

THE  
**ORGANIZATION**  
OF THE FACULTY

**UIC**

**UNIVERSITY OF ILLINOIS**  
**COLLEGE OF MEDICINE**  
Addendum for Rockford Campus

**Approved by the UICOM-R Executive Committee**

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**Approved by the UICOM-R Faculty**

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The University of Illinois College of Medicine Rockford campus endorses the overall mission and vision of the College of Medicine.

In addition, we focus our regional resources and efforts on the following:

Mission: Education, research and service for Health:

An academic medical center committed to developing an optimal learning environment for training healthcare professionals, conducting innovative research, and dedicated to improving the health and wellness of our society.

# CONTENTS

- I. Name
- II. Powers and Duties
- III. Membership and Voting Rights
- IV. Officers
- V. Meetings
  - A. Regular Meetings
  - B. Special Meetings
- VI. Committees
  - A. Rockford Executive Committee
  - B. College Executive Committee
  - C. Standing Committees
- VII. Amendment and Revision of Bylaws
- VIII. Departmental Organization

## **PREAMBLE**

The University of Illinois College of Medicine Rockford shall be governed in its internal administration by its Faculty.

### **I. NAME**

The name of the assembly shall be the Faculty of the University of Illinois College of Medicine Rockford.

### **II. POWERS AND DUTIES**

The Faculty shall have such powers and duties as may be lawfully delegated to it and which the Faculty has been accustomed to exercise. Among the powers and duties of the Faculty are the following:

- A. To establish rules for the conduct of its business.
- B. To establish policies for the governance of the University of Illinois College of Medicine Rockford in its internal administration.
- C. To determine the composition of committees, except as hereinafter specified, for the conduct of Faculty business and assign functions and responsibilities to them.
- D. To assign functions and responsibilities to the Executive Committee of the University of Illinois College of Medicine Rockford.
- E. To achieve the fullest measure of autonomy consistent with the maintenance of general College policy and correct academic and administrative relations with other units within the University.
- F. To establish the academic policy at the University of Illinois College of Medicine Rockford, exercising jurisdiction in all educational matters falling within the scope of its program, including the determination of its curricula in concert with the other University of Illinois campuses, and making recommendations on matters of educational policy relevant to the University of Illinois College of Medicine Rockford (see U of I Bylaws)

These *Bylaws* are intended to supplement the *University Statutes*. Where there are alleged conflicts, the *Statutes*, as interpreted by the Chancellor on advice of the Campus Legal Counsel, must prevail.

### III. MEMBERSHIP AND VOTING RIGHTS

#### A. Membership:

1. The Faculty consists of the Regional Dean, the Associate Deans and Assistant Deans, who hold academic rank, and all academic professionals at the rank of Instructor or above regardless of modifier or percent of time.
2. The Regional Dean of the University of Illinois College of Medicine Rockford, on the advice of the Executive Committee and in consultation with the Executive Dean of the College of Medicine, may add to the Faculty a representative of any other department or group of the University as may be entitled to representation by virtue of participation in the program of instruction in the College.

#### B. Voting Rights:

1. All members of the University of Illinois College of Medicine Rockford at the rank of Instructor and above, regardless of clinical or research modifier and regardless of percent of time, shall be entitled to vote. The only exceptions are listed below:
  - a. Visiting Faculty and Emeritus Faculty of the College shall be accorded voice but not vote.
  - b. Undergraduate medical student representatives on Standing Committees shall have voice but not vote at general Faculty meetings.
  - c. Departmental bylaws may establish their own definition of voting faculty for issues related to the department. Such definition may be narrower than in these Bylaws but should not be narrower than the definition of faculty as prescribed in the University Statutes.

### IV. OFFICERS

#### The Regional Dean

1. The Regional Dean is the Chief Executive Officer of the Regional Campus, is responsible to the Executive Dean for its administration, and is the agent of the Faculty for the execution of regional campus policy.
2. The Regional Dean shall:
  - a. Formulate and present policies to the Faculty for its consideration
  - b. Report to the Faculty on the work of the College
  - c. Represent the Regional Campus at conferences or designate representatives for specific conferences.
  - d. Serve as the medium of communication for all official business of the College with other campus authorities, the students, and the public.
  - e. Recommend the appointment, reappointment, non-reappointment, or promotion of officers and members of the faculty. In these matters, the Regional Dean shall consult with appropriate department heads or chairs and shall review recommendations received

from appropriate governance bodies within all Programs, departments, or other units involved.

f. Prepare the budget of the Regional Campus in consultation with the Executive Committee and the Executive Dean of the College of Medicine.

g. Perform such other duties as described in the Statutes.

3. The performance of the Regional Dean shall be evaluated at least every five years in a manner to be determined by the Executive Dean.

4. The Regional Dean shall have authority to designate marshals, tellers, and other officers on an *ad hoc* basis when the Regional Dean shall deem such assistance to be necessary.

## V. MEETINGS

### A. Regular Meetings

1. **Presiding Officer:** The Regional Dean of the University of Illinois College of Medicine Rockford shall be the presiding officer. In the Dean's absence, a designee of the Regional Dean shall preside at meetings of the Faculty.

2. **Frequency:** There shall be at least one regular meeting of the Faculty each year, with the date and place to be fixed by the Regional Dean.

3. **Call and Notice:** Regular meetings of the Faculty shall be called by the Regional Dean with written (or e-mail) notice of the meeting to all faculty at least 45 days prior to the meeting.

4. **Agenda/Order of Business:**

a. Items may be placed on the agenda in any of the following ways:

1) By the Regional Dean

2) By the Executive Committee

3) A member of the Faculty who wishes to petition that an item be included on the agenda of a regular meeting of the College, shall submit such item to the Regional Dean at least 14 calendar days before the scheduled date of the meeting. The Regional Dean, in consultation with the Executive Committee, shall consider and may schedule inclusion of such item on the agenda or may refer such item to an appropriate committee. This provision shall not abridge the right of any member of the Faculty to present any matter to the Faculty at any regular meeting under the appropriate heading of "old" or "new" business.

b. The order of business for a regular meeting shall be determined by the Regional Dean.

5. **Quorum:** At regular meetings of the Faculty, the quorum shall consist of a minimum of 10 members present and entitled to vote.

6. **New Business:**

a. Items introduced as new business at any regular meeting shall be introduced in the

form of a resolution. No such resolution shall be debated or adopted at the regular meeting of the Faculty at which it is introduced, but shall be referred by the Regional Dean to the appropriate committee. The sponsor in introducing the proposal may speak for no more than ten minutes in explanation of the purpose of the resolution.

b. Items submitted in committees by individuals, departments, or other academic units may be reported out at the discretion of the committee, except that any member of the Faculty may introduce a motion under the heading of new business to compel a report on a given matter at the next regularly scheduled meeting.

**7. Voting at Regular Faculty Meetings:**

a. The right to vote shall be limited to those present and entitled to vote as defined by Article III of these Bylaws.

b. Resolutions maybe passed or voted down determined by a vote of those present and able to vote at the meeting, this vote shall be uncontested except as may be hereinafter provided.

c. Voting shall be by voice vote of Ayes and Nays, but a division is required when ordered by the presiding officer or when requested by a member present and entitled to vote.

d. Elections in which a contest exists shall be voted by paper ballot.

e. A motion to employ a paper ballot maybe requested by any voting faculty member.

f. On a specific question, the house may elect, by a majority vote, to conduct a vote by mail or email.

**8. Observers:**

a. Except as limited below, persons not entitled to vote may attend meetings as observers to the extent that physical facilities permit.

b. Persons attending a meeting as observers will be seated in a designated area separate from the voting members.

c. Observers may, upon invitation by the Dean or with the consent of a majority vote of members of the assembly in attendance, be given the right to speak on any matter before the body for no more than five minutes.

d. The Faculty, by a majority vote of those present at any meeting, may determine that an item on the agenda shall be considered in executive session. Only voting members shall be present in executive session.

e. Any issue proposed for action at a regular meeting may be deferred for future action at a special meeting by the Regional Dean, by the Executive Committee, or by resolution.”

f. Any issue proposed for action at a regular meeting may be determined by the Regional Dean, by the Executive Committee, or by resolution made and approved in a regular meeting of the Faculty to require deferral for future action at a Special Meeting.

9. **Parliamentary Authority:** The most recent edition of Robert's Rules of Order, Newly Revised shall govern meetings of the Faculty in all cases in which it is applicable and not in conflict with these Bylaws or the University Statutes.

**B. Special Meetings**

1. **Call:**

a. Special meetings of the Faculty may be called by the Regional Dean, by the Executive Committee, or by resolution made and approved in a regular meeting of the Faculty.

b. Upon receipt of a written petition of 10 or more members of the Faculty entitled to vote, the Dean shall call a special meeting of the Faculty. Such a meeting shall be held within 30 days.

c. A petition for a special meeting shall include the proposed agenda and or resolution(s) to be proposed, together with supporting documentation. One person among the signatories thereto shall be designated as the party for such consultations concerning scheduling and arrangements as may be required.

2. **Notice:**

The notice provisions for a special meeting shall be the same as for a regular meeting, including the provisions for distribution of the agenda, with the following exceptions:

a. All notices of special meetings shall be plainly marked "Special Meeting."

b. Should a situation require immediate action, the Regional Dean, with the consent of a majority of the Executive Committee, may designate a special meeting as an emergency meeting; notices of an emergency meeting must be communicated to the faculty not less than 48 hours before the hour set for such meeting and must be plainly marked "Emergency Meeting."

3. **Agenda:**

The Agenda items for special meetings shall be confined to the items listed on the call for the meeting, and the discussions and actions at such a meeting shall be limited thereto.

4. **Quorum:**

At special Faculty meetings, at least 25 percent of faculty entitled to vote must be present for final action to be taken on a main motion.

5. **Other Procedural Matters:**

Other provisions for voting, balloting, and observers shall be the same for special meetings as for regular meetings.

**VI. COMMITTEES**

**A. Rockford Executive Committee:**

1. The Rockford Executive Committee shall consist of the following:

<i>Regional Dean, Chairperson</i>	<i>By designation</i>
<i>Academic Heads/Chairs</i>	<i>By designation</i>
<i>Standing Committee Chairpersons</i>	<i>By designation</i>
<i>Associate Dean for Academic Affairs</i>	<i>By designation</i>
<i>Director of Financial Affairs</i>	<i>By designation, ex officio</i>
<i>Assistant Dean of Operations</i>	<i>By designation, ex officio</i>
<i>Assistant Dean for Diversity &amp; Inclusion</i>	<i>By designation, ex officio</i>
<i>Assistant Dean for Graduate Medical Education</i>	<i>By designation, ex officio</i>
<i>Affiliated Hospitals</i>	<i>By designation, ex officio</i>
<i>1 Representative from each facility</i>	
<i>Student Representation</i>	<i>By designation, ex officio</i>
<i>President, Student Council</i>	
<i>or his/her designee</i>	
<i>Director, Family Medicine Residency</i>	<i>By designation of Department Head</i>
<i>8 Members At-Large</i>	<i>By annual election of the faculty</i>

The Regional Dean shall serve as Chairperson. Guests may be invited by the Regional Dean as deemed necessary for the proper conduct of business. The Regional Dean shall appoint the Associate Dean for Academic Affairs to preside in his absence. There will be no alternates or designated faculty replacements. Student and resident members will be excused when appointments or promotions are discussed or voted upon or at other times at the discretion of the Chair.

2. The Rockford Executive Committee shall be constituted in its membership annually for one-year terms by and from the Faculty through an annual e-mail ballot prior to the regular Faculty meeting.
  - a. Election of Members-At-Large:
    1. All voting Faculty (as defined in Article III B) at the rank of Clinical Instructor and above regardless of modifier are eligible to serve and must sign a willingness-to-serve form for their names to be placed on the Rockford Executive Committee ballot.
3. The Rockford Executive Committee shall assist and advise the Regional Dean in the conduct of business at the University of Illinois College of Medicine Rockford. It shall advise the Regional Dean on the formulation and execution of the University of Illinois College of Medicine Rockford policies, and, unless otherwise provided by the Faculty of the College, on promotions, dismissals, and tenure recommendations, and shall transact such business as may be delegated to it by the Faculty. The Rockford Executive Committee shall have the responsibility to act on academic issues which transcend the responsibility of department or curricular segments. The Regional Dean shall consult with the Executive Committee on the selection and appointment of Department Heads/Chairs.
4. While the Rockford Executive Committee is in session to review the appointment and/or the performance of the Regional Dean, the Regional Dean shall not participate and the committee



shall be chaired by a Chairperson Pro tem selected by the Rockford Executive Committee.

**B. UICOM College Executive Committee:**

1. The Rockford representatives to the UICOM College Executive Committee shall be elected annually for one-year terms. Five regular members and five alternate members shall be elected.
  - a. All voting Faculty (as defined in Article III B) at rank of Assistant Professor or above regardless of modifier are eligible to serve and must sign a willingness-to-serve form for their names to be placed on the College Executive Committee ballot.

**C. College Wide Standing Committees**

Accept where otherwise indicated, members of College Wide Standing Committee members from Rockford will be appointed by the Regional Dean, with input from the Associate Dean of Academic Affairs.

Admissions Committee

2 members from Rockford

Instruction & Appraisal

5 members from Rockford

Student Promotions

5 members from Rockford (Chair of Rockford Committee is appointed automatically)

Research

5 members from Rockford

Student Awards & Scholarships

3 members from Rockford

Continuing Medical Education

3 members from Rockford

Faculty Awards

1 member from Rockford

FAPT

3 regular members, at least 1 alternate (must be tenured Professors) from Rockford

CAAP

1 member from Rockford (must be full Professor)

College Committee on Committees

3 members from Rockford

**D. Standing Committees:**

1. *The Standing Committees shall be:*
  - a. Committee on Instruction and Appraisal
  - b. Committee on Student Affairs: Promotions, Awards and Scholarships
  - c. Committee on Faculty Appointments, Promotions and Tenure
  - d. Committee on Research
2. *Nominations:* Committee membership will be defined as follows per these Bylaws as outlined below. Department Heads/Chairs will nominate replacement members when vacancies occur for

members representing their department. Nominations for memberships of students shall be made by a mechanism determined by the University of Illinois College of Medicine Rockford Student Council.

3. *Membership and Functions of Committees:* In the interest of continuity, the Chair and/or members of the University of Illinois College of Medicine Rockford Standing Committees shall represent the Faculty on all College Standing Committees, subject to election by the College Faculty.

4. *Terms of Office:* Three-year terms of office will be assigned to members of Standing Committees.

5. The chairs of all standing committees shall be appointed by the Regional Dean unless otherwise specified.

6. A quorum at these meetings will be defined by Roberts Rules of Orders.

7. An electronic vote may occur at the discretion of the Chair.

8. Members may participate in meetings via telephone or other video conferencing methods.

**E. Standing Committee Charges:**

1. *Committee on Instruction and Appraisal:*

a. The Committee on Instruction and Appraisal shall consist of the following:

*Academic Departmental Representatives:* 1 member per Academic Department nominated by Head/Chair of each respective department.

*Phase 1/M2 Curriculum Subcommittee:* The Chairperson or his/her designee

*Phase 2/3-M3/M4 Curriculum Subcommittee:* The Chairperson or his/her designee

*James Scholar Committee:* The Chairperson or his/her designee

*RMED Representative:* Director of RMED or designee, *ex officio*

*Associate Dean for Academic Affairs:* *ex officio*

*Academic Assistant Deans:* By designation, *ex officio*

*Student Representatives:* By designation of each class for one-year term, entitled to one total vote per class

The Chair shall be a member of the College Committee on Instruction and Appraisal.

b. The Committee on Instruction and Appraisal shall:

1. Work with College Committee on Instruction and Appraisal to set minimum standards.

2. Regularly review and report to the Rockford Executive Committee the Instructional and Appraisal Policies of the University of Illinois College of Medicine Rockford undergraduate medical education.

3. Establish subcommittees to oversee and review various curricular segments, their implementation and appraisal (i.e. Phase I, Phase 2/3, James Scholar, RMED, etc.).

4. Review and recommend changes in the Rockford medical education program mission.

5. Approve general curricular objectives and curricular policy and procedures. Ensure that policies and procedures are consistent with College and University policy and procedures and with Liaison Committee on Medical Education standards. Ensure that medical education program components are conducted in a manner consistent with these goals, policies and procedures.
6. Ensure a contemporary, coherent curriculum that reflects the educational mission of the College of Medicine, including approving new courses and major medical education innovations.
7. Oversee and review courses, clerkships and components and approve these curricular components.
8. Oversee evaluation efforts designed to determine success in achieving the medical education program mission.
9. Make medical education program changes that transcend the boundaries of any one curricular component.
10. Keep abreast of new developments in medical education programs locally, nationally and internationally and recommend changes in local medical education program initiatives as needed.
11. Maintain a liaison with the College Committee on Instruction and Appraisal, similar committees at other Program sites, and with Rockford Student Affairs, Promotions, Awards, and Scholarships Committee.
12. Develop and monitor unique curricular endeavors and/or emphases particularly appropriate to Rockford.

2. *The Committee on Student Affairs, Promotions, Awards and Scholarships:*

- a. The Committee on Student Affairs, Promotions, Awards and Scholarships shall consist of the following:

*Academic Departmental Representatives:* 1 member per Academic Department nominated by Head/Chair of each respective department.

*Student Representatives:* By designation of each class for one-year term, entitled to one total vote per class

*Office of Student Affairs:* By designation, ex officio

*Office of Medical Education/Evaluation:* By designation, ex officio

The Chair shall be a member of the College Committee on Student Promotions.

- b. The Committee on Student Affairs, Promotions, Awards and Scholarships shall:
  1. Review and make recommendations to the College Committee on Student Promotions on policies regarding student progress, dismissal, or graduation.
  2. Provide a hearing for any student wishing to present evidence in support of an appeal of an adverse academic action recommended by a Curriculum Segment.
  3. Recognize and make known to the Regional Dean, the Executive Committee, the Faculty, and the student body those students who have achieved outstanding

records and make specific recommendations regarding academic honors.

4. Make specific recommendations to the College Committee on Student Promotions concerning the promotion, dismissal, reinstatement, and graduation of students.

5. Provide direction for any student award which is presented under the name of the University of Illinois College of Medicine Rockford.

6. A subcommittee shall be formed from amongst committee members to review nominations for student scholarships and awards.

3. *Committee on Faculty Appointments, Promotions and Tenure:*

a. The Committee on Faculty Appointments, Promotions and Tenures shall consist of 9 members at the rank of Associate Professor or above and are appointed by the chairperson in consultation with the Regional Dean.

The Chairperson must be at the Professorial rank.

b. The Committee on Faculty Appointments, Promotions and Tenure shall:

1. Review and report to the Executive Committee of the University of Illinois College of Medicine Rockford for appointment to or promotion within academic ranks.

2. Review and approve recommendations for promotion that are forwarded to the Regional Dean and the College FAPT Committee.

4. *Committee on Research:*

a. The Committee on Research shall consist of the following:

*8 members:* Appointed by the chairperson in consultation with the Regional Dean.

*Institutional Review Board:* 1 member-Chairperson

*Biologic Resource Committee:* Committee Chair or designee

*Office of Research* Assistant Dean of Research, ex officio

*Student Representation* By designation of each class for one-year term, entitled to one total vote per class

*Resident Representation* Residency Director or designee

b. The Committee on Research shall:

1. Review all research projects submitted for internal funding for scientific merit and ethical considerations.

2. Provide a review process for research projects when requested by a Principal Investigator, Department Head/Chair or Regional Dean.

3. Promote research at the University of Illinois College of Medicine Rockford and work with Faculty to develop competitive research proposals.

4. Develop research funding resources for the University of Illinois College of

Medicine Rockford.

5. Oversee Research Day

#### VI. AMENDMENT AND REVISION OF BYLAWS

##### A. Amendment:

1. Amendment of or addition to these Bylaws may be made in a manner consistent with the College of Medicine Bylaws.
2. Proposal for amendments of or addition to these Bylaws may be made by any voting members.

##### B. Revision:

1. At least every five years, the Regional Dean shall appoint a committee and designate its Chairperson to examine the Bylaws and propose such revisions as seem desirable.

#### VII. DEPARTMENTAL ORGANIZATION

- ##### A.
- Each member of the Faculty must have a primary department (can also have secondary department(s)).

When a Faculty member is requested to participate in a teaching program, the request will be directed to the Faculty member's primary department. The Chairperson or Head of each Faculty member's primary department, in cooperation with appropriate Curriculum Coordinating Committee, is responsible for determining the Faculty member's role in the College teaching program. Salary will generally be paid by the primary department, and the Faculty member will have voting rights only in the primary department.

- ##### B.
- Summary of Departmental Authority and Responsibilities:

1. A department may be organized either with a Chairperson or a Head. Each department shall determine the form of governance of its preference.
2. All Faculty members must have a departmental appointment.
3. Appointment and promotion of all Faculty members in the department are ordinarily initiated by the Chairperson or Head.
4. Assignment of duties for Faculty members is made by the department Chairperson or Head.
5. The department is a body consistent with existing College, and University educational and administrative policies.
6. Preparation and management of the departmental budget is to be consistent with and meet the needs of the curricular divisions as well as other programs of the

department (i.e. research, public service, postgraduate education, etc.).

7. The authority and responsibility of departments originates and is described in the University Statutes. (University of Illinois Statutes, Article IV.)
8. Department Head/Chair may designate a member of the Department to represent the Department at any committee meeting, in his/her absence.