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 provide a framework for faculty participation in the school's educational and decision-making processes.

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Faculty Council Executive Committee (FCEC). Revisions will be provided to the Faculty Council for approval, forwarded to the Office of the Dean for review by the Dean and Dean's Executive Council for 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 as defined in HSC OP 60.01. 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 TTUHSC, the Faculty Council shall have certain responsibilities, striving to achieve and maintain excellence in all aspects of medical education, research, clinical, and administrative services in all components of the School of Medicine. The Faculty Council are responsible for establishment of faculty led committees with responsibilities for medical education program, faculty affairs, development, and other functions relevant to the Faculty Council.

To this end, the Faculty Council 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 responsibilities detailed in their job descriptions and as directed by the school and departmental needs.

D. Exercise their responsibility to establish by example adherence to the TTUHSC core values.

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 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 ≥ 0.50 FTE as referenced in this policy.
- To hold tenure, faculty must maintain ≥ 0.75 FTE; only tenured faculty may serve on some committees.

Section 2. Leadership

There shall be a Faculty Council Executive Committee (FCEC), which shall be elected by, and be representative of, the Faculty Council in proportion to the respective numbers of Faculty Council members at the Lubbock campus and 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 upon approval by the Faculty Council.

A. The FCEC shall administer affairs of the Faculty Council and shall report regularly to the Faculty Council, which has veto authority over the actions of the FCEC.

B. The FCEC shall elect a Chair and a Chair-Elect from its membership. The Chair shall serve a one-year term and shall be succeeded by the Chair-Elect. In the event that the Chair, during their term in office becomes unable, ineligible or declines to continue to serve, the Chair-Elect shall assume the office of the Chair. In the event that the Chair-Elect office becomes vacant, the FCEC shall elect a new Chair-Elect from its membership.

C. Each Regional Campus shall elect a Regional Faculty Executive Committee (FEC) consisting of at least five members. This committee will serve as a sub-committee of the FCEC and will deal with matters pertaining to that campus. The Chair of each Regional FEC shall serve as a member of the FCEC.

D. The FCEC 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 FCEC.

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 FCEC and other School of Medicine committees in the following manner:

1. Vice Dean for Medical Education, or his/her designee, serve as an ex-officio representative to the FCEC.

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 FCEC.

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 FCEC to create its own *ad hoc* committees. Additionally, the FCEC may appoint members of certain School of Medicine (SOM) and TTUHSC committees as defined in these bylaws as well as make recommendations to the Dean relative to the members of committees he/she appoints.

Section 4. Activities

A. 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 Chair of the FCEC and, if disapproving, should state the reasons for disapproval in writing.

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

ARTICLE III. MEETINGS OF THE FACULTY COUNCIL

Section 1. Presiding Officer

The Chair of the FCEC, the Chair-Elect of the FCEC or the Chair'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 FCEC to seek guidance and approval from the Faculty Council. Meetings of the entire Faculty Council may be called by the Dean or the Chair of the FCEC.

Section 3. Regular Local Meetings

The faculty in Lubbock and of each Regional Academic Health Center shall hold regular local meetings at least 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 distributed in advance to the appropriate membership. Special meetings may be called by the Dean or the Chair of the FCEC.

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 Chair of the FCEC shall serve as the parliamentarian for the FCEC and the Faculty Council meetings. The Parliamentarian provides guidance on procedural matters, facilitates orderly conduct of business, ensures fairness in deliberations, and assists the Chair in resolving questions of procedure or governance. The role promotes transparency, consistency, and efficiency in council operations

Section 7. Minutes

Minutes will be recorded at each meeting of the Faculty Council, the FCEC and all subcommittees. The Chair of each of these entities will designate the means of recording the minutes.

Section 8. Executive Sessions

The Chair of the FCEC may call an Executive Session where sensitive or confidential matters are discussed privately, away from the public and the media. No formal minutes will be recorded at Executive Sessions.

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 FCEC
   3. Those appointed by the Dean
   4. Those that are hybrid with some members appointed by the Dean and others appointed by the FCEC
   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 FCEC.

C. Officers of any committee must be full-time faculty.

D. Each committee will have a policy that outlines the charge, structure and leadership and meeting schedule.

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 FCEC. 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 FCEC for consideration and approval before any such changes can become effective. The FCEC 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 based upon a majority vote of the FCEC.

4. In the case of each committee efforts will be made to ensure representation of both clinical and basic science faculty members.

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 cannot 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. Upon creation of elected committees at the initial meeting, 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 Chair and Chair-Elect from its membership. The Chair shall serve a one-year term and be succeeded by the Chair-Elect. In the event that the Chair, during their year in office, becomes unable, ineligible or declines to continue to serve, The Chair-Elect shall assume the office of Chair, and the committee shall elect a new Chair-Elect. In the event that the office of the Chair-Elect becomes vacant, that committee shall elect a new Chair-Elect from that Committee.

9. The FCEC will review all vacancies that occur during the year on elected committees. Vacancies will be filled by action of the FCEC 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 FCEC 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, unless otherwise defined in the description of the committee meeting description below.

11. 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 FCEC. 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 FCEC 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 elected committees or appointing a new member for appointed committees.

12. Specific charges for each committee will be developed by the respective committees in consultation with the FCEC and the Dean as needed.

13. All committees shall report to the FCEC and the FCEC to the Faculty Council as requested or on a periodic basis set by the FCEC.

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
Educational committees responsible for the undergraduate medical education program				
Curriculum and Educational Policy Committee	Hybrid	16	Yes, six medical students as voting members	A
Student Promotions and Professional Conduct Committee	Elected	15	No, although student members may participate in student meetings related to professional conduct	A
Admissions Committee	Appointed by the Dean	16	Yes, six 4th year medical students; two will be eligible to vote for each meeting	B
Student Affairs Committee	Elected	10	4 medical students (VPs on each campus)	B
Faculty committees responsible for administrative actions, research related actions, appointments, tenure and promotion, disciplinary actions and clinical activities				

Faculty Council Executive Committee	Elected	11	No	B
Faculty Appointments Committee	Appointed by the Dean	LBB: 11, AMA: 3; ODE: 3	No	R
Tenure and Promotions Committee	Appointed by the Dean	17	No	R
Post-tenure Peer Review Committee	Appointed by FCEC	12	No	R
Faculty Research Committee	Elected	LBB: 9, AMA: 2; ODE: 2	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. Elected 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 member of the Faculty Council 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 FCEC 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 shall be 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 shall be elected by the student body and distributed as follows: one (1) MS1 and one (1) MS2 in Lubbock, one (1) MS3 student each from the Amarillo, Lubbock, and Odessa Campuses, and the Covenant Branch Campus. The MS3 student will serve consecutive terms, and in their MS4 year will serve as the alternate for their respective campus, 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).

iii. Leadership: The officers of the CEPC will consist of the Chair, Chair-Elect, and the immediate past Chair. The officers shall be elected by majority vote to serve for two-year terms or until their successors are elected. The Chair-Elect shall be elected every other year by the CEPC members in September and will serve as Chair-Elect for a two-year term followed by a two-year term as Chair. The Chair-Elect is elected from the CEPC without respect to rotation between MDs and PhDs but must fulfill the definition of a full-time faculty member as described in the Faculty Council Bylaws. The Chair then serves a one-year term as Immediate Past Chair following the term as Chair. The officers will meet at least one week before each scheduled meeting to construct the agenda for the upcoming meeting.

iv. Committee Meetings: Regularly scheduled meetings of the CEPC occur monthly.

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 absence 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: Fifteen (15) faculty members from the regional/branch campuses are elected to serve staggered, three-year terms. Nine (9) members are elected from the Lubbock campus with five (5) originating from the basic sciences and four (4) from the clinical sciences. Two (2) members are elected from each of the Amarillo and Odessa campuses. Finally, two (2) members are appointed from the Covenant branch. The two members from the Covenant branch will be recommended by the Assistant Vice Dean, and appointed by the Faculty Council Executive Committee. The Senior 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 shall be elected by a majority vote 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, and Past Chair, along with the Senior Associate Dean for Academic Affairs, Senior Associate Dean for Student Affairs, Associate Dean for Student Affairs, Associate 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: Quorum for each meeting is 8 members. Of those eight members, at least one member will be from a different regional branch/campus.

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: Any member of the Faculty Council or MS4 student who has participated in the Screening Subcommittee and the Interview Subcommittee is eligible for appointment to the Admissions Committee. This committee has no involvement in decisions made in regard to faculty, the restriction of non-membership due to the possibility of a conflict of interest is not applicable for faculty in the School of Medicine who hold the administrative positions of department chair, assistant/associate dean, or vice-dean. The Admissions Committee consists of 22 members; 16 faculty and 6 MS4 students. Faculty members are selected from all campuses through appointment by the Dean of the School of Medicine. Faculty members are selected from all campuses with a minimum requirement as follows: 8 from Lubbock, 1 from Amarillo, 1 from Odessa, and 1 from Covenant Branch. Faculty serve a one-year term and can serve consecutive terms. Student members are selected from all campuses as follows: 3 from Lubbock, 1 from Amarillo, 1 from Odessa, and 1 from Covenant Branch. Students serve a one-year term. Two students will have voting privileges at each committee meeting. Student members will develop a rotating schedule to follow for the cycle that is approved by the committee. Students will provide coverage for other student members if the scheduled student is unable to attend. Notification will be made to the chair and admissions staff prior to the scheduled meeting. Ex-officio, non-voting, members include the Assistant/Associate Deans who represent admissions and the Executive Vice President and Director for the office of Rural and Community Health, or their designee.

iii. Leadership: Officers of the Admissions Committee will consist of the Chair,

Chair-Elect, and the immediate past Chair. Officers shall be elected by majority vote to serve a one-year term. The Chair-Elect shall be self-nominating and shall be elected by majority vote every year during the Committee Retreat in early Spring and will serve as Chair-Elect for a one-year term followed by a one-year term as Chair. The Chair-Elect is elected from Admissions Committee but must fulfill the definition of a faculty member as described in the Faculty Council Bylaws. The Chair then serves a one-year term as Immediate Past Chair following the term as Chair. The Chair, Chair-Elect, and Immediate Past Chair shall collectively constitute the Executive Council of the Admissions Committee. The purpose of the Executive Council is to convene as needed in situations requiring timely consideration of urgent, emergent, or otherwise significant matters when the Admissions Committee is unable to meet. The Executive Council's primary role shall be to review such matters and make recommendations to the Admissions Committee for consideration and decision. Extenuating or exceptional circumstances are defined as situations in which immediate action is necessary to ensure the effective, fair, or compliant operation of the admissions process; to meet institutional, accreditation, regulatory, or legal obligations; to respond to time-sensitive matters affecting applicants, admissions outcomes, or enrollment management; or to address issues that materially impact the School of Medicine's educational mission, reputation, or operational continuity. In such circumstances, where delay would reasonably be expected to adversely affect admissions operations or the School of Medicine, the Executive Council is authorized to take action on behalf of the Admissions Committee. Any actions taken by the Executive Council shall be limited to those necessary to address the immediate circumstance and shall be reported promptly to the Admissions Committee for review and ratification when feasible.

iv. Committee Meetings: Meetings will typically occur bi-monthly throughout the admissions cycle from July through April. Quorum for each meeting is 10, where 2 students will have voting privileges at each meeting on a rotating schedule.

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) dispositioning preclinical student absence requests, c) evaluating initial campus assignments and requests for campus reassignment and d) serve in an advisory capacity to the Senior Associate Dean for Student Affairs and the Associate Dean for Student Wellness and Advancement. The Student Affairs Committee will review school policies related to these functions on a biannual schedule.

ii. Membership: The committee shall consist of ten faculty members, seven elected from the Lubbock campus, one faculty member each from the Amarillo and Odessa campuses, and Covenant branch, and the Vice Presidents of the MSIII classes on each campus. The elected member from the Covenant branch will be recommended by the Assistant Vice Dean with concurrence by the Faculty Council Executive Committee. Faculty 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.

iii. Leadership: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee.

iv. Committee Meetings: Meetings shall occur monthly.

B. Faculty committees responsible for administrative actions, research related actions, appointments, tenure and promotion, disciplinary actions and clinical activities.

1. Faculty Council Executive Committee (FCEC):

i. Charge to the Committee: The FCEC shall administer the affairs of and report regularly to the Faculty Council, which has supervisory and veto authority over the FCEC. The committee is further charged with oversight of administrative committees within the school of medicine related to faculty and medical education. The responsibilities include but are not limited to:
   a. 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.
   b. Review and provide a recommendation for Emeritus Faculty nominations.
   c. Provide regular updates to the Faculty Council on all institutional related topics.

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 FCEC membership elections. Each campus shall have at least one representative.

iii. Leadership: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee. If the Chair, during their term becomes unable, ineligible or declines to continue to serve, the Chair -Elect shall assume the office of the Chair. If the Chair-Elect office becomes vacant, the FCEC shall elect a new Chair -Elect from its membership. Each Regional Campus forms a Regional Faculty Executive Committee (FEC) consisting of at least five members to address campus-specific matters, with its chairperson serving on the main FCEC.

iv. Committee Meetings: The FCEC shall have monthly meetings. Special meetings may be called by the Chair or by written request of five or more members of the FCEC. A quorum of one more than half the members of the FCEC is required in order to conduct business. If an FCEC 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 FCEC member who misses three (3) or more meetings during the year, without reasonable cause (unexcused absence), shall be replaced by action of the FCEC. 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 FCEC Chair to inform committee members of unexcused absences and to inform the FCEC 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 SOM administrative deans may attend meetings of the FCEC 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 FCEC 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 proposed rank for initial appointment of faculty, then approval of proposed rank and recommendation to the Dean. Regional Deans will review the Faculty Appointments Packets for the respective campus prior to submission to the committee.

    ii. Membership: Membership shall include three Faculty Council members from the Amarillo campus, eleven from the Lubbock campus and three from the Odessa campus.

    iii. Leadership: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee. If the Chair, during their term becomes unable, ineligible or declines to continue to serve, the Chair -Elect shall assume the office of the Chair.

    iv. Committee Meetings: Meetings shall 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 at the rank of Associate or Full Professor, appointed by the Dean, who serve for four years in staggard terms. The Dean may appoint ad hoc members as needed due to the volume of applicants on a per year basis.

    iii. Leadership: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee. If the Chair, during their term becomes unable, ineligible or declines to continue to serve, the Chair -Elect shall assume the office of the Chair. The Chair and Chair-Elect shall serve 2-year terms in each role.

    iv. Committee Meetings: The committee chair shall call a minimum of two meetings per year, one for the purpose of orienting new committee members and conducting initial business including election of a Chair-Elect (every second year), and the second to deliberate on the recommendations of tenure and/or promotion. The Chair may call additional meetings as needed.

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 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 5th year of the 6-year tenure cycle as outlined in SOM OP 20.23.

   ii. Membership: The Post-Tenure Peer Review Committee shall be composed of twelve (12) tenured faculty members drawn from all campuses, and representation should be approximately proportional to the number of tenured faculty at each campus. Ad hoc members may be appointed as needed to complete the committee charge. Members are appointed prior to the beginning of the calendar year by the FCEC and will serve a three-year term. The number of appointees from basic science and clinical 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: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee. If the Chair, during their term becomes unable, ineligible or declines to continue to serve, the Chair -Elect shall assume the office of the Chair. 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.

   iv. Committee Meetings: The committee chair shall call a meeting once per year for the purpose of orienting new committee members and conducting initial business including election of a Chair-Elect. Subsequent meetings shall be called as needed to complete deliberation on the post tenure recommendations.

5. Faculty Research Committee:

   i. Charge to the Committee: This committee shall consider matters referred to it by the Dean, Associate Dean for Research, the Faculty Council, or the FCEC relevant to the conduct and support of research in the school. These duties may include serving as a review panel for grant proposals and other activities referred to the committee by the HSC Office of Research.

   ii. Membership: The Committee shall comprise nine members from Lubbock, two from each of the regional campuses, and ex officio representation from the Office of the Dean.

   iii. Leadership: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee. If the Chair, during their term becomes unable, ineligible or declines to continue to serve, the Chair -Elect shall assume the office of the Chair.

iv. Meetings: The committee chair shall call a meeting once per year for the purpose of orienting new committee members and conducting initial business including election of a Chair-Elect. Subsequent meetings shall be called as needed to execute the charge to the committee.

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 HSC OP 60.03, Performance Evaluation and Dismissal Procedures for Tenured and Non-Tenured Faculty.

   ii. Membership: The Committee shall be composed of twelve associate or full professors who are preferably tenured to include six from Lubbock and three 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.

   iii. Leadership: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee. If the Chair, during their term becomes unable, ineligible or declines to continue to serve, the Chair-Elect shall assume the office of the Chair.

   iv. Committee Meetings: The committee chair shall call a meeting once per year for the purpose of orienting new committee members and conducting initial business including election of a Chair-Elect. Subsequent meetings shall be called as needed to execute the charge to the committee.

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. Half of the representation shall be appointed by the Dean and half by the FCEC. There will be representation from each regional campus, one appointed by the Dean and one appointed by the FCEC. Members will be appointed for a three-year term, which may be renewed.

iii. Leadership: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee. If the Chair, during their term becomes unable, ineligible or declines to continue to serve, the Chair-Elect shall assume the office of the Chair.

iv. Committee Meetings: The committee chair shall call a meeting once per year for the purpose of orienting new committee members and conducting initial business including election of a Chair-Elect. Subsequent meetings shall be called as needed to execute the charge to the committee.

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 HSC OP 60.02: Faculty Development Leave of Absence for Compensated Tenured Faculty.

   ii. Membership: Membership shall comprise five tenured faculty appointed by the Dean for three-year staggard terms.

   iii. Leadership: A Chair-Elect shall be elected at the first meeting of the year, preferably from faculty in their first year on the committee. If the Chair, during their term becomes unable, ineligible or declines to continue to serve, the Chair -Elect shall assume the office of the Chair.

   iv. Committee Meetings: The committee chair shall call a meeting once per year for the purpose of orienting new committee members and conducting initial business including election of a Chair-Elect. Subsequent meetings shall be called as needed to execute the charge to the committee.

Section 6: Appointment of Representatives on TTUHSC Committees

A. Certain committees have been created to serve the HSC as a whole. These are described in the HSC Policies or Bylaws. The FCEC shall recommend SOM representatives to the HSC committees upon request by the President, Provost or SOM Dean.

ARTICLE V. AMENDMENTS

Section 1. Proposed Amendments

Recommendations for proposed amendments to these Bylaws shall be directed to the FCEC Chair for referral to the Bylaws Committee.

The FCEC Chair, with the advice and consent of a majority of the 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 FCEC 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, modifying and voting on any properly proposed amendment to any part of the Bylaws. Voting may also be conducted by electronic 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. The proposed amendment(s) and ballot shall be provided promptly to each member of the Faculty Council. The time of beginning and closing of the balloting and the reporting of results shall be fixed by the FCEC.