

General Medical Faculty Constitution: Article I - Principal Organs

I. Principle Organs

A. General Medical Faculty

- 1.** The General Medical Faculty comprises all persons holding appointments (whether full time or part time) in the School of Medicine as professor, associate professor, assistant professor or instructor.
- 2.** The members of the General Medical Faculty who shall have the right to vote will, henceforth, be referred to as the voting General Medical Faculty. The voting General Medical Faculty shall comprise the full-time professors, associate professors, and assistant professors in the School of Medicine.

B. Executive Faculty

- 1.** The Executive Faculty shall consist of:
 - a.** President of the University (ex officio)
 - b.** Senior Vice President of Health Affairs (ex officio)
 - c.** Dean (Chairman, ex officio)
 - d.** Vice-Dean, Associate and/or Assistant Deans (ex officio)
 - e.** Directors of Divisions, Centers, or Programs (ex officio)
 - f.** Chairmen of all departments which are included under the administration of the Medical School
 - g.** Chairman of the General Medical Faculty
 - h.** Immediate past chairman of the General Medical Faculty

C. Dean

- 1.** The Dean shall be the chief administrative officer of the School of Medicine
- 2.** The procedure for making his appointment as well as specifying his responsibilities and authority shall be consistent with the rules and regulations established by the University.

D. Medical School Committees

- 1.** Committees shall be divided into standing and ad hoc committees.
- 2.** The standing and ad hoc committees will be specified in the Bylaws of the Principal Organs.

General Medical Faculty Constitution: Article II – Organization

II. Organization

- A.** The School of Medicine is an integral part of the Tulane University of Louisiana and one of the professional schools of the Tulane Medical Center.
- B.** The faculty of the School of Medicine consists of the President of the University (ex officio), the Senior Vice President of Health Affairs, the Dean, the Vice-Dean, the Associate and Assistant Deans, the Executive Faculty, and the General Medical Faculty.
- C.** The major entities shall be Divisions, Centers, Programs, and Departments, each having representation on the Executive Faculty.
- D.** Administrative heads of Divisions, Centers, and Programs shall be designated as Directors, those of Departments as Chairmen, those of sections as Chiefs, and those of Laboratories and Clinics as Heads.
- E.** Divisions, Centers, and Programs are administrative organizations whose concern with medical education, patient care, and/or research involves several Departments or disciplines (example: Division of Postgraduate Medicine, Cancer Center, Molecular and Cellular Biology Program) and whose Directors report to the Dean or the Senior Vice President of Health Affairs.
- F.** Departments represent the commonly recognized major disciplines included in conventional undergraduate medical curricula. A department may be organized into sub-units by the Chairman of the Department with the Consent of the Dean.
 - 1.** Sections may be established within or among Divisions or Departments when warranted. Sections are sub-units that have a recognizable functioning program.
- G.** Personnel comprising Divisions, Departments, or Sections include:
 - 1.** Faculty members responsible for teaching, patient care, service and/or research.
 - 2.** Staff members, serving in capacities such as administrative or research assistants, secretaries, clerks, technical specialists, and technicians.
- H.** Regular Faculty Appointments
 - 1.** There shall be the following regular faculty appointments:
 - a.** Professor
 - b.** Associate Professor
 - c.** Assistant Professor
 - d.** Instructor
 - 2.** Certain faculty appointments are denoted by the following prefixes:
 - a.** Clinical or Adjunct, as a prefix to the rank signifies regular part-time service on the Faculty
 - b.** Visiting, as a prefix to the faculty rank signifies the status of a faculty member from outside of Tulane University, when the appointment is either temporary or intermittent.
 - c.** Research indicates that the faculty member is primarily

General Medical Faculty Constitution: Article III - Responsibilities and Powers of the Principal Organs and Administrative Officers

III. Responsibilities and Powers of the Principal Organs and Administrative Officers

A. The General Medical Faculty

1. Shall be apprised of all major decisions made by the Dean and by the Executive Faculty at regular quarterly meetings or at special meetings of the General Medical Faculty called for this purpose. At such meetings all major actions made by the Dean and by the Executive Faculty shall be presented by the Dean for discussion. The Agenda for each meeting shall be circulated to each member of the General Medical Faculty by the Dean at least one week prior to such meeting.
2. May disapprove any of these decisions by a two-thirds vote of the voting members of the General Medical Faculty attending the meeting and provided that a quorum is present. In the event of disapproval by a two-thirds vote of the General Medical Faculty of any major action made by the Dean and/or by the Executive Faculty these shall be referred back to the Dean and to the Executive Faculty for reconsideration. The Dean shall appoint an ad hoc liaison committee consisting of representatives from the General Medical Faculty and the Executive Faculty to arbitrate the question under consideration and to make recommendations. Such recommendations shall then be further acted upon and following approval by the Executive Faculty shall then be submitted to the General Medical Faculty for their action as indicated in (1).
3. Shall consider and act upon, at the regularly scheduled or special meetings of the General Medical Faculty, those matters referred to it by the Dean and/or the Executive Faculty.
4. May individually or as a group make recommendations to the Executive Faculty and the Dean.

B. The Executive Faculty

1. The Executive Faculty shall be the administrative committee of the School of Medicine representing the Tulane Medical School, including the General Medical Faculty. Ex officio members shall not have the voting privileges on the Executive Faculty except the Dean of the School of Medicine, who, in the case of a tie, may vote.
2. The Executive Faculty shall:
 - a. formulate and make decisions on School policy
 - b. act upon and respond to recommendations submitted to it by the standing committees, ad hoc committees, the General Medical Faculty and the Dean within 45 days of receipt.

C. The Dean

1. The Dean is the Executive Officer of the School of Medicine. and

shall assume the responsibility for the continual review of the role and operation of the Medical School and for recommending measures appropriate to the changing needs of the School. The Dean shall:

- a.** administer the affairs of the School with the assistance of the Vice-Dean, the Associate and/or Assistant Deans, and the Departmental Chairmen, and with the consent of the Executive Faculty and the General Medical Faculty
- b.** have the authority to appoint and remove the Vice-Dean, Associate and Assistant Deans and other administrative personnel in accordance with established policies and practices of the University
- c.** nominate candidates for Departmental Chairmen on recommendation of Search Committee* for approval by the Personnel and Honors Committee, the Executive Faculty, and following consultation with the faculty of the department concerned
*Guidelines for the appointment and operation of search committees for departmental chairmen were approved by the General Medical Faculty in December, 1979.
- d.** maintain liaison between the Faculty and the Administration of the University
- e.** represent the School of Medicine as executive officer in all external matters including communications media and community agencies and individuals
- f.** shall review all appointments and promotions recommended by the Departmental Chairmen and refer these recommendations to the Personnel and Honors Committee and to the Executive Faculty for final action, except as indicated in Article III, Part A, section 2
- g.** act on appointments and promotions at the ranks of Lecturer, and Instructor, at his discretion and without referring the recommendations from Departmental Chairmen to the Committee on Personnel and Honors, or to the Executive Faculty
- h.** appoint standing committees and ad hoc committees
- i.** serve as a member, ex officio of all committees appointed by the Dean.

D. The Departmental Chairmen

- 1.** They shall have the authority and responsibility for administering the affairs of their respective departments, in consultation with the departmental faculty and the Dean. This includes recommending appointments to the faculty, recommending changes in salary and rank, and assigning working space within the Department.

General Medical Faculty Constitution: Article IV – Amendments

IV. Amendments

- A.** The Constitution is amended when at least two-thirds of the voting General Medical Faculty votes in favor of such action.
- B.** Amendments to this Constitution may be originated by any voting member of the General Medical Faculty. The proposed amendment may be submitted at a regular or a special meeting of the General Medical Faculty and must be considered no less than one month later and no more than three months later. Notice of the proposed action shall appear in the agenda of both meetings and shall be circulated to all members of the voting General Medical Faculty at least one week in advance of the meeting. At such a meeting, minor changes in wording of the proposed amendment as previously circulated may be adopted provided such changes do not alter the original intent or sense of the amendments.
- C.** Proposed amendments of this Constitution may be presented in a regular or special meeting of the Executive Faculty. If approved, the amendment shall be presented to the General Medical Faculty for action, as outlined in Article IV, Part B.
- D.** Amendments to this Constitution after approval by the General Medical Faculty, in accordance with Article IV, Part A, must be approved by the Dean, Chancellor, and Board of Governors of the Medical School and the President of the University. The Dean, Chancellor, Board of Governors and the President shall each have thirty days for review. If none of these reviewers rule to the contrary within their prescribed thirty days, then the amendment(s) shall be considered approved.

General Medical Faculty Constitution: Article V - By-Laws

V. By-Laws

- A.** Bylaws for the Constitution shall be established to outline in more detail the organization and management of the School of Medicine
- B.** Proposed amendments to the Bylaws may be presented as follows:
 - 1.** Amendments to the Bylaws may be originated and approved by the General Medical Faculty. Any proposed amendment may be submitted at a regular or special meeting of the General Medical Faculty and must be considered at a second meeting no less than one month and no more than three months later. Notice of the proposed action shall appear in the agenda of the first meeting at which the proposed amendment is considered and shall be circulated to all members of the General Medical Faculty at least one week in advance of the second meeting. Any such amendments shall be adopted by a simple majority vote of all the voting members of the General Medical Faculty.
 - 2.** Amendments or additions to the Bylaws may be proposed by action of the Executive Faculty. The amendment or addition shall then be presented to the General Medical Faculty for action as outlined in Part B, section 1 of this Article.
 - 3.** Amendments to the Bylaws after approval by the General Medical Faculty in accordance with Article V; Part B, Section 2, must be approved by the Dean, Chancellor, and Board of Governors of the Medical School, and the President of the University. The Dean, Chancellor, and the President shall each have (10) ten days for review. The Board of Governors shall have until the next scheduled meeting or 30 days (whichever is the longer) from the date of approval by the General Medical Faculty. If none of these reviewers rule to the contrary within their prescribed time limitation, then the amendment(s) shall be considered approved.