

**FACULTY BYLAWS  
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
PAUL L. FOSTER SCHOOL OF MEDICINE**

**Article I  
THE FACULTY**

**A. Membership**

1. The School of Medicine Faculty shall consist of the Dean; other designated administrative officers, and all tenured and non-tenured Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, and Faculty Associates. These titles may be qualified by such designations as Clinical, Research, Visiting, Adjunct, and/or Emeritus. Voluntary and part-time faculty must have the above titles as well.
2. Members of the School of Medicine Faculty who are eligible to vote (the Voting Faculty) shall include all faculty members with at least a 50% FTE appointment.
3. Questions of eligibility for voting shall be settled by the Presiding Officer of the School of Medicine Faculty.

**B. Responsibilities**

Subject to the policies and procedures of the Texas Tech University Health Sciences Center and the Texas Tech University Board of Regents, and subject to their approval, the School of Medicine Faculty shall define and implement the mission and goals of the School of Medicine and shall have the responsibility for review of and final actions for the following:

1. Definition of the objectives of the educational program, as well as design, implementation, and modification of the curriculum.
2. Establishment of criteria and procedures for student admission, promotion, and honors.
3. Selection of students to be admitted for medical study.
4. Approval of candidates for the academic degrees granted by the School of Medicine.
5. Annual review of the Chair or Director of their academic units and of the Dean.

6. Dissemination of policies and procedures for faculty appointment, tenure, promotion, sabbatical leave, and dismissal.
7. Consideration and resolution of matters referred to it by the Dean, the Academic Council, Faculty Council, and/or Committees of the School of Medicine.

**C. Meetings**

1. The School of Medicine Voting Faculty shall meet semi-annually, or as often as necessary, at a time and place determined and announced by the Dean or other presiding officer.
2. The Dean of the School of Medicine shall be the presiding officer. In the Dean's absence, or when the presiding officer requests, or when the presiding officer wishes to speak from the floor, the vice-presiding officer shall preside.
3. The Vice-Presiding Officer shall be the President of the Faculty Council.
4. Minutes of all meetings shall be recorded and distributed to the faculty no less than 5 days prior to the next scheduled meeting.
5. Meetings shall be conducted in accordance with Roberts' Rules of Order, except as modified by majority vote of the Faculty.
6. Thirty percent (30%) of the voting membership shall comprise a quorum for business.
7. An agenda for each meeting shall be prepared and distributed to the faculty no less than five (5) working days before the scheduled meeting.
8. Special meetings of the faculty may be convened by the presiding officer at his/her discretion or by the written petition of five percent (5%) of the voting members of the faculty.

**Article II  
DEPARTMENTS, CENTERS, INSTITUTES, AND DIVISIONS**

**A. Organization**

1. The Faculty of the School of Medicine shall be organized into Departments. Subject to the policies and procedures of the Texas Tech University Health Sciences Center and the Texas Tech Board of Regents,

Departments shall be established or dissolved upon the recommendation of the Dean and the Academic Council.

2. Centers and Institutes may be established in order to fulfill a unique academic, research, or service mission of the School of Medicine. These academic units must be established in accordance with HSC OP 01.02 and with the approval of the Dean, President of the Health Sciences Center, and Chancellor. Establishment of such units must be ratified by the Board of Regents.
3. Divisions within a Department may be established by the Chairperson of that Department, following consultation with the faculty members within that Department, and with the concurrence of the Dean. The administrative officer for such a departmental division will be designated as the Chief of the named Division and will report to the Chair.

## **B. Administration**

1. The Chair of each Department, Director of each Center, and Director of each Institute shall be the chief administrative officer of their respective academic units. These administrative officers shall be appointed in accordance with the procedure set forth in Article VIII. Each of these chief administrative officers shall have the following responsibilities:
  - a. To recommend appointments within his/her academic unit.
  - b. To appoint Resident Physician Trainees, Fellows, Postdoctoral Associates, and Research Associates, as appropriate, within his/her academic unit, subject to the approval of the Dean.
  - c. To administer a program of instruction in accordance with the curriculum and plan approved by the Faculty Council.
  - d. To stimulate and support research studies.
  - e. To discharge delegated responsibilities from the Dean.
  - f. To further the mission and objectives of the School of Medicine by engaging in and encouraging professional activities in support of the educational and research missions of the School of Medicine.
  - g. To further the mission and objectives of the School of Medicine by encouraging and promoting the professional development of faculty and staff.

- h. To develop and manage the annual budget of their respective academic units.
  - i. To assign or re-assign space allocated to their respective academic units.
  - j. To serve on institutional committees (standing and *ad hoc*) if eligible.
  - k. To communicate to members of his/her academic unit rules and regulations regarding the administration of the unit and to implement policies and procedures of the School of Medicine and the Health Sciences Center.
  - l. To perform such other administrative duties as shall from time to time be required.
2. Department Chairs and Center Directors (in consultation with appropriate Department Chair) make nominations and other recommendations on faculty promotions and/or tenure directly to the Committee on Faculty Appointments, Tenure and Promotion, and Comprehensive Performance Evaluation.
  3. Each chief administrative officer shall hold meetings of the academic unit at least monthly. At these meetings, the chief administrative officer shall seek the advice and counsel of the faculty of the academic unit in regard to the affairs of the academic unit, the School of Medicine, and the Health Sciences Center. Minutes of these meetings shall be kept and published in a timely fashion for distribution to the Faculty of the academic unit and will be available upon request to other interested parties.
  4. Each chief administrative officer shall be responsible for the documentation of an annual review of the academic unit's goals, objectives and outcome measures relative to teaching, research and service functions as well as the professional development of faculty and staff to ensure optimal performance by the academic unit.
  5. The appointments of Chair of a Department, Director of a Center, Director of an Institute, or other administrative assignment within the School of Medicine do not confer tenure, and continuation is at the pleasure of the Dean, the President of the Health Sciences Center, and the Board of Regents.
  6. Heads of academic units shall be appointed at the discretion of the Dean or HSC Dean's Council, as appropriate. Center and Institute Directors shall be reviewed in accordance with HSC OP 01.02. During every fifth

year of Department Chair's appointment, an internal review of the Department will be conducted by an *ad hoc* committee appointed by the Dean or his/her designee. During the review process, the faculty will have the opportunity to discuss the leadership skills and capacity of the Chair and may recommend continued appointment of the Chair or not. Based on objectively derived criteria and supported by documented achievement of specified performance measures, the internal review committee will report their findings and make recommendations to the Dean. If necessary, the internal review committee may recommend to the Dean that an external review be conducted as well.

### **C. Review**

*Ad hoc* committees appointed by and reporting to the Dean shall conduct a review of all Departments, Centers and Institutes at appropriate intervals and at least every five years. Reports generated shall be made available to all Department, Center and/or Institute members.

1. When the leader of an academic unit steps down, a departmental review will be initiated in order to provide candidates and the new leader with appropriate information about the state of the academic unit.
2. If an academic unit is having administrative, educational, or financial problems, a review may be initiated at the discretion of the Dean.
3. *Ad hoc* committees will provide recommendations for improving the academic units, and the heads of the academic units will report on the progress made in achieving those recommendations in their annual reports to the Dean.

## **Article III EXTERNAL ACADEMIC APPOINTMENTS**

Faculty members of the School of Medicine may hold an academic appointment at another educational institution. These appointments will be consistent with the Bylaws of that institution, and the appointed faculty members will assume privileges and responsibilities as described in those Bylaws.

## **Article IV FACULTY COUNCIL**

### **A. Membership**

Members of the Faculty Council shall consist of:

1. One representative from each Department, elected by majority vote of members of that department. Each representative may name an alternate who may vote in the representative's place.
2. Those eligible for election are members of the Voting Faculty who have completed two years service at TTUHSC-PLFSOM.
3. Terms for the Faculty Council representatives shall be for a period of two (2) years and will be staggered.
4. Neither chief administrative officers of academic units nor administrative officers appointed by the Dean are eligible to serve in the Faculty Council.
5. The Associate Dean for Faculty Affairs shall have a non-voting position in the Faculty Council.
6. A representative elected by the physicians in the community through the El Paso County Medical Society shall be an ex officio (non-voting) member. The representative must have a current faculty appointment at TTUHSC-PLFSOM.

**B. Conduct of business**

1. The Faculty Council shall elect officers: President, Vice-President, and Secretary.
2. The President of the Faculty Council shall be the presiding officer of meetings of the Faculty Council. The Vice-president shall preside in the absence of the President.
3. Minutes shall be kept of all meetings of the Faculty Council and will be posted online with password protection.
4. A quorum shall consist of one-half (1/2) of the Faculty Council's voting members.
5. The Faculty Council shall meet at least quarterly or more frequently, whenever called by the Council President or a majority of the voting members of the Council.
6. Meetings are mandatory for elected Council members. Members of the Voting Faculty may attend.
7. Two unexcused absences without delegation of the representative's appointed alternate will be grounds for dismissal from the Faculty Council and

the nomination and election of a new representative by the affected department.

### **C. Responsibilities**

The Faculty Council, serves as the forum for presenting, discussing, considering and making recommendations about faculty-related and/or education-related issues. Issues that cannot be resolved by the Faculty Council will be referred to the Voting Faculty if they relate to the responsibilities of the Faculty (as stated in Article 1.B.); other issues will be referred to the Academic Council.

The Faculty Council shall have the responsibility for review of and final actions for the following:

1. Consideration of other matters referred to it by the Dean, the Academic Council, Committees of the School of Medicine, and/or individual faculty members.
2. Providing the Dean with recommendations and nominations for positions on Standing Committees related to Faculty responsibilities including, but not limited to, curriculum, student affairs, education, and faculty affairs.
3. Review and acceptance or rejection of recommendations made by Standing Committees.
4. Reporting to the Academic Council on the activities of Standing Committees related to Faculty responsibilities.
5. Appointment of *ad hoc* committees to address Faculty and Faculty Council responsibilities.
6. Selection of faculty representatives for the Academic Council.
7. Selection of two faculty members, in addition to the President of the Faculty Council, who will represent the Paul L Foster School of Medicine in the HSC Faculty Senate.

## **Article V DEAN'S COUNCIL**

### **A. Membership**

1. The voting members of the Dean's Council shall consist of:
  - a. The Dean

- b. Administrative Officers appointed by the Dean
  - c. Chair of each established Department
  - d. Director of each independent Center
  - e. Director of each independent Institute
  - f. President of Faculty Council
2. At the discretion of the Dean, other individuals may be invited to attend meetings or portions thereof when the agenda would make such attendance appropriate. Such persons shall not have voting power.

**B. Conduct of business**

1. The Dean shall be the presiding officer of meetings of the Dean's Council. A member designated by the Dean shall preside in the absence of the Dean.
2. Minutes shall be kept of all meetings of the Dean's Council and a meeting summary shall be available for faculty information.
3. A quorum shall consist of one-half (1/2) of the Dean's Council voting members.
4. The Dean's Council shall meet at least monthly or more frequently whenever called by the Dean or a majority of the voting members of the Dean's Council.

**C. Responsibilities**

The Dean's Council shall:

1. Participate by discussion, studies, advice, and counsel in the formulation of policies of the School of Medicine.
2. Appoint members who will coordinate with appropriate committees appointed by Academic Council.
3. Consider other matters referred to it by the Dean, the Academic Council, Faculty Council, Committees of the School of Medicine, and/or individual faculty member.
4. Form *ad hoc* committees to address Dean's Council responsibilities.

**Article VI**  
**THE ACADEMIC COUNCIL**

**A. Membership**

The ten (10) members of the Academic Council shall be:

1. The Dean
2. Four members of the Dean's Council appointed by the Dean
3. The President of the Faculty Council
4. Four additional faculty members elected by the Faculty Council. The five faculty representatives should reflect the ratio of clinical to basic science faculty and include at least one basic science faculty member.
5. Those eligible for election are faculty who has completed two years of service at TTUHSC-PLFSOM.
6. Terms for the Academic Council representatives shall be for a period of two (2) years and will be staggered.

**B. Conduct of business**

1. The Dean shall be the presiding officer of meetings of the Academic Council. The President of the Faculty Council shall preside in the absence of the Dean.
2. Minutes shall be kept of all meetings of the Academic Council.
3. A quorum shall consist of one-half (1/2) of the Academic Council's voting members.
4. The Academic Council shall meet at least quarterly or more frequently, whenever called by the Dean or a majority of the voting members of the Academic Council.

**C. Responsibilities**

The Academic Council is the central body for communication between the administration and the faculty. It will receive information from both the Dean's Council and the Faculty Council and will facilitate the dissemination of information to all. The Academic Council shall have responsibility for:

1. Consideration of matters referred to it by the Dean, Dean's Council, Faculty Council, or Committees of the School of Medicine. The Academic Council may arbitrate or facilitate if desired, or may appoint an *ad hoc* committee to review and make recommendations.
2. Providing the Dean with recommendations and nominations for positions on Standing Committees not related to Faculty responsibilities.
3. Reviewing and accepting or rejecting recommendations made by Standing Committees.
4. Reporting to the Faculty Council and Dean's Council about the activities of the above-described Standing Committees.
5. Appointment of *ad hoc* committees to fulfill the above responsibilities of the Academic Council.

## **Article VII THE DEAN**

### **A. Selection and appointment**

The Dean of the Texas Tech University HSC- Paul L. Foster School of Medicine should be recognized as a leader in medical education and possess excellent academic credentials and excellent communication and interpersonal skills. The Dean is appointed by the Texas Tech University Board of Regents with the advice of the President of the Texas Tech University Health Sciences Center.

### **B. Responsibilities**

The Dean, as the chief executive officer of the School of Medicine, shall assume and discharge the following responsibilities:

1. Maintain institutional oversight of academic and research programs that constitute the Paul L. Foster School of Medicine.
2. Enforce all rules and regulations of the School of Medicine.
3. Maintain effective communication among the Board of Regents, the Health Sciences Center, and faculty, staff, trainees, and students of the School of Medicine.
4. Recommend to the President of the Health Sciences Center all appointments to the faculty and promotions within the faculty in accordance with these Faculty Bylaws.

5. Prepare the annual budget of the School of Medicine and to be responsible for the financial affairs of the School of Medicine.
6. Allocate all available space owned or controlled by the School of Medicine for the use of the academic units and administrative offices of the School of Medicine.
7. Serve as the official spokesperson concerning the affairs of the School of Medicine.
8. Appoint Heads or acting-Heads of academic units including Department Chairs and Center Directors in accordance with the bylaws of the School of Medicine.
9. Based on recommendations and nominations made by the Faculty Council and Academic Council, appoint members of Standing Committees.
10. Create, reorganize, and dissolve departments and other administrative units of the School of Medicine with recommendation of the Academic Council.
11. Perform such other duties as shall be delegated to the Dean by the President of the Health Sciences Center or by the Texas Tech Board of Regents.
12. Report directly to the President of the Health Sciences Center.

In discharging these responsibilities, the Dean will seek advice and counsel from members of the faculty or from such advisory committees as are established. In the absence of the Dean, his or her designee shall serve in his or her stead.

### **C. Administrative Officers**

The Dean may appoint Administrative Officers to assist in the operation of the Office of the Dean. These individuals should have defined responsibilities for a specific administrative element and hold the title of Vice, Associate or Assistant Dean for that administrative element. In some instances the Dean may appoint an individual to discharge a specific administrative responsibility. Such individuals will be designated by an appropriate administrative title. Individuals appointed to these administrative positions shall serve at the pleasure of the Dean and without tenure for their administrative position.

## **Article VIII APPOINTMENTS**

### **A. Faculty**

#### **1. Categories**

- a. Academic ranks for faculty appointments shall be those recognized in the Texas Tech Regents' Rules, 04.02.3, 04.03.4, and 04.03.5 and in the Health Sciences Center OP 60.01. The use of the following academic ranks shall be in accordance with those rules and policies:
  - i. Instructor
  - ii. Assistant Professor
  - iii. Associate Professor
  - iv. Professor
- b. Individuals who are employees of the School of Medicine and who provide academic support may be appointed to the rank of Faculty Associate. These individuals may be members of the Voting Faculty if they fulfill all other criteria for that recognition.

#### **2. Recruitment and appointment**

- a. Faculty members will be recruited by the appropriate administrative officer with the concurrence of that officer's immediate supervisor. It is the responsibility of the recruiting administrative officer to provide the necessary financial assurances and obtain the required approvals.
- b. Recruitment of faculty members will be consistent with the policies of the Health Sciences Center concerning recruitment procedures as described in HSC OP 60.09 and departmental policies.
- c. The credentials and the proposed academic rank of a potential faculty member must be approved by the Committee on Faculty Appointments, Tenure and Promotion, and Comprehensive Performance Evaluation, before a formal offer can be tendered.
- d. Formal offer of appointment shall follow procedures defined by the Texas Tech Board of Regents and the Health Sciences Center.

- e. Faculty from other academic institutions may be appointed as adjunct faculty subject to standard faculty appointment criteria.

### **3. Voting privileges**

- a. Members of the Voting Faculty shall be entitled to vote in all matters, except those concerning promotion and tenure, presented for consideration within that member's designated academic unit or by the Faculty, respectively.
- b. In matters of tenure and promotion, only members of the Voting Faculty may vote with the following exceptions: a) within each academic unit, only tenured Voting Faculty members are permitted to vote on recommendations for tenure; b) within each academic unit, Voting Faculty members are permitted to vote only on recommendations for promotion of those members of lesser academic rank.

### **4. Responsibilities**

The individual Faculty member has obligations that encompass the various components of an academician. These include the following responsibilities:

- a. Maintaining competency in his/her field of specialization.
- b. Promoting the acquisition and dissemination of new knowledge through teaching, research, clinical care, and service.
- c. Maintaining professional conduct in all of the elements of academic life by adhering to the PLFSOM Declaration of Faculty Professional Responsibility.
- d. Maintaining respect for students and trainees and their respective rights in the learning experience.
- e. Respecting the rights and privileges of all persons encountered in research and patient care.
- f. Serving on TTUHSC-EPSON standing or *ad-hoc* committees.

### **5. Promotion**

- a. Promotion from the rank of Instructor to Assistant Professor may be made upon the recommendation of the Department Chair in accordance with published requirements for such promotion.

- b. All other promotions must be recommended by the Chair of the Department in which the faculty member holds his/her primary appointment according to guidelines published by that department and in consultation with the department's committee on tenure and promotion. Departments with too few senior faculty may utilize senior faculty of appropriate rank from outside the department to discuss the merits of promotion application and make recommendations. This recommendation is then forwarded to the Committee on Faculty Appointments, Tenure and Promotion, and Comprehensive Performance Evaluation, for their deliberation and recommendation.
- c. The Committee on Faculty Appointments, Tenure and Promotion, and Comprehensive Performance Evaluation, forwards its recommendation to the Dean for his/her review and recommendation. In turn, that recommendation is transmitted to the President of the Health Sciences Center for concurrence and transmittal to the Board of Regents for their final action.
- d. Candidates for tenure and promotion shall be encouraged by the Department Chair and/or Center Director to utilize the pre-promotion review process to help identify limitations that might affect their actual tenure and/or promotion.

## **6. Tenure**

- a. Tenure is awarded by the Board of Regents in recognition of excellent performance in various aspects of academic pursuit.
- b. The Faculty of the School of Medicine shall follow the Texas Tech Regents' Rule, Section 04.03 and the Health Sciences Center OP 60.01 with respect to tenure.
- c. The process of awarding of tenure is initiated at the level of the Department. On an annual basis, the Department Chair shall consider those faculty members who are eligible for consideration for tenure, and recommend the awarding of tenure based upon written guidelines of the unit and in consultation with and assent of the majority of all tenured Faculty members of that Department. Departments with too few tenured faculty may utilize tenured faculty from outside the academic unit to discuss the merits of tenure application and make recommendations.
- d. This recommendation shall be transmitted to the Committee on Faculty Appointments, Tenure and Promotion, and Comprehensive Performance Evaluation for their review and recommendation.

- e. The recommendation of the Committee on Faculty Appointments, Tenure and Promotion, and Comprehensive Performance Evaluation shall then be forwarded to the Dean for consideration and recommendation.
- f. The recommendation of the Dean will then be conveyed to the President of the Health Sciences Center for his/her consideration, recommendation, and transmittal to the Board of Regents for their action.

**7. Comprehensive performance review of tenured faculty**

The Faculty of the School of Medicine shall follow the Texas Tech Regents' Rules Section 04.04 and the Health Sciences Center OP 60.03 with respect to comprehensive performance review of tenured faculty.

**8. Sabbatical leave and leave without pay**

The Faculty of the School of Medicine shall follow the Health Sciences Center OP 60.02 with respect to faculty development leave of absence. Faculty development leave (sabbatical) is granted by the Board of Regents for study, research, writing, field observations, or other suitable purposes under conditions allowable by the State of Texas. Application for leave of absence should be submitted to the Faculty Development Leave Committee, an *ad hoc* committee appointed by the Chair of the Committee on Faculty Appointment, Tenure and Promotion, and Comprehensive Performance Evaluation, for recommendation to the Dean and subsequent ratification by the President of the Health Sciences Center and the Board of Regents.

**9. Retirement and appointment to *emeritus* status**

- a. Retirement from the Faculty of the School of Medicine is subject to the regulations of the Health Sciences Center, described in HSC OP 70.02.
- b. Appointment as an *emeritus* faculty member is generally reserved for those individuals with senior academic rank who have been a member of the Faculty for more than ten (10) years. The School of Medicine shall follow the procedures and policies described in the Regents' Rules Section 04.01.2 and in HSC OP 10.12.

**10. Designation as a Murray Distinguished Professor**

The Grover E. Murray Professorship has been established by the Texas Tech Board of Regents as the highest honor that is granted to professors

in recognition of the attainment of national and/or international distinction for outstanding research or other creative scholarly achievements. Nomination and selection of awardees shall follow procedures described in Regents' Rules 04.01.1 and Health Sciences Center OP 10.06.

## **11. Appeals of academic administrative actions**

The School of Medicine endorses the concept of Due Process. When there are matters of disagreement between a Faculty member and his/her administrative supervisor, or if a Faculty member disputes an administrative action, every effort should be made to resolve the matter through discussion. In the event that such remedy fails, the School of Medicine shall have a mechanism to resolve these grievances. The process shall be in writing and made available to individual faculty members in the Faculty Handbook. The process shall also follow the guidelines established in the Regents' Rules Section 04.03.10 and the Health Sciences OP 60.10.

### **B. Administrative Officers**

#### **1. Designation**

Administrative Officers shall include those individuals and positions described in these Bylaws, Article II.B and Article VII.C. Such Administrative Officers shall be granted a title that is descriptive of their position and administrative seniority.

#### **2. Selection and appointment**

- a. Administrative Officers shall be selected by a process that is in compliance with the Board of Regents' Rules and the Health Sciences Center Operating Policies.
- b. Appointment of Administrative Officers shall be made by the Dean of the School of Medicine with counsel from the Academic Council and concurrence of the President of the Health Sciences Center, the Chancellor, and the Board of Regents.
- c. Appointment as an Administrative Officer is at the pleasure of the Dean and does not imply or confer tenure of such an administrative position.

#### **3. Responsibilities**

As members of the Voting Faculty, Administrative Officers will have the responsibilities of faculty members described in Article I.B of the Faculty

Bylaws. In addition, these Administrative Officers will have additional responsibilities, appropriate to their office, as described in Articles II.B, VII.B, and VII.C of the Faculty Bylaws. In all instances, these responsibilities must be in compliance with the Board of Regents' Rules and the Health Sciences Center Operating Policies.

## **Article IX STANDING COMMITTEES**

### **A. Appointment**

Appointments to standing committees will be made by the Dean based on recommendations and nominations by the Faculty Council and Academic Council, or as otherwise stated in Article IX.C or by federal statute or in the operating policies of the Texas Tech University Health Sciences Center and the Texas Tech Board of Regents.

### **B. Procedures**

Committees shall conduct their business according to written rules of procedure developed by the committee and approved by the Faculty or Academic Council and the Dean with concurrence of the President of the Health Sciences Center, the Chancellor and the Board of Regents.

### **C. Standing Committees**

Members of standing committees shall be drawn from the Voting Faculty of the School of Medicine. Chairs of each committee will be appointed or elected as described below. Committees will maintain open communication with the appropriate Vice, Assistant, or Associate Dean. Committees will report to the Faculty Council or Academic Council as described below. In the event that any standing committee reporting to the Faculty Council (FC) should find itself at an impasse with the FC regarding programs or policies, the issue in question will be referred to the Academic Council (AC). The AC may make a decision about the issue in question or they may, in turn, recommend that the matter be referred to the Voting Faculty for a vote if necessary.

#### **1. Committee on Medical School Admissions**

This committee will report to the Faculty Council. Members shall be appointed for three-year terms with one-third of the committee being selected each year. Faculty may serve two consecutive three-year terms, but six years of consecutive service must be followed by a minimum of a one-year absence from the committee before faculty members will be eligible to serve another term. The committee will include a physician representative from the community who holds a current faculty appointment to be elected by the El Paso County Medical Society. The chair will be elected from the committee membership on an annual

basis. The Associate Dean for Admissions and the Director of Admissions will serve as *ex-officio* (non-voting) members of the Committee. The Committee shall have full authority to select members of the medical school entering class based on the screening assessments and interview evaluation reports and to fill vacancies that may occur in any of the medical school classes. A list of recommended candidates to be offered positions through the Texas Medical and Dental School Application Service (TMDSAS) matching process will be prepared based on a ranking determined following deliberations by the Committee. The Committee also shall have the responsibility to review the requirements for admission and, if necessary, to recommend revisions to the faculty.

## **2. Committee on Curriculum and Educational Policy**

This committee will report to the Faculty Council. The Curriculum Committee is chaired by the Senior Associate Dean for Medical Education. Masters from each of the four Colleges (two basic scientists and two clinicians) are appointed for two-year terms on a rotating basis. Members from the basic sciences (3) and members from the clinical sciences (3) are appointed for four year terms on a rotating basis. Candidates for these appointed positions must demonstrate an ongoing interest in medical education as exemplified by presentations or publications on topics in medical education and/or recognized exemplary teaching skills. One student representative from each of the colleges is elected by the full student body membership of the respective college on an annual basis. The Associate Director of the Library and the Director of Information Technology or their designees will be *ex officio* (non-voting) members. The Committee shall have the responsibility to review on a continual basis the undergraduate medical curriculum to assure its adherence to the written educational policies, goals, and objectives of the School of Medicine and shall report on its activities to the Faculty Council at least quarterly. Based upon its review, the Committee may make recommendations to the Faculty Council for changes in educational policy or in the organization or content of the curriculum. In the event that the Committee and Faculty Council are unable to reach agreement on a recommendation, the issue will be referred to the Voting Faculty in accordance with Article I.B and Article IV.C. In order to accomplish the mission of the Committee, the Chair may appoint subcommittees that may include members who are not members of the Committee. It shall be the responsibility of the Committee to coordinate the activities and reports of these subcommittees.

## **3. Committee on Evaluation of Education Programs**

The Committee on Evaluation will report to the Committee on Curriculum and Educational Policy. The members of this committee will be broadly representative of the faculty responsible for basic science instruction across the curriculum and the clinical training programs. Committee Members will be appointed by the Dean on the recommendation of the Senior Associate Dean for Medical

Education for an initial 3 year term that will be annually renewable at the discretion of the Dean and recommendation of the Senior Associate Dean for Medical Education. Ex-Officio, non-voting members of the committee will consist of the Senior Associate Dean for Medical Education and the College Masters for Medical Education who are not serving terms on the Curriculum and Educational Policy Committee. The Evaluation Committee shall be chaired by the Director of Assessment and Evaluation.

Its primary function will be to provide oversight on the design, methods, collection, and interpretation of all data (quantitative and qualitative) that is used to assess the quality of the educational programs of the school. The roles of the committee will include the following:

- Review the evaluation process on a regular basis, including the content and structure of testing materials, student performance, validity and reproducibility of evaluations, evaluation feedback, and correlation of course content and evaluations.
- Evaluate the curriculum and student performance and provide feedback to the Dean and the Curriculum and Educational Policy Committee about the effectiveness of the curriculum.

Identify problems in student performance, pedagogy, or evaluation that might require prompt modification or remediation.

#### **4. Committee on Student Grading and Promotion**

This committee will report to the Faculty Council. Committee members will be drawn from academic units with teaching responsibilities in the undergraduate medical curriculum. Members will elect a chair annually. The Committee shall have the responsibility to receive reports of grades and other performance evaluations of students, to evaluate those reports, to recommend promotions of those students whose performance is deemed satisfactory, and to recommend remediation or dismissal of those students whose performance is deemed unsatisfactory. In order to accomplish the mission of the Committee, the Chair may appoint subcommittees as needed, and it shall be the responsibility of the Committee to coordinate the activities and reports of these subcommittees.

#### **5. Committee on Graduate Medical Education (GMEC)**

This committee will report to the Faculty Council. Membership shall be comprised of the Associate Dean for Graduate Medical Education who shall serve as chair, all residency program directors, the HIPAA Compliance Officer, the Senior Director for Quality Assurance/Health and Safety, and residents as elected by their peers. The Senior Director for GME and the Assistant Director for GME shall serve as *ex officio* (non-voting) members of the Committee. The

Committee will establish and implement policies and procedures regarding the quality of education and the work environment for the residents in all programs. These policies and procedures will include: stipends and position allocation; resident duty hours and resident supervision; communication with medical staff; curriculum and evaluation; resident status; oversight of program accreditation; program changes; management of institutional accreditation, experimentation and innovation; oversight of program reductions and closures; and vendor interactions. The Committee will abide by the specific institutional requirements of the Accreditation Council for Graduate Medical Education (ACGME).

#### **6. Committee on Student Affairs**

This committee will report to the Faculty Council. The Associate Dean for Student Affairs shall serve as the chair of the committee. Committee members shall include both faculty members and students. Three members will be drawn from the Department of Medical Education (one College Master and two other educators either clinical or basic science) and two additional representatives will be drawn from the clinical departments (one must be a psychiatrist or psychologist). A student representative from each class will be selected by the Associate Dean for Student Affairs. The committee may select additional ex-officio faculty or student members. The committee shall be responsible for reviewing and recommending policies and programs regarding student affairs to the Dean of the School of Medicine and implementing and evaluating various aspects of the student campus life supportive of the academic enterprise.

#### **7. Committee on Continuing Medical Education**

This committee will report to the Faculty Council. The Committee shall have representatives from each academic unit and from community organizations concerned with the ongoing education of physicians and other health professionals. Members will serve 2-year terms, with half of the members being replaced each year. The Committee shall elect a chair annually. The Director of CME and another person designated by the Dean shall serve as ex-officio, non-voting members. The Committee shall review and approve various programs for continuing education for health professionals. It shall act as a liaison between the School of Medicine and other organizations throughout the community and state in the planning and implementation of such programs. The Committee shall develop policies to assure ACCME accreditation of the continuing medical education program of the School of Medicine.

#### **8. Committee on Faculty Appointments, Tenure and Promotion, and Comprehensive Performance Evaluation**

This committee will report to the Academic Council. The Chair of the committee shall be the Associate Dean for Faculty Affairs and all committee members shall have the rank of Professor or Associate Professor. In addition, committee

membership will include two junior faculty members at the rank of assistant professor or instructor. Members shall serve 3-year terms with one-third of members being replaced each year. The Committee shall review those application materials that have been forwarded to it on behalf of faculty candidates who are under consideration for initial faculty appointment, promotion in rank, granting of tenure, or continuation of appointment associated with comprehensive performance evaluation as mandated by state requirement and institutional guidelines. The Committee will recommend action and forward those recommendations to the Dean and for review, recommendation, and transmittal for final action to the President of the Health Sciences Center and the Board of Regents.

Chief administrative officers of academic units must recuse themselves from discussions and voting on appointments, tenure, or promotion considerations for individuals within their own academic units.

#### **9. Committee on Libraries and Educational Resources**

This committee will report to the Faculty Council. Committee members will be asked serve for 3 years, with 1/3 of members being replaced each year. In addition to faculty, the Committee shall have medical student, graduate student (if applicable), and resident physician representation. *Ad hoc* members may be appointed at the discretion of the committee. The Chair of the Committee shall be elected by the committee from among the faculty representatives. Because the Montes Gallo Library of the Health Sciences is an HSC entity, *ex officio* (non-voting) members of the committee shall include the Executive Director of TTUHSC Libraries and the Associate Director of the Montes Gallo Library. Also, the Chair will establish a liaison with the Lubbock and Amarillo SOM library chairs, and minutes of committee meetings will be shared with them. The charge of this committee is to advise the Academic Council and/or Faculty Council and the Dean of the Medical School on matters pertaining to the general policies affecting the Library, including such matters as needs (acquisitions and deletions), plans, budget, function and operations. The Committee will review the utilization of library holdings and educational resources. It will provide advice concerning such matters as acquisitions, operations, and emerging educational technologies and will make recommendations to the Executive Director of Libraries.

#### **10. Committee for Human Research Review (Institutional Review Board)**

This committee will report to the Academic Council. In addition to faculty, the Committee shall have members of the community as specified to fulfill the requirements of the United States Department of Health and Human Services (USDHHS) for the conduct of research involving human subjects. The Committee shall review and approve or disapprove all research performed on or involving human subjects that is conducted by members of the Faculty of the School of Medicine or other researchers in the facilities of the Texas Tech University Health

Sciences Center-Paul L. Foster School of Medicine or other properly designated facilities. The responsibilities of the Committee include:

- a. Protection of the rights and welfare of the individuals involved.
- b. Determination of the appropriateness of methods employed to obtain informed consent.
- c. Determination of the risks and potential medical benefits of the investigation.

Proceedings of the Committee will be conducted in compliance with regulations of DHHS. Reports to DHHS and its component organizations will be filed in a timely fashion and in compliance with regulations.

#### **11. Committee on Clinical Affairs**

This committee will report to the Academic Council. The Committee shall consist of members of the School of Medicine Voting Faculty. Half of the members will be appointed by the Faculty Council and half will be appointed by the Dean's Council. All members must be active clinicians. All members will serve staggered three-year terms. An individual may be elected to only one additional three-year term. The Associate Dean of Clinical Affairs will be the chair of the committee, and the director of MPIP and the Associate Dean for Finance and Administration will be ex-officio (non-voting) members. This committee will have oversight responsibility for the management and operation of the TTUHSC-Paul L. Foster SOM clinics including the direct responsibility for review and approval of the operating budgets of these clinics and for the rules and procedures concerning clinic staff and operations. The committee will also provide guidance and oversight for clinical activities of the faculty in teaching hospitals, as it relates to the overall institutional mission. These activities include, and are not limited to, patient care, credentialing, performance improvement and risk management. In addition, the committee is to review and make recommendations regarding the annual budget of the practice plan, review the Plan's business operations and budget to assure its fiscal soundness.

#### **12. Committee on Diversity**

This committee will report to the Faculty Council. Membership will include faculty from the biomedical and clinical departments, professional staff, and students. The members will be appointed for 3-year terms with one third of members replaced each year. The Committee will elect a chair annually. The purpose of this committee is to ensure the continued promotion of diversity and cultural competence throughout the medical school through advisory activities to various campus groups as well as the sponsorship of workshops, lectures and seminars

which focus on issues related to gender, race and cultural equity and awareness in professional education as well as patient care.

### **13. Research Committee**

This committee will report to the Faculty Council. The Committee shall have one representative of the Voting Faculty from each academic unit (department, center, or institute) and a representative from the Division of Biostatistics in the Department of Biomedical Sciences. Members shall serve 3-year terms, with one third of members being replaced each year. The Associate Dean of Research shall serve as the chair of the committee. The purposes of this committee are to: 1) advise the Dean or the Dean's designee on strategic planning for research and enhancement of research collaborations with other higher education institutions locally and nationally; 2) recommend and/or advise the Dean or the Dean's designee on research matters affecting the Paul L Foster SOM; 3) advise the Dean or the Dean's designee on Seed Grant and/or Bridge Grant programs; 4) advise the Dean or the Dean's designee on formulation, coordination, and revision of general research policies and procedures; 5) collaborate with Faculty Development to develop a program to enhance the faculty's grantsmanship; and 6) develop mechanisms to foster interest in research.

### **14. Faculty Grievance and Hearing Committee**

The Faculty Grievance and Hearing Committee will report to the Dean. This committee will be composed of 20 members consisting of 17 senior-level faculty members at the rank of Associate Professor or higher and 3 junior faculty members at the rank of Assistant Professor. Committee members must have been affiliated with Texas Tech University Health Sciences Center for at least five (5) years and will serve staggered terms of three (3) years. All appointments to the committee will be made by the Dean. Recommendations for appointment of half of the members shall be made by the Faculty Council and recommendations for the other half shall be made by the Academic Council. The committee shall have a Chair and a Chair-Elect. The committee will meet at the beginning of each academic year to elect a new Chair-Elect and to review and orient new members on its charge and the procedures to be used in hearings.

This committee is charged with seeking resolution of grievances brought under the PLFSOM Faculty Grievance Policy not covered under the TTUHSC Tenure and Promotion Policy, the Medical Practice Income Plan Bylaws, or the HSC Operating Policies and Procedures. The committee is also charged with conducting hearings for cases of dismissal of tenured faculty or termination of non-tenured faculty during their term of appointment as described in Regents' Rule 04.03. The committee members will serve as the pool from which hearing and grievance panel members will be drawn.

**D. Committees appointed for special purposes (*ad hoc* committees)**

The Dean, Dean's Council, Faculty Council, or Academic Council may create an *ad hoc* committee deemed necessary to assist in the administration of the School of Medicine. Membership, terms of service, and charge for these committees are at the pleasure of the Dean or appointing body.

Committees that may be appointed for special purposes must have written guidelines concerning appointment to the committee, responsibilities of the committee, and duration and terms of service.

**Article X  
RATIFICATION**

These bylaws shall be enacted immediately upon ratification by a majority of the Voting Faculty who cast votes and the Dean and with the concurrence of the President of the Health Sciences Center, the Chancellor, and the Board of Regents.

**Article XI  
PUBLICATION**

These Bylaws shall be reviewed on an annual basis by an *ad hoc* committee appointed by the Dean. The results of that review shall be an agenda item on the regularly scheduled quarterly Faculty Council meeting that follows the beginning of the academic year. A copy of the current bylaws shall be placed in the Faculty Handbook and shall be maintained on the web site of the School of Medicine.

**Article XII  
AMENDMENT**

Bylaws amendments may be proposed by any one of the following:

1. Proposal by the Dean of the School of Medicine
2. Proposal by the Faculty Council
3. Proposal by petition of five (5) percent of the Voting Faculty

When an amendment is proposed, the Faculty Council shall refer the proposal to the *ad hoc* Bylaws Review Committee for review and revision of the proposal and to ensure compliance with rules and policies of the Board of Regents, Health Sciences Center, and Paul L. Foster School of Medicine. The Committee shall report its recommendations to the Faculty Council. The Faculty Council will accept, reject, or make modifications to the proposed amendment. After Faculty Council acceptance, the proposed amendment shall be distributed to all members of the Voting Faculty for their review and comment, prior to the next regular or called meeting of the Faculty Council.

The proposed amendment and comments shall be discussed at that meeting. Permissible actions by a majority vote of the Faculty Council are to: 1) approve, 2) modify and resubmit to the Voting Faculty within one week or 3) Send back to the ad hoc Committee. The Voting Faculty may again review the amendment and submit comments to the Faculty Council. At the next Faculty Council meeting, comments and feedback will be considered and the final proposed amendment will be voted on by the Faculty Council.