

**General Medical Faculty By Laws: Article I - Roster of Members of the General Medical Faculty**

**I. Roster of Members of the General Medical Faculty:**

- A.** A current list of the membership of the voting General Medical Faculty shall be provided to the Chairman of the General Medical Faculty by the Dean's Office on September 1 and February 1 of each year and will be available for inspection at each meeting of the General Medical Faculty.

## **General Medical Faculty By Laws: Article II -Meetings of GMF**

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

- A.** There shall be at least two regularly scheduled meetings of the General Medical Faculty to be called by the Chairman during each academic semester.
- B.** Special meetings shall be called by the Chairman:
  - 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 Advisory Committee of the General Medical Faculty.
- C.** Under extraordinary circumstances, the Chairman, without consultation with the 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, except that to disapprove actions of the Dean and Executive Faculty, a quorum of 35% of the voting members of the General Medical Faculty shall be required.
- E.** 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.
- F.** Unless otherwise requested by a member of the voting General Medical Faculty, voting shall be by open ballot.
  - 1.** In the event of a secret ballot, the Chairman shall appoint three members of the voting General Medical Faculty to serve as tellers and to report the results of the ballot to the Chairman.
  - 2.** In the event that a member of the voting General Medical Faculty cannot attend a called meeting of the General Medical Faculty, at any time prior to the meeting the member may obtain from the Secretary of the General Medical Faculty a ballot on which shall be printed the resolution to be voted upon at the meeting. He shall vote in the presence of an officer of the General Medical Faculty. These absentee ballots will contribute to the final totals at the called meeting.

## **General Medical Faculty By Laws: Article III -Basic & Clinical Science Divisions**

### **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 to be a member of the faculty group representing his area of professional training.
  - 2.** Any individual with dual areas of professional training may petition the General Medical Faculty Advisory Committee to change his membership to the other faculty group.
- C.** Meetings of either of these faculty groups may be called by the Chairman 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 Chairman or Vice-Chairman of the General Medical Faculty.
- D.** A quorum for these meetings shall consist of 25% of the voting members of the respective faculty group.

## **General Medical Faculty By Laws: Article IV -Officers of GMF**

### **IV. Officers of GMF:**

**A.** The officers of the General Medical Faculty shall be: a Chairman, a Past-Chairman, a Vice-Chairman, and a Secretary-Treasurer, each of whose terms shall be for one year beginning July 1, or until his successor is installed. Selection of the Current Chairman will alternate between the Basic Sciences and the Clinical Sciences. The Vice-Chairman shall be the Chairman for the next year. Only members of the voting General Medical Faculty shall be eligible for these offices.

#### **1. Chairman**

- a.** 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 Chancellor, Board of Governors, or President of the University.
- d.** Present, as immediate Past-Chairman, at the first regularly scheduled meeting of the General Medical Faculty in the fall, a report summarizing the major developments occurring during his year as Chairman of the General Medical Faculty.
- e.** Represent the General Medical Faculty as an observer at meetings of the Board of Governors.

#### **2. Vice-Chairman**

- a.** The Vice-Chairman shall perform the duties of the Chairman in the event of the latter's absence and shall assume the duties of the Chairman if the Chairman is unable to complete his term of office.

#### **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 available within one week after the meeting in the office of the General Medical Faculty. The minutes shall be read at the beginning of each meeting for approval.
- b.** In consultation with the General Medical Faculty Advisory Committee, the Secretary-Treasurer shall prepare an agenda for all regular and special meetings of the General Medical Faculty and distribute it to General Medical Faculty members at least one week in advance of the meeting, except as indicated in IIc.

- c.** The Secretary-Treasurer shall, at the direction of the Chairman, conduct all special correspondence of the General Medical Faculty and keep duplicates of this correspondence.
- d.** The Secretary-Treasurer shall be responsible for receiving and disbursing funds of the General Medical Faculty.
- e.** In consultation with the General Medical Faculty Advisory Committee, the Secretary-Treasurer shall prepare the annual operating budget of the General Medical Faculty and shall present this to the Dean for approval.
- f.** An 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.

**General Medical Faculty By Laws: Article V – Representatives to the University Senate**

**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.

**General Medical Faculty By Laws: Article VI – Representatives to the University Senate Committee on Faculty Tenure, Freedom and Responsibility**

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

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

## **General Medical Faculty By Laws: Article VII -Standing Committees of the School of Medicine: Faculty Advisory Committee**

### **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 with the Chairman, Vice-Chairman, Secretary-Treasurer, and immediate Past-Chairman of the General Medical Faculty. The Chairman of the General Medical Faculty shall serve as Chairman 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.** organizing meetings of the General Medical Faculty.
- c.** arranging the agenda for meetings of the General Medical Faculty.
- d.** consulting with the officers of the General Medical Faculty on matters of policy.
- e.** reviewing the financial status of the Medical School with particular respect to conformity with short-and long-term goals of the General Medical Faculty.

**2.** Membership

- a.** Four members shall be elected each year for three-(3) year terms
- b.** There shall be six members from the Basic Sciences and six from the Clinical Sciences.
- c.** 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.
- d.** One of the elected members from the General Medical Faculty shall be a voting member from the Executive Faculty other than the Chairman and immediate Past-Chairman of the General Medical Faculty.



## **General Medical Faculty By Laws: Article VIII -Standing Committees of the School of Medicine: Grievance Committee**

### **VIII. Grievance Committee**

- A.** The Grievance Committee shall elect its own Chairman and function as the Executive Committee or equivalent designated in the University statement on Academic Freedom, Tenure and Responsibilities. It shall consist of the Chairman 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 him. The elected representatives shall serve for three-year terms. Initially, three Basic Science members and three Clinical Science members will be elected for three-, two-and one-year terms. After implementation, 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 Chairman of the General Medical Faculty will appoint a replacement from the respective clinical or basic science faculty.
- B.** Matters appropriate for consideration by the Grievance Committee include, but are not restricted to:
  - 1.** Matters relating to academic freedom, tenure and responsibilities.
  - 2.** Complaints relative to dismissal of non-tenured faculty.
- C.** The procedure for dealing with faculty grievances as outlined under B above shall be as follows:
  - 1.** Prior to submission of a written complaint, the faculty member should exhaust all means of resolving the matter through negotiation with his or her immediate superior (Section Chief, Department Chairman or Dean). If negotiation with his or her immediate superior fails, the faculty member should take the matter to the next in authority (Department Chairman, Dean or the Chancellor).
  - 2.** If the matter cannot be resolved in consultation, the faculty member shall then submit his or her complaint, in writing and with specific details on its basis to the Chairman of the General Medical Faculty, who may refer the matter to the Grievance Committee. The Chairman of the General Medical Faculty will not refer grievances to the committee unless the procedure outlined in (a) above has been followed. If the complaint appears to be trivial or frivolous, the Chairman of the General Medical Faculty may decline to transmit the matter to the Grievance Committee. The Chairman of the General Medical Faculty shall notify the faculty member of his/her decision within five (5) working days. If the Chairman of the General Medical Faculty declines to refer the matter to the Grievance Committee, he shall notify the aggrieved, in writing, of his or her decision. The aggrieved shall then be

entitled to a hearing before the Faculty Advisory Committee following a written request within five (5) working days. The Faculty Advisory Committee may overrule the General Medical Faculty Chairman's decision by a simple majority vote. The matter then goes to the Grievance Committee.

3. As soon as practicable after receipt of a Statement of Grievance and a request for a hearing and, in any event, within twenty (20) working days, the Grievance Committee shall hold a hearing on the faculty member's complaint. Neither party shall be represented by an attorney at anytime during the hearing by the Grievance Committee.
4. Both parties shall be present at all times during the hearing and shall have the right to a fair hearing. Each shall have the right to call and examine all appropriate witnesses, to introduce written or other evidence, and to rebut any testimony or evidence produced without undue time constraints. It is the grievant's responsibility to call his/her witnesses and present his/her evidence. Both parties shall present any physical evidence and a list of witnesses with a brief summary of the expected testimony no less than five (5) working days prior to the hearing by the Grievance Committee. Testimony by witnesses not listed or additional physical evidence may be excluded by the Grievance Committee. However, this shall in no way preclude witnesses recalled in rebuttal. The Grievance Committee shall so schedule the hearing that the aggrieved shall be heard first, followed by the accused, then statements and/or witnesses in rebuttal. The Grievance Committee shall have documented that both parties have received all physical evidence and lists of witnesses with their expected testimony no less than five (5) working days before the hearing. A tape recording of the testimony will be made for purposes of preparing a written summary of the hearing. Once the written summary is completed to the satisfaction of the Grievance Committee, the tapes will be discarded. This summary of the proceedings will be kept in the Office of the Chancellor with a copy of the Grievance Committee's final recommendations and should be made available to both parties.
5. The Grievance Committee shall decide regarding merit of the complaint and, where appropriate, recommend remedial action. All matters for decisions by the Grievance Committee shall be decided by a vote of two-thirds of the members of the Grievance Committee present and voting. In the event of a split decision, the grievance under review will be referred automatically to the Dean of Tulane University School of Medicine. In all cases, the decision of the Grievance Committee shall include a statement of the findings of fact upon which the decision is based. In the event there is not a unanimous decision, a minority statement may be submitted.
6. Copies of the faculty member's written complaint, including the action recommended by the Grievance Committee. will be

distributed to the faculty member involved in the grievance, the Chairman of the faculty member's department and the Dean of the School of Medicine. The Chairman of the department or the Dean will implement the action recommended by the Grievance Committee within a period of fourteen (14) working days unless one of the parties, including the Chairman or Dean, requests, in writing, a meeting with the Chancellor of the Medical Center or his/her appointed representative during that period of time.

7. Following receipt of a request for such a meeting, the Chancellor or his/her appointed representative shall have seven (7) working days to review the proceedings of the Grievance Committee, meet with the involved parties, and render his/her decision. The findings of the Grievance Committee are not binding on the Chancellor.
8. If the action by the Chancellor is unacceptable to either party, that one may request that the grievance be heard by the University Senate Committee on Faculty Freedom, Tenure and Responsibility. The faculty member shall submit a written statement of his or her grievance along with written evidence, transcripts of the deliberations of the Grievance Committee, and the recommendations for action by that committee within twenty-one (21) working days following recommendations by the Chancellor. Failure to submit such a request in writing within the specific time constitutes a waiver of the right of appeal.

## **General Medical Faculty By Laws: Article IX -Standing Committees of the School of Medicine: Nominating Committee**

### **IX. Nominating Committee**

- A.** The General Medical Faculty will establish the Committee of 6 elected members by July 1 of each academic year.
- B.** The Committee shall consist of seven (7) members to include three (3) elected from the Basic Sciences and three (3) elected from the Clinical Sciences; chaired by the Vice-Chairman of the General Medical Faculty. Members will be elected for a two-year staggered term (i.e. three members will be elected yearly). A faculty member may server only two consecutive terms.
- C.** The Committee shall propose at least two nominees for each position to be filled either as an officer, member of the Advisory Committee of the General Medical Faculty, Grievance Committee, Representative to the University Senate, and Representative to the Senate Committee on Faculty, Tenure, Freedom and Responsibility.
- D.** The list of nominees for each position shall be made known to the General Medical Faculty prior to May 1, and the Nominating Committee shall solicit further names from the General Medical Faculty at this time.
- E.** Additional nominations for these posts may be made from the floor at the annual election. Nominations from the floor must be accompanied by an assurance that the nominee will serve if elected.
- F.** Each year, on July 15, the Dean shall present to the Nominating Committee a list of positions to become vacant in the Standing Committees of the Executive Faculty and establish criteria for membership. The Nominating Committee shall propose at least two (2) nominees for each position to be filled and transmit the list of nominees to the Dean.

## **General Medical Faculty By Laws: Article X -Standing Committees of the Executive Faculty**

### **X. Standing Committees of the Executive Faculty**

- A.** These standing committees shall report to the Dean and the Executive Faculty.
  - 1.** Admissions Committee
  - 2.** Curriculum Committee
  - 3.** Financial Aid Committee
  - 4.** Personnel and Honors Committee
  - 5.** Radioisotopes Committee
  - 6.** Student Affairs Committee
- B.** Standing committees may be added to this list or deleted from it by the Dean with the consent of the Executive Faculty.
- C.** Membership of all the Standing Committees of the Executive Faculty shall be determined according to the following procedures, except for the Personnel and Honors Committee.
- D.** 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.
- D.** Any committee position subject to appointment that has been held by a member for three (3) years or more at the time of implementation shall be declared vacant. Any member retired from a standing committee under this provision shall, however, remain eligible for re-appointment to the committee.
- E.** All new members shall be appointed by the Dean for three-(3) year terms, staggered to ensure continuity.
- F.** Each year, on July 15, the Dean 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 Chairmen, the Chairmen of the Standing Committees, or by other members of the General Medical Faculty. All nominees identified shall be transmitted to the Dean for his consideration.

## **General Medical Faculty By Laws: Article XI –Basic & Clinical Science Councils**

### **XI. Basic & Clinical Science Councils**

- A.** There shall be two major councils:
  - 1.** the Basic Science Council
  - 2.** the Clinical Science Council
- B.** These councils shall be advisory to the Dean and Executive Faculty on matters pertaining to their constituent departments, and they shall elect their own Chairman.
- C.** The Councils shall be composed of the Basic and Clinical Science Chairmen, 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.
- D.** The Graduate Advisory Committee shall be advisory to the Basic Science Council of the Medical School on all major policy decisions affecting the graduate programs in the basic medical sciences of the Medical School. The Committee will make recommendations to the Basic Science Council on admission requirements, recruitment, financial aid, curriculum and program development.
- E.** The Graduate Advisory Committee shall be composed of one (1) members elected or appointed from each department or program in the Medical School through which Master and Doctor of Philosophy degrees can be earned.

## **General Medical Faculty By Laws: Article XII –Elections**

### **XII. Elections**

- A.** Officers; members of the Advisory Committee; members of the Standing Committees of the General Medical Faculty, except the Nominating Committee; Representatives to the University Senate and to the University Senate Committee on Faculty Tenure, Freedom and Responsibility shall be elected at the last regular meeting of the academic year. Members of the Nominating Committee shall be elected by February 1 each year.
- B.** Officers; the Representative to the University Senate Committee on Faculty Tenure, Freedom, and Responsibility; the Basic Sciences and Clinical Sciences Representatives to the University Senate, Grievance Committee members, and Nominating Committee members shall be elected by majority vote of the members attending and voting.
  - 1.** In the case of the members of the Advisory Committee of the General Medical Faculty, the two Basic Science candidates and the two Clinical Science candidates with the largest number of votes shall be elected.
- C.** If an office filed from the General Medical Faculty falls vacant before the end of the appointed term, the Chairmen 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.
- D.** Election of members of the Personnel and Honors Committee.
  - 1.** The Dean shall serve as Chairman of the Personnel and Honors Committee (P.H.C.).
  - 2.** Of the twelve (12) members of the P.H.C. six (6) will be appointed by the Dean and six (6) will be elected by the General Medical Faculty.
  - 3.** The six members to be elected will be tenured senior faculty members (Associate or Full Professors), three (3) from Basic Science and three (3) from Clinical Science departments.
  - 4.** They will serve three-year staggered terms (i.e., each year one new Basic Science and one new Clinical Science faculty member will be elected to a three-year term).
  - 5.** The Nominating Committee will prepare a slate of candidates for the P.H.C. each year as they do for other elections and at the same time as other annual elections are held. As a matter of courtesy, this slate will be discussed with the Dean. The slate will then be presented for a vote by the General Medical Faculty. As in other elections, nominations from the floor are permitted so long as the nominees fit the requirements listed above.
    - a.** In order to set this process in motion and for the 1985-86 year only, elections of the three Clinical Science and three Basic Science members will be held at the September 1985 meeting. These will be elected to terms of 6 months, 1.5 and 2.5 years beginning in January 1986, so that the P.H.C. will be reconstituted at that time. Thereafter, at annual elections, two members (one Basic and one

Clinical Science member) will be elected to three-year terms. Re-election is not specifically proscribed.