



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

School of Medicine

**SOM OP:** 20.05, **FACULTY COUNCIL BYLAWS**

**PURPOSE:** The purpose of this School of Medicine (SOM) policy and procedure is to have input through the Executive Committee into all matters, which pertain to the faculty of the School of Medicine.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Faculty Council Executive Committee. Revisions will be forwarded to the Office of the Dean for review by the Dean and Dean’s Executive Council, and approval by the Dean with subsequent publication.

**PREAMBLE**

**BACKGROUND, MISSION, AND RESPONSIBILITIES**

The Faculty Council of the School of Medicine shall consist of all persons holding faculty full-time appointments other than visiting or resident physician appointment as defined in “The Rules and Regulations of the Board of Regents of the Texas Tech University System.” All members shall have equal rights and privileges.

The School of Medicine was created by the Legislature of the State of Texas in 1969 (H.B. 498) to be a “...medical school of the first class...” It provided that, “...when in the best interests of medical education... affiliations should be developed in Lubbock and its environs... to provide clinical, postgraduate (including internship and residency) and/or other levels of medical educational work for the new school.” Students were first enrolled in 1972 and the Faculty Council was officially constituted in 1975.

The [School of Medicine’s mission](#) encompasses undergraduate, graduate, continuing medical education, and graduate studies; has appropriate emphases on primary and highly specialized patient care; and is enriched by the conduct of relevant biomedical investigation and scholarly pursuits.

Within the limits of the policies and regulations of the Board of Regents of TTUHSC, the Faculty Council, its Executive Committee, and its individual members shall have certain responsibilities, striving to achieve and maintain excellence in all aspects of medical education, research, and service in all components of the School of Medicine. They shall review and make recommendations on such matters as admissions, curricula, standards of instruction, student conduct, student promotions, graduation, or any other matters, which may affect the pursuit of academic excellence.

To this end, they shall:

- A. Be available for consultation by the Dean on general administrative affairs of the School of Medicine and on matters pertaining to the future development of the school.
- B. Serve on school committees and accept other responsibilities as deemed necessary and appropriate.
- C. Exercise their responsibility to establish by example and maintain by appropriate means, high standards of ethical, moral, and personal conduct by the student body.

Involve student representation on committees when appropriate.

**BYLAWS**

**ARTICLE I. NAME AND PURPOSE**

The name of this organization is the Faculty Council of the School of Medicine of the Texas Tech University Health Sciences Center (TTUHSC). The purpose of the Faculty Council is to have input through the Executive Committee into all matters that pertain to the faculty of the School of Medicine.

## **ARTICLE II. ORGANIZATION**

### **Section 1. Membership of the Faculty Council**

All full-time faculty members of the School of Medicine in Lubbock and its associated Regional Academic Health Centers are members of the Faculty Council.

- Full-time faculty is defined as  $\geq 0.50$  FTE as referenced in this policy. To hold tenure, faculty must be  $\geq 0.75$  FTE.

### **Section 2. Leadership**

There shall be a Faculty Council Executive Committee, which shall be elected by, and be representative of, the Faculty Council in proportion to the respective numbers of Faculty Council members at each of the Regional Academic Health Centers. The respective number of representatives per campus shall be adjusted, if necessary, at the time of annual Executive Committee elections.

- A. The Executive Committee shall administer affairs of the Faculty Council and shall report regularly to the Faculty Council, which has veto authority over the actions of the Executive Committee.
- B. The Executive Committee shall elect a Chairperson and a Chairperson-Elect from its membership. The Chairperson shall serve a one-year term and shall be succeeded by the Chairperson-Elect. In the event that the Chairperson, during their term in office becomes unable, ineligible or declines to continue to serve, the chairperson-Elect shall assume the office of the Chairperson. In the event that the Chairperson-Elect office becomes vacant, the Executive Committee shall elect a new Chairperson-Elect from its membership.
- C. Each Regional Campus shall elect a Regional Executive Committee consisting of at least five members. This committee will serve as a sub-committee of the Executive Committee and will deal with matters pertaining to that campus. The Chairperson of each Regional Executive Committee shall serve as a member of the Faculty Council Executive Committee.
- D. The Executive Committee has the prerogative also to appoint its own ad hoc committees to assist it in the conduct of its affairs. These committees shall be appointed as need arises and the charge and term of function shall be determined by the Executive Committee.
- E. A local/branch campus is defined as a non-regional campus in which students are assigned to receive the full two years of clinical training required for graduation. Representation from this campus shall be provided to the Faculty Council Executive Committee and other School of Medicine committees in the following manner:
  1. Full-time faculty members practicing greater than 0.50 FTE at the local/branch campus (e.g., Covenant Branch campus) will elect or appoint one member to serve as an ex-officio representative to the Faculty Council Executive Committee and serve as a voting member of the Regional Executive Committee.
  2. Full-Time, Clinical, or Adjunct faculty members of the local/branch campus (e.g., Covenant Branch campus) may serve on the various medical school educational committees needed to fulfill the educational mission of the School of Medicine as determined by the Regional Executive Committee.

### **Section 3. Conduct of Business**

In the discharge of its responsibilities, the business of the Faculty Council is conducted through elected and appointed committees as defined in these bylaws and with the approval of the Faculty Council. The functions of these committees shall lie within the purview of the Faculty Council and the committees will be responsible to the Faculty Council and, through it, to the Dean. The Faculty Council shall create new committees as needed or shall dissolve existing committees whose tasks have been completed. This privilege in no way limits or amends the power of the Faculty Council Executive Committee to create its own *ad hoc* committees. Additionally, the Executive Committee may appoint members of certain committees of the School of Medicine (SOM) and TTUHSC as defined in these bylaws as well as make recommendations to the Dean relative to the members of committees he appoints.

## **ARTICLE III. MEETINGS OF THE FACULTY COUNCIL**

### **Section 1. Presiding Officer**

The Chairperson of the Faculty Council Executive Committee, the Chairperson-Elect of the Faculty Council Executive Committee or the Chairperson's designee shall serve as the Presiding Officer for all meetings of the Faculty Council. No decision, recommendation, or advice shall come from the Faculty Council except when one of the three above is presiding.

### **Section 2. Faculty Council Meetings (All Campuses)**

The Faculty Council shall hold at least two all-campus meetings each year to provide a forum for any member of the Faculty Council to raise issues for discussion as well as provide a venue for the Faculty Council Executive Committee to seek guidance and approval from the Faculty Council. Meetings of the entire Faculty Council may be called by the Dean or the Chairperson of the Executive committee.

### **Section 3. Regular Local Meetings**

The faculty in Lubbock and of each Regional Academic Health Center shall hold regular local meetings not less frequently than quarterly during the academic year. The two all-campus meetings may count as two of the Regional Academic Health Center quarterly meetings during the academic year.

### **Section 4. Dates and Times**

The dates and times of the regular meetings shall be determined by the presiding officer. Notice of any meeting and its agenda shall be mailed in advance to the appropriate membership or posted online. Special meetings may be called by the Dean or the Chairperson of the Executive Committee.

### **Section 5. Quorum**

A quorum for meetings of the Faculty Council shall consist of the voting members of the Faculty Council who are present at the time of the meetings. Meetings must be announced in advance, and a majority of those voting members present may request a referendum on any matter put to a vote. The vote may be taken at an official called meeting or online.

### **Section 6. Conduct of Meetings**

Except as stated otherwise in these Bylaws, the conduct of the meetings shall follow Robert's Rules of Order as revised in the latest edition. The Chairperson of the Faculty Executive Committee shall serve as the parliamentarian for the Executive Committee and the Faculty Council meetings.

### **Section 7. Minutes**

Minutes will be recorded at each meeting of the Faculty Council, the Faculty Executive Committees and all subcommittees unless they are in Executive Session. The Chairperson of each of these entities will designate as to the means of recording the minutes.

## **ARTICLE IV. COMMITTEES**

## **Section 1. Committee Structure**

- A. There are 2 types of committees with faculty membership that can be defined according to the committee function:
  - 1. Educational committees responsible for the undergraduate medical education program
  - 2. Faculty committees responsible for administrative actions, research related actions, appointments, tenure and promotion, disciplinary actions
  
- B. There are six mechanisms for construction of committees with faculty membership:
  - 1. Those elected by the Faculty Council
  - 2. Those appointed by the Executive Committee
  - 3. Those appointed by the Dean
  - 4. Those that are hybrid with some members appointed by the Dean and others appointed by the Executive Committee
  - 5. Those that are hybrid with some members appointed by the Dean and others elected by the Faculty Council
  - 6. Those TTUHSC committees whose members from the SOM are elected by the Faculty Council or appointed by the Executive Committee.
  
- C. Officers of any committee must be full-time faculty.

## **Section 2. Committee Governance**

- A. Governance policies applying to all committees unless otherwise stated in the description of the committee include:
  - 1. Faculty committees are created by and exist as the province of the Faculty Council, with composition and responsibilities being developed by the Faculty Council Executive Committee. As such, any proposed changes to the composition of or overall charge to or responsibilities of any of the faculty committees must be submitted to the Executive Committee for consideration and approval before any such changes can become effective. The Executive Committee may decide that approval is also required by the Faculty Council and the Dean, and, if so, will obtain such approval prior to the changes being implemented.
  - 2. The members of these committees shall be elected or appointed annually for three-year staggered terms, unless otherwise stated, with the election taking place in May and the elected members taking office September 1.
  - 3. If, in the committee chair's determination, there is a committee member who is not an appropriate fit on that committee, the chair may write a letter to the FCEC to request an evaluation and determination of any appropriate action. This may include removal of the member from the committee.
  - 4. In the case of each committee where an odd number of members are specified, the majority (with regard to Basic Science/Research or Clinical role), efforts will be made to ensure representation of both clinical and basic science faculty members by annual quid pro quo.
  - 5. All members of the Faculty Council shall be eligible for election or appointment to School of Medicine committees pursuant to requirements as stated in the bylaws. However, those members appointed to any administrative positions (e.g., department chairs, assistant/associate deans, senior assistant/associate deans, vice-deans, deans, vice-provost, provost, vice-president, president, chancellor) in the institution (TTUHSC), the School of Medicine or any other school in TTUHSC should not serve on School of Medicine committees due to the possibility of a conflict of interest. Those appointed in the middle of an academic year may complete that year with a replacement elected or appointed to fill an unexpired term either at the end of that year or when the member resigns. Ex-officio members may be

appointed to serve with voice but without vote on these committees.

6. Clinical/Adjunct faculty may serve on medical school educational committees, as needed, to fulfill the educational mission of the School of Medicine for the Covenant Branch Campus.
7. At the initial meeting of each elected committee, terms of office of one, two, or three years shall be determined by lot. Thereafter, each of the newly elected members shall serve for a three-year term unless otherwise specified.
8. Each Committee shall elect its own Chairperson and Chairperson-Elect from its membership. The Chair shall serve a one-year term and succeeded by the Chairperson-Elect. In the event that the Chairperson, during their year in office, becomes unable, ineligible or declines to continue to serve, The Chair-person-Elect shall assume the office of Chairperson, and the committee shall elect a new Chairperson-Elect. In the event that the office of the Chairperson-Elect becomes vacant, that committee shall elect a new Chairperson-Elect from that Committee.
9. The Executive Committee will review all vacancies that occur during the year on elective committees. Vacancies will be filled by action of the Executive Committee by notifying the next runner-up or soliciting and selecting someone in the faculty to fill the term. If the issue of conflict of interest arises of a member on a faculty-elected committee, the Faculty Council Executive Committee will evaluate the matter and recommend a solution. For Dean appointed committees, the Dean will designate the replacement.
10. A quorum of one more than half the members of the respective committee is required in order to conduct business. If a committee member is unable to attend a meeting, he or she shall notify the Chair and Chair –Elect of that committee. Any committee member who misses three (3) or more meetings of a committee during the year, without reasonable cause (unexcused absence), shall be replaced by action of the Executive Committee. Reasonable cause may be defined as absence due to other Health Sciences Center duties or business, illness, or pressing personal matters. It will be the responsibility of the committee chair to inform committee members of unexcused absences and to inform the Executive Committee of a member in need of replacement resulting from unexcused absences. The member will be replaced by one of the nominees to the last election, preferably the next runner-up for elective committees or appointing a new member for appointed committees.
11. Specific charges for each committee will be developed by the respective committees in consultation with the Executive Committee and the Dean as needed.
12. All committees shall report to the Executive Committee and the Executive Committee to the Faculty Council as requested or on a periodic basis set by the Executive Committee.

### **Section 3: Policy Approval**

- A. The Faculty Council is responsible for approval of policies related to faculty issues, including but not limited to: administrative actions, research related actions, appointments, tenure and promotion, disciplinary actions
- B. The Faculty Council will submit new or revised policies to the Dean's Executive Council for final review and publication.

- C. Policies related to the undergraduate educational program are approved by the Curriculum and Educational Policy Committee and cannot be modified or amended by the Faculty Council, in accordance with LCME Element 8.1. The CEPC will submit new and revised policies to the Faculty Council Executive Committee for review and dissemination to the Faculty Council, and to the Dean's Executive Council for review and publication.

**Section 4: Standing Committees of the TTUHSC School of Medicine**

\*Authority: Committee is charged with making recommendations (R), is empowered to take action (A), or both (B)

| Committee Name   | Committee Type                   | Number of Faculty members (voting) | Other members (Voting #)   | *Authority |
|--|----------------------------------|------------------------------------|--|------------|
| <i>Educational committees responsible for the undergraduate medical education program</i>  |                                  |                                    |  |            |
| Curriculum and Educational Policy Committee  | Hybrid                           | 16                                 | Yes, six medical students as voting members  | A          |
| Student Promotions and Professional Conduct Committee  | Elected                          | 25                                 | No, although student members may participate in student meetings related to professional conduct | R          |
| Admissions Committee   | Appointed by the Dean            | 14                                 | Yes, six 4 <sup>th</sup> year medical students & 2 administrators                                | B          |
| Student Affairs Committee  | Elected                          | 10                                 | 4 medical students (VPs on each campus)  | R          |
| <i>Faculty committees responsible for administrative actions, research related actions, appointments, tenure and promotion, disciplinary actions and clinical activities</i> |                                  |                                    |  |            |
| Faculty Council Executive Committee  | Elected                          | 11                                 | No   | B          |
| Faculty Appointments Committee   | Appointed by the Dean            | LBB: 17, AMA: 6; ODE: 6            | No   | R          |
| Tenure and Promotions Committee  | Appointed by the Dean            | 17                                 | No   | R          |
| Post-tenure Peer Review Committee  | Appointed by Executive Committee | 12                                 | No   | R          |
| Faculty Research Committee   | Elected                          | 9                                  | No   | B          |
| Hearing Committee  | Elected                          | 12                                 | No   | R          |
| Faculty Grievance Committee  | Hybrid                           | 14                                 | No   | R          |
| Faculty Development Leave Committee  | Appointed by the Dean            | 5                                  | 5  | R          |

**Section 5. Elective Committees in the School of Medicine**

- A. Educational committees responsible for the undergraduate medical education program.

1. Curriculum and Educational Policy Committee:

- i. Charge to the Committee: The CEPC is charged with establishing those policies

necessary to maintain a contemporary and effective undergraduate medical curriculum that remains relevant to the continuum of medical education and is compatible with the Vision, Goals and Objectives of the TTUHSC SOM. More specifically the curriculum must be designed to provide a general professional education that prepares our students to: (1) enter and complete graduate medical education, (2) qualify for licensure, (3) provide competent and compassionate medical care and (4) continue their education throughout their careers

- ii. Membership: Any faculty member or medical student in good standing is eligible for membership on the CEPC. The CEPC is composed of a total of twenty-two (22) voting members: sixteen (16) faculty and six (6) students. Faculty members are selected from all the campuses through appointment by the Dean of the School of Medicine (Lubbock Campus), appointment by the Regional Deans (Amarillo and Odessa Campuses); or election by the Faculty Council on the respective campuses. The faculty members are selected from all the campuses as follows: ten (10) from Lubbock – five (5) appointed and five (5) elected; two (2) from Amarillo – one (1) appointed and one (1) elected; two (2) from the Odessa – one (1) appointed and one (1) elected and two (2) from the Covenant branch – one (1) appointed and one (1) elected. The elected member from the Covenant branch will be recommended by the Assistant Vice Dean with concurrence by the Faculty Council Executive Committee and the appointed member from the Covenant branch will be approved by the SOM Dean. Faculty will serve on the CEPC for three years and can serve consecutive terms. One-third of the members are appointed or elected each year. New members receive appointment letters from the Dean that specify the duration of membership. Faculty members can serve consecutive terms. Members will be notified one year in advance of the end of their term to permit a decision regarding reappointment. All student members are elected by the student body and distributed as follows: one (1) MS1 and one (1) MS2 in Lubbock, one (1) MS3/MS4 student each from the Amarillo, Lubbock, and Odessa Campuses, and the Covenant Branch Campus. An alternate for each student representative is also elected to serve, as needed. Ex-officio, non-voting, faculty members include the Dean, School of Medicine, the Associate/Assistant Deans who represent the curriculum, faculty development, educational programs, and admissions on all TTUHSC campuses, and the President of the Teaching Academy (or their designee)

## 2. Student Promotions and Professional Conduct Committee (SPPCC):

- i. Charge to the Committee: The committee is responsible for administering policies related to student promotion, and developing and administering policies related to student conduct, and leaves of absences for health or academic progression issues. The committee meets to consider appropriate actions related to medical students whose academic performance or conduct is deemed to be unsatisfactory according to guidelines described in SOM OP 40.04, Student Promotion and SOM OP 40.03, Student Conduct. The committee also addresses concerns about timely progress of students through the curriculum (for example, those related to the requirement for students to complete the first two years of the curriculum within three years of matriculation and the entire curriculum within six years of matriculation), adherence to timelines for completing curricular requirements (for example, taking USMLE Step 2CK prior to a prescribed date in the fourth year), and issues related to inappropriate conduct. Conduct hearings are conducted as described in the TTUHSC Code of Professional and Academic Conduct.

- ii. Membership: Twenty-five (25) faculty members from the regional/branch campuses elected to serve staggered, three-year terms. Twelve (12) members are elected from the Lubbock campus with six (6) originating from the basic sciences and six (6) from the clinical sciences. Five (5) members are elected from each of the Amarillo and Odessa campuses and three (3) members elected from the Covenant branch. The three elected members from the Covenant branch will be recommended by the Assistant Vice Dean with concurrence by the Faculty Council Executive Committee. The Associate Dean for Academic Affairs and the Associate/Assistant Deans responsible for Student Affairs on each campus serve as ex officio representatives from the Office of the Dean.
- iii. Leadership: A Chair-Elect is elected at the first meeting of the year, preferably from faculty in their first year on the committee. The Chair serves for a term of one year or until a replacement is elected. The Chair, Chair-Elect, Past Chair along with the Senior Associate Dean for Academic Affairs, Associate Dean for Student Affairs, Assistant Dean for Student Affairs, Assistant Dean for Wellness and Advancement, Associate Dean for Medical Education and Accreditation, Associate Dean for Admissions, and Regional Medical Education Deans constitute the Executive Committee of the SPPCC.
- iv. Committee Meetings: Committee meetings are constituted on each campus. Quorum for each meeting is 7 members. Of those seven members, at least two members will be from that regional branch/campus. Additionally, at least one member will be from a different regional branch/campus. Finally, of the faculty members from different regional branch/campuses, at least one should have more than one year of experience serving on the SPPCC.

### 3. Admissions Committee:

- i. Charge to the Committee: The Admissions Committee is responsible for reviewing all information about each interviewed applicant and making final decisions regarding acceptance to the SOM throughout the entire application process. The Admissions Committee serves as the final decision-making body for:
  - a. all applicants as they apply for admissions to medical school.
  - b. approving prerequisites for admissions into the medical school as needed.
  - c. Serving as the final decision-making body on all recommendations made by subcommittees
- ii. Membership: The Admissions Committee is composed of a total of 22 members; 14 SOM faculty, 2 administrators, and six Year 4 medical students from various campuses.

### 4. Student Affairs Committee:

- i. Charge to the Committee: The functions of this committee will include but are not limited to a) deliberating on matters related to student morale and the learning environment as needed, b) evaluating requests for accommodation for learning disabilities, c) evaluating initial campus assignments and requests for campus reassignment and d) serve in an advisory capacity to the Associate Dean for Academic Affairs. The Student Affairs Committee will review school policies related to these functions on a biannual schedule.

- ii. Membership: A total of ten faculty members, seven elected from the Lubbock campus, one elected faculty member from the Amarillo, Odessa campuses, and Covenant branch, and the Vice Presidents of the MSIII classes on each campus will constitute the committee. The elected member from the Covenant branch will be recommended by the Assistant Vice Dean with concurrence by the Faculty Council Executive Committee. Faculty council members will be elected through the annual election process on a campus-specific basis. Faculty committee members will serve for three years, while students will serve for a single year. In addition, there will be an ex officio representative from the Office of the Dean.
  - iii. Leadership: A Chair will be elected from the faculty members and will normally serve as Chair in the second year of their service on the committee.
- B. Faculty committees responsible for administrative actions, research related actions, appointments, tenure and promotion, disciplinary actions and clinical activities.
- 1. Faculty Council Executive Committee:
    - i. Charge to the Committee: The Executive Committee shall act as a Committee on Committees. This responsibility shall include presenting a ballot to the faculty for election to the various committees of the Faculty Council as well as submitting names of faculty to the Dean for consideration for the Dean's committees.
    - ii. Membership: The FCEC shall comprise eleven members in proportion to the respective numbers of Faculty Council members at each of the Regional Academic Health Centers. The respective number of representatives per campus shall be adjusted, if necessary, at the time of annual Executive Committee elections. Each campus shall have at least one representative. This committee shall administer the affairs of the Faculty Council and shall report regularly to the Faculty Council, which has supervisory and veto authority over the Executive Committee.
    - iii. Meetings: The Executive Committee shall have regularly scheduled monthly meetings. Special meetings may be called upon the written request of five or more members of the Executive Committee. A quorum of one more than half the members of the Executive Committee is required in order to conduct business. If an Executive Committee member is unable to attend a meeting, he or she shall notify the Chair and Chair –Elect of that committee. As with other committees, any Executive Committee member who misses three (3) or more meetings during the year, without reasonable cause (unexcused absence), shall be replaced by action of the Executive Committee. Reasonable cause may be defined as absence due to other Health Sciences Center duties or business, illness, or pressing personal matters. It will be the responsibility of the Executive Committee Chair to inform committee members of unexcused absences and to inform the Executive Committee of a member in need of replacement resulting from unexcused absences. The member will be replaced by one of the nominees to the last election, preferably the next runner-up.

The Dean of the School of Medicine, and the SOM administrative deans affiliated with Faculty Recruitment, Affairs and Development, Academic Affairs, and Medical Education and Accreditation may attend meetings of the Executive Committee as ex-officio members and make regular reports as a means of enhancing communication and keeping the faculty informed about current

activities and potential issues. Other individuals may be asked to present special reports as necessary. The Executive Committee may go into executive session at any time as required.

A special meeting will be held in August each year at which members, current and incoming, from all campuses will be present together with the Dean for the purpose of orienting new members, reviewing committee reports and developing an agenda for the upcoming academic year.

2. Faculty Appointments Committee:

- i. Charge to the Committee: This committee is advisory to the SOM Dean, appointed to review and assess academic credentials and purposed rank for initial appointment of faculty, then approval of purposed rank and recommendation to the Dean. Regional campuses shall report their approval and recommendation to the Regional Deans who will then request the approved rank to the Dean.
- ii. Membership: Regional campus membership shall include six members for each respective campus, appointed by the Regional Dean. The Lubbock membership shall include 17 faculty appointed by the Dean.
- iii. Meetings: Meetings will be held bi-monthly, via in-person or by electronic means.

3. Tenure and Promotion Committee:

- i. Charge to the Committee: The Tenure and Promotion Committee is advisory to the Dean of the School of Medicine in the matter of recommendations for promotion and/or tenure of faculty members.
- ii. Membership: The Tenure and Promotion Committee shall comprise 17 members, appointed by the Dean, who serve for four years in staggered terms. The Dean may appoint ad hoc members as needed due to the volume of applicants on a per year basis.
- iii. Leadership: The chair and chair-elect shall serve 2-year terms in each role.

4. Post-tenure Peer Review Committee:

- i. Charge to the Committee: This committee conducts the Periodic Review of Tenured Faculty, a process required as a result of legislation enacted by the Texas Legislature in 1997 and mandated under the Regents' Rules (04.03) and HSC OP 60.03, Performance Evaluation and Dismissal Procedures for Tenured and Non-Tenured Faculty. It calls for a comprehensive review of tenured faculty in the 5<sup>th</sup> year of the 6-year tenure cycle. The original guidelines for the process within the School of Medicine were drawn up by the Executive Committee in 2003 and approved by the Dean and President of TTUHSC. The SOM Policy for the process are accessible at SOM OP 20.23 SOM Comprehensive Performance Evaluation of Tenured Faculty. The focus as defined in the policy reads, "The purpose of comprehensive evaluation of faculty is to provide guidance for continuing and meaningful faculty professional development; to enhance professional skills and achieve professional goals; to demonstrate academic and professional efforts, when appropriate; to ascertain that faculty members are meeting their responsibilities to TTUHSC and the State of Texas;

and to comply with Texas Education Code, §51.942, as amended or modified, and policies of the Board.”

- ii. Membership: The Post-Tenure Peer Review Committee shall be composed of twelve (12) tenured faculty members drawn from all Regional Academic Centers and representation should be approximately proportional to the number of tenured faculty at each Center. Members are appointed prior to the beginning of the calendar year by the Faculty Council Executive Committee and will serve a three-year term. A list of appointments plus alternates will be made at the April meeting of the Faculty Council Executive Committee and finalized at the May meeting based on availability of appointees. Each regional campus will have representation on the Post-Tenure Peer Review Committee proportional to the number of tenured faculty eligible for evaluation, and the number of appointees from Basic and Clinical Science departments will be proportional to the relative distribution of tenured faculty. A Ph.D. in a Clinical Department and an M.D. in a Basic Science Department may be counted as either. Pathology will be considered a Clinical Department for these purposes.
- iii. Leadership: The Chair each year will be the member who served as Chair-Elect in the previous year. The committee will elect a new Chair-Elect from among its members at the beginning of each year. The Chair will be responsible for directing the process according to the policy and for writing the report containing the committee’s judgments and recommendations and submitting it to the Dean. A quorum at all meetings shall be considered to be seven (7) members.

5. Faculty Research Committee:

- i. Charge to the Committee: This committee shall consider matters referred to it by the Dean, the Faculty or the Faculty Council Executive Committee, which have to do with the conduct and support of research in the school. These would include serving as a review panel for in-house grants and providing input on a) availability and funding of in-house grants, b) laboratory and office space availability for current and potential investigators, c) needs related to support current and future research efforts and d) operation of research support service such as the Animal Resource Center.
- ii. Membership: Seven (7) members from Lubbock and one (1) from each of the Regional Centers and ex officio representation from the Office of the Dean.
- iii. Meetings: The Faculty Research Committee shall meet at least quarterly.

6. Hearing Committee:

- i. Charge to the Committee: The Hearing Committee is charged with conducting hearings for cases of non-renewal of contract and dismissal for cause/termination of appointment as described in Regents’ Rule (4.02) and HSC OP 60.01, Tenure and Promotion Policy
- ii. Membership: The Committee shall be composed of twelve associate or full professors who are preferably tenured (but not chairs or SOM Administrators) to include six (6) from Lubbock and three (3) each from Amarillo and the Odessa, all elected to serve three-year terms with possible renewal. The Committee shall have a Chair and Chair-Elect. It shall 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. The Chair, or their designee, upon notice from the Dean, shall be responsible for assembling a hearing panel from among the committee members and naming a chair of the panel. The panel should have no less than five (5) members, including its chair. The panel members should not have any conflict of interest in the case and be acceptable to the faculty member and their Chair. Should there be difficulty in assembling a panel in a reasonable period of time, the Chair of the committee may name senior members of the School of Medicine Faculty to serve on the panel. The committee shall establish the procedures to be used during any hearings and make these available to all parties at the beginning of the process.

7. Grievance Committee:

- i. Charge to the Committee: This committee is charged with seeking resolution of grievances not covered under HSC 60.01, Tenure and Promotion Policy or the Medical Practice Income Plan Bylaws. The Faculty Grievance Committee shall be responsible for nominating members of mediation teams and shall serve as a pool of faculty members from which five-member Hearing Panels can be selected to hear grievance cases as described under the Faculty Grievance Policy. The Dean shall forward a list of his appointees to the Faculty Executive Committee prior to its meeting in September.
- ii. Membership: The Faculty Grievance Committee shall comprise fourteen members, associate or full professors who are preferably tenured (but not chairs or SOM Administrators), appointed at the beginning of each academic year. Half of the representation is appointed by the Dean and half is appointed by the Executive Committee. There will be representation from each Regional Campus, one appointed by the Dean and one appointed by the Faculty Council Executive Committee. Members will be appointed for a three-year term, which may be renewed. The Committee elects its own Chair and Chair-Elect.

8. Faculty Development Leave Committee:

- i. Charge to the Committee: This committee will review applications for Faculty Development Leaves of Absence according to standardized procedures described in HSCOP 60.02: Faculty Development Leave of Absence for Compensated Tenured Faculty.
- ii. Membership: Membership shall be comprised of five tenured faculty who shall be appointed by the Dean for 3-year staggered terms.

**Section 6: Appointment of Representatives on TTUHSC Committees**

- A. Certain committees have been created to serve the Health Sciences Center as a whole. These are described in the Health Sciences Center Bylaws. The FCEC is responsible for appointing SOM representatives to one of these committees:
  1. TTUHSC Faculty Senate: Three (3) representatives from the Faculty Council shall be appointed by the Faculty Council Executive Committee to serve three-year terms in the TTUHSC Faculty Senate. It is recommended that present and past officers of the Executive Committee be selected in order to maximize the interaction between the two bodies. Executive Committee representatives to the TTUHSC Faculty Senate shall be the immediate past Chairperson, current Chairperson, and the current Chairperson-Elect. If any of these

representatives are unable to attend a meeting, they may appoint an alternate with voting privileges from the Faculty Council membership, preferably a member of the Executive Committee.

- B. The Faculty Council Executive Committee shall, in the discharge of its duties as prescribed in Article IV, 2.A, prepare a slate of more than one nominee for each vacant School of Medicine position on these TTUHSC committees and at the time of general election the Medical School faculty delegates to these committees shall be elected.

## **ARTICLE V. ACTIVITIES OF THE FACULTY COUNCIL**

### **Section 1. Faculty Affairs**

The Faculty Council, or appropriate committees thereof, may review and make recommendations on all faculty affairs. Issues may be referred to the Faculty Council by members of the faculty and by the Dean. Faculty affairs shall include, but may not be limited to, such matters as admissions, curricula, standards of instruction, student promotions, and graduation. If recommendations of the Faculty Council are submitted to the Dean, the Dean shall respond in writing within 20 working days to the Chairperson of the Faculty Executive Council and, if disapproving, should state the reasons for disapproval in writing.

### **Section 2. Laws, Policies, and Regulations**

Actions taken by the Faculty Council shall be compatible with the laws of the State of Texas and the policies and regulations of the Board of Regents.

## **ARTICLE VI. AMENDMENTS**

### **Section 1. Proposed Amendments**

Recommendations for proposed amendments to these Bylaws shall be directed to the Chairperson of the Executive Committee for referral to the Bylaws Committee.

The Chairperson, with the advice and consent of a majority of the Executive Committee, may modify the proposed amendment(s) or refer it (them) back to the Bylaws Committee prior to presentation to the Faculty Council.

### **Section 2. Notice**

Notice of any proposed amendments to these Bylaws shall be circulated by the Secretary of the Faculty Council at least two weeks before presentation to a regular or special meeting of the Faculty Council.

### **Section 3. Debate and Modification**

Opportunity shall be given at a regular or special meeting of the Faculty Council for debating and modifying any properly proposed amendment to any part of the Bylaws. If a quorum is present, a vote may be held then.

Without a quorum present, the amendment(s) as proposed by the Executive Committee shall be voted upon in a mail ballot.

### **Section 4. Voting Requirements**

A two-thirds affirmative vote of the voting members present at a meeting of the Faculty Council shall be required to amend or rescind any portion of these Bylaws. Failing a quorum at such regular meeting, the presiding officer may authorize a mail ballot. The proposed amendment(s) and ballot shall be mailed promptly to each voting member of the Faculty Council. The time of beginning and closing of the balloting

and the reporting of results shall be fixed by the Executive Committee. Affirmative votes of a two-thirds majority of the members of the Faculty Council returning ballots shall be required for adoption.

Amendments shall become effective after approval by the Dean of the School of Medicine, the President of Texas Tech University Health Sciences Center, the Chancellor, and the Board of Regents of the University.

#### **ARTICLE VII. RATIFICATION**

These Bylaws shall become effective when approved by a two-thirds majority affirmative vote of a meeting of the Faculty Council at which a quorum is present, or by a two-thirds majority affirmative vote by the members of the Faculty Council returning a ballot by mail or email and ratified by the Dean of the School of Medicine.