

BYLAWS  
OF THE  
FACULTY OF  
THE  
UNIVERSITY OF ILLINOIS

COLLEGE OF MEDICINE  
Proposed Amendments August 11, 2022

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## PREAMBLE

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

### I. NAME

The name of this assembly shall be the Faculty of the University of Illinois College of Medicine comprising ~~four~~ three campuses Chicago, Peoria, and Rockford, ~~and~~ Urbana.

### 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:

1. To establish rules for the conduct of its business.
2. To establish policies for the governance of the College in its internal administration.
3. To elect the Secretary of the Faculty.
4. To determine the composition of committees, except as hereinafter specified, for the conduct of Faculty business and assign functions and responsibilities to them.
5. To assign functions and responsibilities to the Executive Committee of the College.
6. To grant the Faculty of the College of Medicine 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.
7. To establish the academic policy of the College, exercising jurisdiction in all educational matters falling within the scope of its Programs, including the determination of its curricula, and making recommendations on matters of educational policy relevant to the College but which fall under the jurisdiction of other bodies.

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. The Faculty consists of the President of the University, the Chancellor and the Vice Chancellor for Academic Affairs of the University of Illinois at Chicago, the Vice Chancellor for Health Affairs, the Dean of the College of Medicine, the Regional Deans, and all those in the College with academic rank or title who are tenured or are receiving probationary credit, and such other officers of the University as the Chancellor may assign thereto. The Faculty also includes members of the academic staff of the College with the rank or title of professor, associate professor, assistant professor or instructor, including clinical, research or adjunct titles, who are neither tenured nor receiving probationary credit toward tenure. The Dean of the College, on the advice of the College Executive Committee and in consultation with the Chancellor, may add to the Faculty a representative of any other department or group as may be entitled to representation by virtue of participation in a program of instruction in the College.
- B. All members of the Faculty as defined in paragraph A shall be entitled to participate in meetings of the Faculty by voice and by vote.
- C. Visiting Faculty and Emeritus Faculty of the College shall be accorded voice but not vote.
- D. Undergraduate medical student representatives on standing committees shall have voice but not vote at all general Faculty meetings.
- E. 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.
- F. Electronic (email) voting is acceptable unless otherwise specified in these bylaws.

#### IV. OFFICERS

##### A. The Dean

1. The Dean is Chief Executive Officer of the College, is responsible to the Chancellor, through the Vice Chancellors for Health Affairs and Academic Affairs, for its administration, and is the agent of the Faculty for the execution of College policy.
2. The 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 College 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 teaching staff. In these matters, the Dean shall consult with appropriate department heads or chairs or regional deans and shall review recommendations received from appropriate governance bodies within all Programs, departments, or other units involved.
  - f. Prepare the budget of the College in consultation with the Executive Committee.
  - g. Perform such other duties as described in the Statutes.
3. The performance of the Dean shall be evaluated at least every five years in a manner to be determined by the College Faculty, subject to approval of the Chancellor.

##### B. Secretary

1. The Secretary of the Faculty shall be nominated annually by the Executive Committee from among the Faculty and may serve successive terms. In the call for the regular meeting in each academic year, the name of the candidate shall be announced and additional nominations may be received from the floor. The Secretary shall serve until a successor is elected and qualified.
2. Duties of the Secretary shall be to:
  - a. Distribute to members of the Faculty and such other persons as the Dean or Executive Committee may direct all notices, calls, agenda, and minutes of Faculty meetings.
  - b. Record and preserve minutes of all meetings of the Faculty, the votes taken therein, special reports, and all other official actions.
  - c. Preserve on file all documents and papers that belong to the Faculty or which are made part of the proceedings.
  - d. Insure that the Faculty is notified of all appropriate business that should be brought before it.
  - e. In all elections requiring a mail ballot the Secretary shall be responsible for conducting the balloting and reporting the results to the Faculty.
  - f. In the execution of assigned duties, the Secretary shall utilize requisite secretarial and staff support of the Office of the Dean.

##### C. Parliamentarian

1. The Dean shall appoint annually the Parliamentarian for the Faculty.
2. The Parliamentarian shall advise the Dean and the Faculty on questions of parliamentary procedure.

D. Special Officers

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

V. MEETINGS

A. Regular Meetings

1. Presiding Officer

The Dean of the College of Medicine shall be the presiding officer. In the Dean's absence, the Vice-Chairperson of the Executive Committee 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 Dean and announced at the beginning of each academic year.

3. Call and Notice

Regular meetings of the Faculty shall be called by the Dean, with written notice of the meeting (email notice is acceptable format) to all faculty at least 45 days prior to the meeting

4. Agenda; Order of Business

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

(1) By the 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 Dean at least thirty calendar days before the scheduled date of the meeting. The Dean, in consultation with the Secretary of the Faculty, 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 (see section 6).

b. The order of business for a regular meeting shall be determined by the Dean in consultation with the Secretary of the Faculty.

5. Quorum

At regular meetings of the Faculty the quorum shall consist of those 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 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. Electronic (email) voting is acceptable unless otherwise specified in these bylaws.
- b. Resolutions shall be passed and uncontested elections determined by a vote of those present and voting, except as may be hereinafter provided.
- c. Voting shall be by voice 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. Electronic (email) voting is acceptable unless otherwise specified in these bylaws.
- d. Elections in which a contest exists shall be voted by paper ballot.
- e. A motion to employ a paper ballot in voting on a resolution is non-debatable and shall require a majority vote for approval.
- f. On a specific question the house may elect by a majority vote to conduct a mail ballot.

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 determined by the 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 Roberts' Rules of Order, Newly Revised shall govern meetings of the Faculty in all cases in which they are 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 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 50 or more members of the Faculty entitled to vote, the Dean shall call a special meeting of the Faculty. Such meeting shall be held within twenty 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 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 100 members entitled to vote must be present for final action to be taken on a main motion. Members may be considered "Present" by participating through distant telephone or video connection and voting may occur by email ballot.

### 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. Executive Committee

1. The Executive Committee shall consist of twenty-~~four~~two elected regular members (twelve from Chicago, five each from Peoria and Rockford, ~~and two from Urbana-Champaign~~); the Dean, who shall serve as chairperson; and the three Regional Deans, serving ex-officio, without vote. There shall also be twenty-~~four~~two elected alternate members (twelve from Chicago, five each from Peoria and Rockford, ~~and two from Urbana-Champaign~~) who may serve in the absence of regular members. Guests may be invited by the Dean as deemed necessary for the proper conduct of business. A Vice-Chairperson, to preside in the Dean's absence, shall be appointed by the Dean from among the Executive Committee members. The University Medical Student Council may appoint one student observer to sit with the Executive Committee. The student observer shall have the privilege of the floor, but may not vote. During discussions of faculty appointments/promotions and during consideration of appointment or reappointment of the Dean, the student observer shall be excused from the meeting.
2. The Executive Committee shall be elected annually for one-year terms by and from the Faculty of the College at the regular Faculty meeting.
3. The Executive Committee shall assist and advise the Dean in the conduct of College business. It shall advise the Dean on the formulation and execution of College policies and on budgetary issues of the College, and shall transact such business as may be delegated to it by the Faculty. The Executive Committee shall have the responsibility to act on academic issues, which transcend the responsibility of individual campuses, with special reference to student admission, appraisal, and promotion; faculty appointment and promotion; educational policy; and research policy. The responsibility to act on local issues is reserved to the individual campuses, to the extent such actions do not conflict with the "Faculty Bylaws" and subject to approval of the Dean or delegation of authority for approval to the Regional Dean. The Dean shall consult with the Executive Committee on the selection and appointment of Regional Deans.
4. 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 Vice-Chairperson or, in that person's absence, by the elected member with the longest tenure in the College.

### B. Standing Committees

1. The standing committees shall be:

- a. Committee on Committees
  - b. Committee on Admissions
  - c. Committee on Instruction and Appraisal
  - d. Committee on Student Promotions
  - e. Committee on Faculty Appointments, Promotion and Tenure
  - f. Committee on Clinical and Adjunct Appointments and Promotions
  - g. Committee on Research
  - h. Committee on Student Awards and Scholarships
  - i. Committee on Faculty Awards
  - j. Committee on Continuing Medical Education
  - k. Committee on Emeritus/Emerita Appointments
  - l. Committee on Student Experience
  - m. Committee on Diversity, Equity and Inclusion
2. Nominations

Along with the agenda for the regular Faculty meeting, the Committee on Committees shall provide its list of nominations of Faculty members for each standing committee. These nominations should ordinarily include Faculty familiar with the activity of the Committee for which they are recommended. Additional nominations may be presented by petition signed by eight voting members submitted to the Secretary of the Faculty at least three days prior to the election. Nominations for memberships of students shall be made by a mechanism determined by the University Medical Student Council.

3. Elections
- a. Faculty members of all standing committees except as otherwise specified shall be elected by the Faculty.
  - b. If the number of nominees for Faculty seats on a given committee is exactly equal to the number of persons to be elected, election to such uncontested positions shall be by simple resolution at the meeting where election is to take place.
  - c. If the number of nominees for Faculty seats on a given committee exceeds the number to be elected, election to such contested positions shall be conducted at the meeting by paper ballot.
  - d. The chairs of all standing committees shall be appointed by the Dean unless otherwise specified.

4. Vacancies

Vacancies occurring in the standing committees shall be filled by the Dean on the advice of the Committee on Committees.

5. Membership and Functions of Committees

- a. Committee on Committees

The Committee on Committees shall consist of twelve members in proportion to the Campus representation on the Executive Committee. There shall also be alternate members from each campus who may serve in the absence of a regular member.

Committee members shall be nominated by and elected from among their number by the Faculty in their respective campuses. The Committee on Committees shall:

- (1) Prepare slates of candidates for all elections of members of the Faculty or other eligible persons to standing committees of the College. For those appointments not subject to faculty elections, the Committee shall submit slates of candidates.
- (2) Determine the number of students to serve on appropriate College committees.
- (3) Advise the Dean on appointments of persons to fill temporary vacancies of standing committees. The Committee may be consulted by the Dean on other committee appointments.
- (4) Periodically review the size and composition of all standing committees and recommend needed changes to the Faculty.

b. Committee on Admissions

Nominations of the faculty members of the Committee on Admissions shall be recommended by the Committee on Committees, the number of faculty to be determined by the Committee on Committees in consultation with the Dean and to be equitably representative of the College's campuses. Appropriate ex-officio members from the dean's administration (without vote) and members from among the non-faculty alumni of the College (without vote) may be appointed annually at the discretion of the dean. The dean will also appoint up to six students to be members with vote, equitably representative of the College campuses. Students will be nominated through a process to be determined by the University Medical Student Council, with nominees subject to confirmation of good academic standing by student affairs leadership prior to their appointment. A quorum shall consist of the simple majority of those members of the faculty appointed through the Committee on Committees process, provided also that the number of voting faculty exceeds the number of other voting members (i.e., students) present.

The Committee on Admissions shall be empowered to establish such subcommittees as it deems necessary to carry out the functions listed below. The Committee on Admissions shall:

- (1) Formulate and recommend to the Executive Committee the policies for student admission to the College of Medicine.
- (2) Admit all students to the College of Medicine through processes based upon approved policies, such policies to relate to the establishment of:
  - (a) Criteria and standards for the evaluation of candidates
  - (b) Procedures for application
  - (c) Procedures for the review of applications
  - (d) Procedures for the acceptance of candidates
- (3) Formulate and recommend policy regarding the recruitment of students.
- (4) Maintain records that permit continuing evaluation of policy and process regarding admissions.
- (5) Develop the means of facilitating understanding of College policies and procedures among premedical advisors.

c. Committee on Instruction and Appraisal (CCIA)

The Committee on Instruction and Appraisal shall be the designated executive body responsible for the design, implementation, and evaluation of the MD curriculum of the College of Medicine.

Membership from the faculty at large shall be recommended by the Committee on



Committees and shall be proportional to representation of the various campuses on the Executive Committee. Appropriate ex-officio members (without vote) may be appointed annually at the discretion of the dean. The dean will also appoint up to six students to be members with vote, equitably representative of the College campuses. Students will be nominated through a process to be determined by the University Medical Student Council, with nominees subject to confirmation of good academic standing by student affairs leadership prior to their appointment. A quorum shall consist of the simple majority of those members of the faculty appointed through the Committee on Committees process.

The Committee shall be empowered to create such subcommittees as it deems necessary to carry out the roles detailed below, utilizing the services of members elected and appointed through the above processes and/or additional members selected at the campus level. The Committee on Instruction and Appraisal shall:

- (1) Regularly review and revise the instructional, student assessment, and program evaluation policies of the College for undergraduate medical education. The CCIA will report its actions regularly to the Executive Committee. Major policy decisions, including those that affect graduation requirements or otherwise require further approval at the university level, will be submitted to the Executive Committee for approval.
- (2) Establish minimum competencies expected for all graduates of the College of Medicine and monitor the effectiveness of the curricular and assessment experiences and instruments used to provide and to certify those competencies.
- (3) Evaluate the effectiveness of the College of Medicine curriculum and the assessment instruments used to monitor student progress through that curriculum.
- (4) Ensure that the curriculum offered and assessment methods used are consistent with all requirements for Liaison Committee on Medical Education accreditation.
- (5) Encourage, when appropriate, the development of unique curricular endeavors appropriate to the learning environment at each campus.

d. **Committee on Student Promotions**

The College Committee on Student Promotions (CCSP) reviews student performance and enforces academic and behavioral standards, including reviewing off-campus behavior when relevant. CCSP is responsible for recommendations to the Executive Committee and Executive Dean of the actions related to medical student status, including the following:

- (1) Student Academic Progress
- (2) Promotion
- (3) Graduation
- (4) Dismissal following review of facts and circumstances
- (5) Leaves of absence- (Academic, Personal, Administrative, Financial, Medical, Career Reconsideration)
- (6) Joint-Degree programs
- (7) Extensions to medical education
- (8) Requests for exception to College of Medicine policy

The CCSP is composed of 24 voting members plus selected students as follows:

- (1) Chair and Vice Chair appointed by the Executive Dean of the College of Medicine
- (2) Twenty-two members recommended by the College Committee on Committees. This group should consist of clinical faculty and basic science faculty. Representation from each campus should approximate the ratio of students on that campus relative to the overall student population. Terms for these individuals are three years, as designated by the appointment by the Committee on Committees.
- (3) The Chairs of the local committees (Chicago, Rockford, and Peoria) and the Chair of the Subcommittee on Professionalism will serve as members of the CCSP and are included in those 22 members.

- (4) If the Chair of the local committee or the Subcommittee on Professionalism is unable to attend a meeting, a substitute from that local committee may substitute for the local committee chair.
- (5) A member may only vote once, either on the recommendation at the local committee/subcommittee on professionalism or on an action item at CCSP. The Chair casts a vote in the event of a tie.
- (6) Two student members (primary and alternate) from each campus are recommended by University Medical Student Council (UMSC). Students will be nominated through a process to be determined by the University Medical Student Council. UMSC will present the nominees to the Executive Dean or designee for approval. The Executive Dean will appoint students to be members, equitably representative of the College campuses. The alternate student representative from that campus may attend the monthly meeting if the primary student representative cannot attend. The attending student representative is eligible to vote. Nominees are subject to confirmation of good academic standing and professionalism by the student affairs leadership prior to their appointment. In the event of vacancy of a primary student representative, the alternate representative will assume that position. If the alternate position or both the primary and alternate positions are vacant, the local student council from the student's campus will select a replacement, utilizing the above process. In the event of vacancy of a student representative who transfers to another campus, the local student council from the campus from which the student transferred will select a replacement, utilizing the above process. The transferring student will forfeit their position on the committee.
- (7) Ex-officio members without vote may include the Senior Associate Dean of Students, the campus deans in student affairs and education as well as other appropriate staff, with the approval of the Chair of the CCSP. At the discretion of the Chair, the Vice Chair or a designee may run the meeting.
- (8) Committee faculty vacancies may be filled at the discretion of the Committee Chair for the remainder of that individual's term, pending approval by the Committee on Committees and Executive Dean.
- (9) A quorum shall consist of the simple majority of voting faculty members.

Recusals: At any time during each meeting, members of the CCSP are asked to declare any conflicts of interest with the students who will appear before the CCSP at that meeting.

CCSP will review and take action on recommendations made by the college campus Promotions Committees and Subcommittee on Professionalism, ensuring throughout that the College's Academic Policies and Professional Standards are consistently and equitably applied. Items can be brought before the CCSP as policy dictates including, but not limited to, review of decisions made by college campus promotions committees, by referral from subcommittees – such as the Subcommittee on Professionalism, and direct review when necessary to discharge its duties. Actions taken by the CCSP will take into account student's prior performance and professionalism while a student at the College of Medicine. When reviewing student information, the CCSP may consult with appropriate deans and other college resources. Potential Recommendations include:

- (1) Approval of recommendations by the local committees and subcommittees as presented or modified.
- (2) Student promotion and/or graduation
- (3) Student dismissal
- (4) Exceptions to policy
- (5) Leaves of absence

The College Committee on Student Promotions shall be empowered to create such subcommittees as it deems necessary to carry out the roles detailed above, utilizing the services of members elected and appointed through the above process and/or additional members selected by the Chair.

The CCSP will report its recommendations regularly to the Executive Committee.

A separate "CCSP Policies and Procedures" document specifies detailed standards and processes that CCSP follows. The CCSP Policies and Procedures" document requires approval by the College Executive Committee.

~~Total membership shall be recommended by the Committee on Committees, shall be proportional to representation of the various regional sites on the Executive Committee, and shall include the chairs or their designees of the Promotion/Student Advancement committees at each campus. There shall also be alternate members from each campus who may serve in the absence of a regular member.~~

~~The dean will also appoint up to six students to be members with vote, equitably representative of the College campuses. There shall also be alternate members from each campus who may serve in the absence of a regular member.~~

~~Students will be nominated through a process to be determined by the University Medical Student Council, with nominees subject to confirmation of good academic standing by student affairs leadership prior to their appointment. Appropriate ex-officio members (without vote) may be appointed annually at the discretion of the dean. A quorum shall consist of the simple majority of those members of the faculty appointed through the Committee on Committees process. The Committee on Student Promotions shall:~~

- ~~(1) Review and take action on proposals from the College's campuses regarding student progress, promotion, dismissal or graduation, ensuring throughout that the College's Academic Policies and Professional Standards are consistently and equitably applied.~~
- ~~(2) Provide advice to the CCIA on policies for student progress, dismissal or graduation~~
- ~~(3) Recommend candidates for the MD degree to the Executive Committee, confirming their completion of all degree requirements.~~
- ~~(4) Report dismissals and reinstatements of students to the Executive Committee.~~
- ~~(5) Identify and make known to the dean, the regional deans, the faculty, and the student body of the College those students who have achieved outstanding records and make specific recommendations regarding academic honors.~~

e. Committee on Faculty Appointments, Promotion and Tenure

Total membership shall be recommended by the Committee on Committees and shall be proportional to representation of the various regional sites on the Executive Committee. Members shall be appointed by the Dean from among the tenured full Professor Faculty after consultation with the Committee on Committees. There shall also be alternate members from each campus who may serve in the absence of a regular member. The Committee on Faculty Appointments, Promotion, and Tenure shall:

- (1) Review and make recommendations concerning the College criteria for appointment to or promotion within the academic ranks.
- (2) Review and approve the form by which recommendations for appointment or promotion will be forwarded to the Dean.
- (3) Review and take action on the basis of adherence to the prescribed process, criteria, standards and format on recommendations for appointment and promotion of faculty to associate professor and professor ranks in the Academic (RT), Academic (CT), Research and Clinical Discipline Tracks and for the awarding of tenure. Such actions will be reported to the Dean and the Executive Committee.

f. Committee on Clinical and Adjunct Appointments and Promotions

Total membership shall be recommended by the Committee on Committees and shall be proportional to representation of the various regional sites on the Executive Committee. Members shall be appointed by the Dean from among the full Professor Faculty after consultation with the Committee on Committees. There shall also be alternate members from each campus who may serve in the absence of a regular member. The Committee on Clinical and Adjunct Appointments and Promotions shall:

- (1) Review and make recommendations concerning the College criteria for appointment or promotion within the academic ranks.

- (2) Review and approve the form by which recommendations for appointment or promotion will be forwarded to the Dean.
- (3) Review and take action on the basis of adherence to the prescribed process, criteria, standards, and format on recommendations for appointment and promotion of faculty to associate professor and professor ranks in the Clinical and Adjunct Tracks. Such actions will be reported to the Dean and to the Executive Committee.

g. Committee on Research

Total membership shall be recommended by the Committee on Committees, shall be proportional to representation of the various regional sites on the Executive Committee, and shall include the chairs or their designees of the Research committees at each campus. The chairperson of the Campus Research Board shall serve as a member *ex-officio* without vote. The Committee on Research shall:

- (1) Advise the Dean concerning the administration of general purpose research grants in the College.
- (2) Develop means by which the research interests of the Faculty and student body may be fostered.
- (3) Encourage procurement of institutional general research funds.

h. Committee on Student Awards and Scholarships

Total membership shall be recommended by the Committee on Committees and shall be proportional to representation of the various regional sites on the Executive Committee. The Committee on Student Awards and Scholarships shall:

- (1) Advise the admissions committee and decanal leadership regarding the policies and strategies to be applied in the utilization of the College's scholarship resources.
- (2) Accumulate and disseminate information about student fellowships and awards (excluding academic honors).
- (3) Actively solicit nominations for such awards.
- (4) Identify the students most worthy of receiving those several honors and awards.
- (5) Establish means through which recipients may be recognized by the Faculty, student body, and the community.

i. Committee on Faculty Awards

Total membership shall be recommended by the Committee on Committees and shall be proportional to representation of the various regional sites on the Executive Committee. The purpose of this committee is to ensure that the excellence of our faculty is reflected in successful competition for academic awards. To this end the Committee on Faculty Awards shall:

- (1) Accumulate and disseminate information about internal and external faculty fellowships and awards (excluding those research awards considered by the Committee on Research).
- (2) Actively solicit nominations for such awards, and, where appropriate, make nominations.
- (3) Forward faculty awards recommendations to the Dean.

j. Committee on Continuing Medical Education

Total membership shall be recommended by the Committee on Committees, shall be proportional to representation of the various regional sites on the Executive Committee, and

shall include the Chairs or their designees of the Continuing Education Committees at each campus.

For college-wide issues, the recommendations of these committees will be reported to the College CME committee. The Committee on Continuing Medical Education shall:

- (1) Concern itself with educational programs for physicians beyond the level of undergraduate and graduate medical education.
- (2) Regularly review and ratify accreditation of all Category 1 and 2 CME programs submitted to the College committee by the Program site committees.
- (3) Ensure college compliance with the Essentials and Standards set by the Accreditation Council on Continuing Medical Education.
- (4) Encourage faculty participation in the development of continuing medical education programs.
- (5) Develop and approve college wide continuing medical education policies.

k. Committee on Emeritus/Emerita Appointments

Total membership shall be recommended by the Committee on Committees and shall be proportional to representation of the various regional sites on the Executive.

Members shall be appointed by the Dean from among the Faculty. The Committee on Emeritus/Emerita Appointments shall:

- (1) Review and make recommendations concerning the College criteria for emeritus/emera appointment.
- (2) Review and approve the form by which recommendations for individual emeritus/emera appointments will be forwarded to the Dean.
- (3) Review and take action on the basis of adherence to the prescribed process, standards, and format on recommendations for emeritus/emera appointments. Such actions will be reported to the Dean.

l. Committee on Student Experience

Total membership shall be recommended by the Committee on Committees, shall be proportional to representation of the various regional sites on the Executive Committee. The dean will also appoint one student from each campus to be members with vote, equitably representative of the College campuses, as well as a student to represent College of Medicine graduate programs. There shall also be alternate student members from each campus and graduate programs, who may serve in the absence of a regular member. Students will be nominated through a process to be determined by the University Medical Student Council and the Graduate Education in Medical Sciences (GEMS) Student Association with nominees subject to confirmation of good academic standing by student affairs leadership prior to their appointment. Appropriate ex-officio members (without vote) may be appointed annually at the discretion of the dean. A quorum shall consist of the simple majority of those members of the faculty appointed through the Committee on Committees process.

The Committee shall be empowered to create work groups and task forces as it deems necessary to carry out the roles detailed below, utilizing the services of members elected and appointed through the above processes and/or individuals selected at the campus level.

The Committee on Student Experience shall:

- (1) Evaluate the effectiveness of the College of Medicine student support services and oversee assessment instruments used for monitoring the student experience, including the AAMC surveys (e.g., Y2Q, GQ) and college assessments, including the annual survey (see 2), and surveys conducted by the Graduate School addressing graduate student experience.

- (2) Conduct an annual college survey of students to monitor the student experience with topics to be examined including but not limited to: student support services, advising systems, communication with students, diversity and inclusion, facilities, health and wellness, and access to mental and physical healthcare
- (3) Provide feedback to the college (e.g., executive dean, regional deans, leaders in student affairs and education, and the student body of the College via the University Medical Student Council and the Graduate Education in Medical Sciences (GEMS) Student Association) to promote iterative improvements to the redesign of the student experience, at minimum once per academic year via a written report.
- (4) Ensure that the support services offered and assessment methods used are consistent with all requirements for Liaison Committee on Medical Education accreditation
- (5) Encourage, when appropriate, the development of unique student support endeavors, including academic research in medical education relating to the student experience.

m. Committee on Diversity, Equity and Inclusion

The Committee on Diversity, Equity and Inclusion shall:

- (1) Review and refine the college-wide strategic direction, goals, and ongoing strategic initiatives that will most positively enhance diversity, equity and inclusion for the faculty, staff, student body, and community it serves.
  - a. Work to identify the current issues and design strategies to implement change within the UI COM community, including all stakeholders.
  - b. Forward recommendations to the Dean for approval of new policies and resource requirements.
  - c. Actively participate in formulating ongoing recommendations and policies that support DEI and other anti-racism initiatives.
- (2) Advise the Executive and Regional Deans on issues concerning the learning and working environment focusing in the areas of diversity, equity and inclusion.
- (3) Provide faculty and other stakeholder input directly to the Executive Dean, the Dean's leadership team, Department Heads/Chairs, and Educational/GME Program Directors.
- (4) Facilitate faculty, staff and student participation in the development, maintenance and optimization of DEI initiatives.
- (5) Assist the Deans and other leaders, including Department Heads/Chairs and Educational Directors in promoting recruitment and retention of faculty, staff and students of diverse backgrounds
- (6) Monitor the campus learning and working environment via regular climate surveys, focus group discussions, and other data gathering methods.
- (7) Forward recommendations and reports to the College Executive Committee.

Membership:

The total membership should be recommended by the Committee on Committees. The membership of this committee shall include the Associate and the Assistant Deans of Diversity, Equity and Inclusion at each UI COM campus. The Executive Dean will appoint the chair for this committee.

- Membership includes at least one faculty member from each campus, nominated by the Committee on Committees, in addition to the Deans of Diversity and Inclusion.
- Additional faculty members may be nominated by the Committee on Committees or by petition as outlined in the UI COM Bylaws.
- Nominations for student membership to this committee (2 per campus) shall be made by a mechanism determined by the University Medical Student Council and GEMSSA with nominees subject to confirmation of good academic standing by student affairs leadership prior to their appointment.

- UI COM staff members may serve on this committee by appointment by the committee chair.
- The Associate and the Assistant Deans of Diversity, Equity and Inclusion will each lead a similar campus level committee to capture the unique needs and priorities related to their campus.

C. Meeting Sites

The Executive Committee and Standing Committees are to convene their regular meetings among the campuses of the College on a rotational basis that may be determined by each committee.

## VII. AMENDMENT AND REVISION OF BYLAWS

A. Amendment

1. Amendment of or addition to these Bylaws may be made at any regular meeting of the Faculty by two-thirds vote of the members present and voting, provided that the notice and agenda requirements detailed by Article V, Sections A.4 and A.6 have been met.
2. Proposal for amendments of or addition to these Bylaws may be made by any voting member.

B. Revision

At least every five years the Dean shall appoint a committee to examine the Bylaws and propose such revisions as seem desirable. The Faculty Parliamentarian shall chair the committee.

#### VIII. CAMPUS SPECIFIC SUPPLEMENTARY PROVISIONS TO THE “BYLAWS OF THE FACULTY OF THE UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE”

- A. Supplementary provisions that are unique to a specific campus of the College of Medicine may be proposed by a campus Executive Committee.
- B. Adoption of “Campus Specific Supplementary Provisions” require approval by the College of Medicine Executive Committee and Dean based upon the criterion that such provisions do not conflict with the “Bylaws Of The Faculty Of The University Of Illinois College Of Medicine” or the authority of the Dean.
- C. The following “Campus Specific Supplementary Provisions” are approved by the College of Medicine Executive Committee:
  - 1. The Organization of the Faculty, University of Illinois College of Medicine Addendum for Peoria Campus,” Approved by the UICOM-P Executive Committee, Approved by the UICOM-P Faculty, September 18, 2017
  - 2. “The Organization of the Faculty, University of Illinois College of Medicine Addendum for Rockford Campus,” Approved by the UICOM-R Executive Committee and Faculty, August 29, 2017
  - 3. “Bylaws University of Illinois College of Medicine at Chicago,” Approved by Faculty email ballot, December 6, 2017
  - 4. ~~“Bylaws University of Illinois College of Medicine at Urbana-Champaign, Revised,” Approved September 27, 2017~~

#### IX. COLLEGE OF MEDICINE DEPARTMENTS: FORMATION OF NEW DEPARTMENTS, NAME CHANGE, OR MERGER/REORGANIZATION

- A. Formation of a New Department
  - 1. Request for formation of a new department in the College of Medicine may be recommended by the College of Medicine Executive Committee, Executive Dean or a Regional Dean of the College of Medicine. Authorization to submit the request for a new department requires approval by vote of the College Executive Committee at a “Regular Meeting” or “Special Meeting” as stated in the “Bylaws of the Faculty of the University of Illinois College of Medicine,” and recommendation by the Executive Dean. Before the vote, the College Executive Committee will provide the opportunity for all departments to present views on the proposal.



- B. Change in College of Medicine Department Name or Merger/Reorganization of Departments
1. The procedure for requesting change in a department name or merger/reorganization of departments shall be the same as those specified for formation of a new department with the following additions:
    - a. In addition to the College of Medicine Executive Committee, Executive Dean or a Regional Dean of the College of Medicine, the department or departments affected may request the proposed change.
    - b. The request requires the additional approval of each merged or renamed department through recorded vote of the departmental faculty by secret written ballot in accordance with the bylaws of the College of Medicine.
- C. Definition and Relevant University Policies and Procedures
1. Definition of Department: a unit of the College of Medicine to which academic appointments can be made and to which resources can be allocated.
  2. Formation of a new department, reorganization of existing departments (i.e., termination, separation, transfer, merger, change in status), or department name changes require approval by the University of Illinois Board of Trustees as stated in the University of Illinois Statutes\* and Illinois Board of Higher Education. Prior to submission to the Board of Trustees the proposal must be approved by:
    - College of Medicine
    - UIC Senate
    - UIC Vice Chancellor for Health Affairs
    - University Senates Conference

\*University of Illinois Board of Trustees Statutes (Last amended January 24, 2013), Article VIII. Changes in Academic Organization, <https://www.bot.uillinois.edu/governance/statutes/>