex-Officio, non-voting members include: Dean for Admissions and Student Affairs, Dean for Public Health and Medical Education, Dean for Graduate Medical Education, Director of the Office of Medical Education, Dean for Basic Science Education, Dean for Clinical Education, other faculty/staff appointed at the Chair's discretion.

3. **Meetings**

- a) A quorum is defined as 50% of the regular voting members.
- b) Decisions are made by a simple majority.
- c) The Chair votes only in the case of a tie.

4. **Subcommittees**

Five standing subcommittees are tasked by the CC to monitor specific aspects of the curriculum and recommend actions based on their areas of oversight. Other ad-hoc subcommittees and task forces may be instituted as the need arises and are only valid for the duration of that need. See the Curriculum Committee Charter for the charge and composition of each of the subcommittees.

- a) Phase I Curriculum Subcommittee
- b) Phase II Curriculum Subcommittee
- c) T3/T4 Curriculum Subcommittee
- d) Electives Subcommittee
- e) Reshaping Student Journeys for Medical Excellence Subcommittee

Article XII. **Councils and Programs:**

A. Basic & Clinical Science Councils

There shall be two major councils:

1. The Basic Science Council
2. The Clinical Science Council

These councils shall be advisory to the Dean and Executive Faculty on manners

pertaining to their constituent departments and shall elect their own Chair. The Basic Science and Clinical Science Councils shall be composed of the Basic and Clinical Science Department Chairs, respectively, and with the consent of the Dean, any other persons they may wish to invite. The Dean shall be an *ex officio* member of the Councils.

B. Biomedical Sciences Program

The Biomedical Sciences Steering Committee shall be advisory to the Dean and Executive Faculty on all major policy decisions affecting the Graduate Programs in the Biomedical Sciences of the Medical School. The Committee will make recommendations to the Dean on admission requirements, recruitment, financial aid, curriculum and program development.

1. The Dean for the Biomedical Sciences Graduate Program reports to the Dean of the SOM. The Dean of the SOM may appoint co-director(s) who reports to the Dean for the Biomedical Sciences Graduate Program. The Dean for the Biomedical Sciences Graduate Program and the co-director(s) shall be *ex officio* members of the Biomedical Sciences Steering Committee
2. The Biomedical Sciences Steering Committee shall be composed of one member elected or appointed from each Basic Science department or program in the Medical School, one clinical department representative who is appointed for a one-year term by the clinical department chairs on a rotating basis, and one representative from the Tulane National Primate Research Center.

C. Program of Nursing

The Dean of the Program of Nursing will make recommendations to the Dean of the SOM on admission requirements, recruitment, curriculum, program development, and evaluation.

1. The Dean for the Program of Nursing reports to the Dean of the SOM.
2. The Dean of the Program of Nursing and the Program of Nursing Steering Committee shall be advisory to the Dean of the SOM and Executive Faculty on all major policy decisions affecting the undergraduate Program of Nursing.

Article XIII. Elections:

- A. Officers of the General Medical Faculty, the Standing Committees of the General Medical Faculty, Representatives to the University Senate and the University Senate Standing Subcommittees shall be elected by majority vote of the voting members of the General Medical Faculty prior to July 1st.
- B. If a committee member position, filled from the General Medical Faculty, falls vacant before the end of the three-year term, the Chair of the General Medical Faculty, with the consent of a majority of the Faculty Advisory Committee, shall name an interim member to serve until the next election.
- C. Election of members of the Personnel and Honors Committee: The process for nominating and electing members of the Personnel and Honors Committee will be the same as in Section X:(E), and Section XIII: (A). The term will be for three years.
- D. Election of members of the Curriculum Committee:

1. Elected faculty are for a term of three years and may be renewed once. If an elected member is unable to complete their term, the Chair of the General Medical Faculty, with the consent of a majority of the Faculty Advisory Committee, shall name an interim member to fill out the term at the pleasure of the Chair.
2. Student terms can be from one to three years and the term will be determined by the Constitution of the Medical Student Body, Tulane University School of Medicine.