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BYLAWS



**University of Illinois
College of Medicine
at Urbana-Champaign**



**Adopted by the Faculty
on February 2, 1983**

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TABLE OF CONTENTS

	Page
<u>Article I - Designation and Title of Program</u>	1
<u>Article II - The Faculty</u>	1
Section 1. Faculty Meetings.....	1
<u>Article III - Standing Committees</u>	1
Section 1. General Considerations	1
Section 2. List of Elected Standing Committees.....	2
<u>Article IV - The Executive Committee</u>	2
Section 1. Composition	2
Section 2. Term of Office	2
Section 3. Functions and Responsibilities	2
Section 4. Executive Committee Meetings	3
<u>Article V - The Committee on Committees</u>	3
Section 1. Composition	3
Section 2. Functions and Responsibilities	3
<u>Article VI - The Curriculum Management Committee</u>	3
Section 1. Composition	3
Section 2. Functions and Responsibilities	3
<u>Article VII - The Student Progress and Promotions Committee</u>	4
Section 1. Composition	4
Section 2. Functions and Responsibilities	4
<u>Article VIII - The Committee on Appointments, Reappointments, and Promotions</u>	4
Section 1. Composition	4
Section 2. Functions and Responsibilities	5
<u>Article IX - Faculty Appeals and Grievances Committee</u>	5
Section 1. Composition	5
Section 2. Functions and Responsibilities	5
Section 3. Procedure	5
<u>Article X - Graduate Medical Education Committee</u>	6
Section 1. Composition	6
Section 2. Elections and Terms of Office	6
Section 3. Functions and Responsibilities	6
Section 4. Meetings	6
<u>Article XI- Continuing Medical Education Committee</u>	7
Section 1. Composition	7
Section 2. Elections and Terms of Office	7
Section 3. Functions and Responsibilities	7
Section 4. Meetings	7
<u>Article XII - Other Committees and Task Forces</u>	7
<u>Article XIII - Amendment</u>	7
<u>Article XIV- Adoption</u>	7

ARTICLE I.
DESIGNATION AND TITLE OF PROGRAM

The University of Illinois College of Medicine at Urbana-Champaign (UICOM-UC) is a component of the University of Illinois College of Medicine (UICOM) and functions as though it were a school within a college as described in the Statutes of the University and as specified in the "Revised College of Medicine Reorganization Plan" adopted by the Board of Trustees of the University in February 1982 and in the "Operational Procedures for the Implementation of Medical Education at the Urbana-Champaign Campus" approved in June 1982 by the President of the University. For purposes of these bylaws and for day-to-day operation of its programs, UICOM-UC will be referred to as "the school."

The University of Illinois College of Medicine at Urbana-Champaign endorses the overall mission and vision of the UIC College of Medicine.

ARTICLE II.
THE FACULTY

Section 1 Faculty Meetings

- a. There shall be at least one regularly scheduled faculty meeting per academic year. The Regional Dean shall chair the faculty meeting. For all meetings, at least two weeks advanced notice, accompanied by an agenda, will be given. The Office of the Dean shall be responsible for recording and distributing the minutes of faculty meetings.
- b. Special meetings may be called by the Regional Dean, the Executive Committee, or by petition of not fewer than ten faculty members. At any special meeting, only such business may be transacted as has been specified in the notification for the meeting.
- c. Passage of any measure (with the exception of amendments to or revisions of these bylaws) will require a simple majority of those voting.

ARTICLE III.
STANDING COMMITTEES

Section 1. Standing Committees - General Considerations

- a. The members of the standing committees, with the exception of student representatives will be elected annually by the faculty and shall serve one-year terms unless otherwise noted in these bylaws. The term for committee service shall begin with the commencement of the UICOM-UC academic year. Wherever the phrase, "primary and significant teaching responsibilities," occurs in these bylaws, it should be interpreted as including direct teaching or educational administrative responsibilities.
- b. Vacancies on standing committees will be filled as indicated in Article V.2.a. A member whose committee term has expired shall serve, if possible, until a replacement is elected.
- c. Standing committees will meet regularly and report their actions and recommendations to the Executive Committee and to the faculty at their regular meetings.
- d. Standing committees may create subcommittees with membership from the general voting faculty.
- e. Except where a lesser number is otherwise specifically provided, there will be a minimum of five members on each standing committee. In addition, there will be student members on standing committees as specified in these bylaws. The student members, who must be in good academic standing and who must be making normal progress as determined by the Student Progress and Promotions Committee, shall be elected by the Urbana Medical Student Government.
- f. A quorum, unless otherwise specified in these bylaws, at any meeting of a standing committee, for which written notice has been provided at least two weeks in advance, shall consist of three voting members at the scheduled time of the meeting.
- g. The Office of the Regional Dean shall maintain the records of committee reports and recommendations.
- h. The Regional Dean is an *ex officio* member without vote of all standing committees and subcommittees except for the Executive Committee and the Graduate and Continuing Medical Education Committees, of which he/she is a full voting member. The Regional Dean may designate associate and assistant deans as *ex officio* members without vote on standing committees and subcommittees.
- i. Unless specified to the contrary, members of committees, if reelected, may serve consecutive terms.

- j. A standing committee may, after consultation with the member concerned, recommend to the Regional Dean the replacement of that member if the record demonstrates a consistent lack of attendance at meetings of the Committee. Replacement will occur through the same procedure as used when a vacancy occurs.

Section 2. The Following Standing Committees Shall Be Elected:

- a. The Executive Committee
- b. The Curriculum Management Committee
- c. The Student Progress and Promotions Committee
- d. The Committee on Appointments, Reappointments, and Promotions
- e. The Faculty Appeals and Grievances Committee
- f. The Graduate Medical Education Committees
- g. The Continuing Medical Education Committee

**ARTICLE IV.
THE EXECUTIVE COMMITTEE**

Section 1. Composition: The Executive Committee of the school shall consist of the following members:

- a. The Regional Dean of UICOM-UC, who shall chair the Committee.
- b. Elected members (must not be in Visiting status and one must be a full Professor) including:
 - (1) Two faculty with primary and significant teaching responsibilities in the M-1 or M-2 year, until such time that all students have progressed to the final two years of the program. Upon the conclusion of the M-1 and M-2 curriculum, the committee composition will consist solely of those faculty defined in Section 1.b.2.
 - (2) Four faculty who teach in the clinical program.
- c. There shall be one student observer. The student observer shall have the privilege of the floor but may not vote. During discussions of faculty appointments/promotions and during consideration of the appointment or reappointment of the Regional Dean, the student observer shall be excluded from the meeting.
- d. Chairpersons of standing committees and specified subcommittees will have floor privileges at meetings of the Executive Committee where matters concerning the Committee's recommendations are under discussion.

Section 2. Term of Office

- a. The term of elected office shall be for one year. A faculty member may serve consecutive terms.

Section 3. Functions and Responsibilities of the Executive Committee

- a. To advise the Regional Dean in the implementation of school policies as established by the faculty and in the conduct of school business, including curricular and budgetary matters, student progress and promotions matters, space allocation, and all appointments, reappointments, and promotions of the faculty and academic staff of the school except where the responsibility for recommendations on appointments, reappointments, and promotions has been delegated by the Executive Committee to a joint review committee for jointly appointed faculty; in such cases, the recommendation of the joint review committee will be reported to the Executive Committee for information only.
- b. To receive reports and act on specific recommendations from standing committees and to serve on behalf of the faculty in advising the Regional Dean in the implementation of recommendations essential for the daily conduct of school business.
- c. To make recommendations to the faculty on matters of policy.
- d. To act *ad interim* in the name of the faculty in an emergency situation: each such situation and action shall be reported to the faculty at the next regular meeting.
- e. To perform such other functions as may be delegated to it by the faculty.

- f. while the Executive Committee is in session to prepare its advice on the appointment of the Dean or to review the Dean's performance, the Dean shall not be a member and the Committee shall be chaired by the elected member with the longest tenure in the College, or by a member who is selected by the Committee.

Section 4. Executive Committee Meetings

- a. Meetings shall be scheduled regularly by the Regional Dean. A minimum of four meetings shall be held in each one-year period commencing with the beginning of the academic year.
- b. At Executive Committee meetings, a quorum shall consist of one more than half the voting members.

ARTICLE V. THE COMMITTEE ON COMMITTEES

Section 1. Composition: The Committee shall consist of five voting members of the faculty and shall be nominated annually by the Regional Dean. The Regional Dean of UICOM-UC shall be an *ex officio* member without vote.

Section 2. Functions and Responsibilities

The Committee charge:

- a. For those standing committees for which members are to be elected, the Committee on Committees shall seek recommendations from all constituencies as appropriate for nominations to school and college committees then submit nominations to the faculty for election at a regular faculty meeting. Additional nominations to membership on school and college committees may be made from the floor at such a faculty meeting. If no additional nominations are made, the slate may be approved by motion. If additional nominations are offered, members of the faculty will cast a ballot for the number of positions open for election. The election will be by plurality with the individuals with the greatest number of votes being elected in order of their total number of votes. The committee will also fill interim vacancies on all school and college committees specified in these bylaws.

ARTICLE VI. THE CURRICULUM MANAGEMENT COMMITTEE

Section 1. Composition: The Curriculum Management Committee shall consist of the following members:

- a. Two faculty members with primary and significant teaching responsibilities in the basic sciences program of the Urbana Track, until such time that all students have progressed to the final two years of the program. Upon the conclusion of the M-1 and M-2 curriculum, the committee composition will consist solely of those faculty defined in Section 1.b.
- b. No less than four faculty members at the rank of assistant professor or above with primary and significant teaching responsibilities in the clinical program. The clinical program is defined as those courses not listed in the basic sciences program.
- c. There shall be three student members through July 2019 and two student members thereafter; one member of the M-1 class through July 2019, one member from the M-2, M-3, or M-4 class, and one student in the Medical Scholars Program who has had both clerkship and graduate experience. The student member vote per individual will be based on the number of students present at any given meeting. Each student will have one-third vote when all three members are present, one-half vote when two students are present and one whole vote if only one student is present.
- d. The Director of the Medical Scholars Program shall be an *ex officio* member with vote.
- e. The Associate Dean for Academic and Clinical Affairs shall be an *ex officio* member without vote.
- f. The Regional Dean of UICOM-UC shall be an *ex officio* member without vote.

Section 2. Functions and Responsibilities

It is understood that primary responsibility for instruction at UICOM-UC resides within the departments or other units formally designated as offering instruction within the Urbana Track. However, in order to assure a coordinated instructional effort and make sure the specific requirements of professional medical education are met, the charge of the Curriculum Management Committee is to:

- a. Ensure the quality, design, development, delivery, and evaluation of the instructional programs of the Urbana Track.
- b. Define, review and make recommendations on the Urbana Track's student appraisal systems for each component of the curriculum.
- c. Work with the Medical Scholars Program Steering Committee to assure mutual compatibility of MSP and medical curriculum goals.
- d. Recommend the overall academic calendar.
- e. Consider the curriculum at Urbana in the context of the College-wide educational goals and graduation competencies through regular reporting to and oversight by the College Committee on Instruction and Appraisal; develop means of communication to meet quality and accreditation requirements.

**ARTICLE VII.
THE STUDENT PROGRESS AND PROMOTIONS COMMITTEE**

Section 1. Composition: The Student Progress and Promotions Committee shall consist of the following members:

- a. No less than five faculty members with significant teaching responsibilities in the educational programs of the Urbana Track, at least three of whom shall be clinical faculty.
- b. There shall be three student members through July 2019 and two student members thereafter: one member of the M-1 class through July 2019, one member of the M-2, M-3, or M-4 class, and one representative of the Medical Scholars Program who has had both clerkship and graduate experience. The student member vote per individual will be based on the number of students present at any given meeting. Each student will have one-third vote when all three members are present, one-half vote when two students are present and one whole vote if only one student is present.
- c. The Regional Dean as well as all associate deans, assistant deans and directors serve as *ex officio* members without vote.

Section 2. Functions and Responsibilities

The Committee shall:

- a. Review evaluations of student progress and grades from departments in UICOM-UC, as well as grades or evaluations received from approved off-campus courses or clerkships or from other units of the school or Urbana-Champaign campus formally designated as offering instruction in the Urbana Track on a regular basis. The evaluations and grades shall be collected and reported to the Committee by the Office of Student Affairs. The Committee shall review the data and report to the Executive Committee regarding progress, promotions, and graduation of students in accordance with the standards established by UICOM-UC and UICOM and will make recommendations to the College Committee on Student Promotions.
- b. Receive and consider all petitions by students for modifications of requirements for progress and promotion.
- c. Make recommendations on the establishment and awarding of school honors, including recommendations for graduation with honors.

**ARTICLE VIII.
THE COMMITTEE ON APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS**

All faculty appointments and promotions will be in accord with University Statutes, the "Operational Procedures for the Implementation of Medical Education at the Urbana-Champaign Campus" (adopted June 1982), and College of Medicine policy.

Faculty and other academic appointments and promotions shall be initiated in a department or analogous organized instructional unit where such exists in the school or in other units of the Urbana-Champaign campus. Otherwise, appointments to the faculty at large will be initiated by the officer of administration or the individual in charge of the work concerned.

Section 1. Composition: The Appointments, Reappointments, and Promotions Committee of the UICOM-UC shall consist of the following members:

- a. Two faculty members with significant teaching responsibilities in the educational program of the Urbana Track, one of which shall hold the rank of professor.

- b. One faculty member at the rank of associate professor or above with primary and significant responsibilities for the clinical program of the Urbana Track.
- c. The Regional Dean serves as an *ex officio* member without vote.
- d. No member of the Committee shall participate in deliberations on his/her reappointment or promotion; no vacancy is thereby created.
- e. No member of the Committee who does not hold a tenured or tenure-track appointment shall vote on initial appointments or promotions to tenured positions.
- f. No member of the Committee shall vote on an appointment or promotion to a rank above that which the Committee member holds.

Section 2. Functions and Responsibilities

The Committee shall:

- a. Review and make recommendations to the UICOM-UC Executive Committee and/or the Regional Dean of UICOM-UC concerning criteria, policy, procedures, and guidelines on faculty appointments, promotion, and tenure.
- b. Make recommendations to the UICOM-UC Executive Committee on the appointment, promotion, and tenure of all UICOM-UC faculty referred to the Committee by:
 - (1) Heads of UICOM-UC departments, in instances when the departments do not have an appropriate internal appointment and promotion committee;
 - (2) The Regional Dean of UICOM-UC;
 - (3) The Executive Committee of UICOM-UC.
- c. The standard pathway for appointments, promotion, and tenure, either in the absence of those exceptions noted in (b) above or in the case where a joint review committee has been appointed to make recommendations on jointly appointed faculty, will be from the departmental committee to the department head to the Regional Dean of UICOM-UC and, thus, to the Executive Committee of UICOM-UC.

**ARTICLE IX.
FACULTY APPEALS AND GRIEVANCES COMMITTEE**

Section 1. Composition

- a. The Committee shall consist of five members of the faculty, at least three of whom have significant teaching responsibilities in the educational program of the Urbana Track, at least one of whom holds a rank junior to associate professor.
- b. No individual who has an appointment, either full- or part-time, as Regional Dean, associate dean, or assistant dean may serve on the Committee. The Committee may not include more than one member who is either a chair or head of a University department. The chair or head of a UICOM-UC department may not participate in hearing the grievance of a member of his/her department. Interim vacancies thus created will be filled as indicated in Article V.2.a.

Section 2. Functions and Responsibilities

The Committee shall:

- a. Consider appeals of personnel decisions related to salary, reappointments, promotions, and/or tenure.
- b. Consider grievances related to the academic freedom of a faculty member.
- c. Consider grievances of any member of the academic staff.
- d. Advise the Regional Dean of its findings.

Section 3. Procedure

- a. All appeals must be submitted in writing by the individual holding the grievance (claimant) within 30 days from the date of notification of the claimant of the adverse decision giving rise to the grievance. Grievances may be received by any member of the Committee.

- b. All grievances must be considered promptly by the Committee, and an initial hearing must be scheduled within 30 days from the receipt of the grievance. The Committee shall ordinarily provide a written report within 75 days after receipt of a grievance and shall submit this report to both the Regional Dean of the school and the claimant.

**ARTICLE X.
GRADUATE MEDICAL EDUCATION COMMITTEE**

Upon the transition of the sponsorship of the residency programs to Carle Foundation Hospital, this committee will be dissolved. Until such time, the committee composition, function and responsibilities, and procedure will be as follows.

Section 1. Composition

- a. The Regional Dean or Designate chairs the Committee as an *ex officio* member with vote.
- b. The Designated Institutional Official (DIO).
- c. A Quality Improvement/Safety Officer.
- d. A minimum of two selected residents/fellows from the sponsored residency programs, to be elected by his/her peers.
- e. The Head of each Department of a sponsored residency program.
- f. The Program Directors of each sponsored and affiliated program.
- g. Three additional voting members elected at large by the faculty.

Section 2. Elections and Term of Office

The at-large members shall be elected to serve three-year terms which shall be staggered, a new member being elected annually.

Section 3. Functions and Responsibilities

The Committee shall:

- a. Have oversight of the ACGME accreditation status of the Sponsoring Institution and its ACGME accredited programs, through an annual Institutional Review and Annual Program Review.
- b. Monitor the general academic quality of each of the sponsored or affiliated training programs to insure that such program is maintained in accordance with the standards and guidelines of the Accreditation Council for Graduate Medical Education (ACGME).
- c. Establish procedures for the periodic review of each specialty training program as required by the ACGME. These reviews shall include an analysis of the goals and objectives of each program, the plans formulated to achieve these goals, and the effectiveness of each program in achieving its stated goals.
- d. Receive reports from and confirm or modify recommendations from any sponsored programs governing committee regarding resources, program content, and curriculum.
- e. Assist each program director in the following functions:
 - (1) Definition and implementation of the goals and objectives of his or her particular specialty training program, which goals shall be at a minimum those defined by the specialty residency review committee of the ACGME.
 - (2) Establishment of standards for the selection, supervision, evaluation, advancement and dismissal of residents participating in sponsored programs.
- f. Review proposals for new residency programs and advise those department heads and/or program directors who are actively planning or expecting external accreditation for residency programs.

Section 4. Meetings

The Graduate Medical Education Committee shall meet as necessary, but no less than quarterly.

**ARTICLE XI.
CONTINUING MEDICAL EDUCATION COMMITTEE**

Section 1. Composition

- a. The Regional Dean or his/her designate chairs the Committee as an *ex officio* member with vote.
- b. There shall be four voting members elected at large by the faculty.
- c. A resident shall serve as a voting member of the Committee, until such time that the sponsorship of the residency programs has been transferred to Carle Foundation Hospital.

Section 2. Elections and Term of Office

The at-large members shall be elected to serve one-year terms.

Section 3. Functions and Responsibilities

- a. Evaluate campus Continuing Medical Education (CME) proposals. Follow the guidelines of the College CME Committee to assure that CME approval is ACCME compliant and meets college requirements.
- b. Enhance skills and knowledge of practicing physicians through facilitating the delivery of high quality CME.
- c. Educate faculty and staff regarding CME application process and ACCME compliance.
- d. Assure campus compliance with ACCME Essentials and Standards.

Section 4. Meetings

The Continuing Medical Education Committee shall meet as necessary, but no less than quarterly.

**ARTICLE XII.
OTHER COMMITTEES AND TASK FORCES**

The Regional Dean may from time to time create and dissolve other committees or task forces with specific responsibilities. These committees will be given specific charges and shall report to the Regional Dean. The chairs of such committees will be selected from the faculty, but members may come from outside the faculty and the University. Department heads will be consulted concerning faculty appointments to these committees or task forces.

**ARTICLE XIII.
AMENDMENT**

Any proposed amendment to or revisions of these bylaws shall have two readings at two successive meetings of the faculty. No more than one of those meetings shall be a special meeting. A vote shall be taken at the second meeting and passage of the amendment(s) or revision(s) shall require a two-thirds majority of those voting. Proposed amendments must be submitted in writing to the Office of the Regional Dean at least three weeks before a meeting. The amendments will be distributed to the faculty at least one week prior to the meeting.

**ARTICLE XIV.
ADOPTION**

The bylaws of the UICOM-UC were first read at a faculty meeting on November 17, 1982, and were voted effective at the next faculty meeting on February 2, 1983.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on November 19, 1985, and were voted effective at a special meeting called for that purpose on December 17, 1985.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on December 8, 1987, and were voted effective at the next faculty meeting on May 17, 1988.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on December 20, 1988, and were voted effective at a special meeting called for that purpose on February 21, 1989.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 2, 1996, and at the next faculty meeting on December 3, 1996.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 8, 1997, and were voted effective at the next faculty meeting on December 9, 1997.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 2, 2002, and were voted effective at the next faculty meeting on May 13, 2002.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 29, 2003, and were voted effective at a special meeting called for that purpose on May 20, 2003.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on November 30, 2004, and were voted effective at the next faculty meeting on April 26, 2005.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 21, 2009, and were voted effective at the next faculty meeting on November 17, 2009.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 20, 2010, and were voted effective at the next faculty meeting on November 16, 2010.

Revision to the bylaws of UICOM-UC were first read at a faculty meeting on November 16, 2010, and were voted effective at the next faculty meeting on May 2, 2011.

Revision to the bylaws of UICOM-UC were first read at a faculty meeting on November 30, 2011, and were voted effective at the next faculty meeting on April 25, 2012.

Revision to the bylaws of UICOM-UC were first read at a faculty meeting on May 8, 2013, and were voted effective at the next faculty meeting on November 20, 2013.

Revision to the bylaws of UICOM-UC were first read at a faculty meeting on November 19, 2014, and were voted effective at the next faculty meeting on May 7, 2015.

Revision to the bylaws of UICOM-UC were first read at a faculty meeting on May 20, 2016, and were voted effective at the next faculty meeting on December 1, 2016.

Revision to the bylaws of UICOM-UC were first read at a faculty meeting on August 28, 2017, and were voted effective at the next faculty meeting on September 27, 2017.

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.

UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE



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