

## **Bylaws of the USA College of Medicine**

### **Article I: Name**

The bodies constituted in this document shall be the Executive Council and the Faculty Assembly of the University of South Alabama College of Medicine, Mobile, Alabama.

### **Article II: Membership**

#### **Section I. The Executive Council**

The Executive Council shall consist of the dean, the senior associate dean, the associate deans, all chairs of academic departments of the College of Medicine, the Director(s) of Research Education and Training, Center Directors in the College, and the Faculty Assembly officers. Each member shall have one vote. Any voting member may send a representative to vote in his/her absence. The assistant deans and senior administrators within the USA Health System shall be ex-officio members of the Council. Unless otherwise entitled, they may not vote or second motion.

#### **Section II. Faculty Assembly**

The Assembly shall consist of all members of the regular faculty of the College of Medicine holding the rank of Professor, Associate Professor, Assistant Professor, Instructor or Lecturer. Each member shall have one vote. Adjunct faculty and faculty from other units in the University who hold joint appointments in the College of Medicine shall not be members of the Assembly. Assembly officers are elected as follows:

- An Assembly secretary will be elected each spring. The newly elected secretary will serve in this position for one year beginning the following September 1st. This individual will sequentially serve as Vice President and President during the subsequent two years. Following the President's term of service, this individual will act as Past President for an additional year.
- Assembly officers must have an associate professor or full professor rank and have been active faculty members for the last 3 years.
- Nominations for all positions will be electronically requested from the faculty by the Assembly secretary. The Assembly will vote on the nominees by secret ballot via a secure server, with results reported electronically to the Assembly as soon as they are available.
- In the event of the resignation of an officer or member at large, nominations will be requested from the faculty prior to the next scheduled meeting. The elected officer will serve for the duration of time remaining in the position of the resignee.

### **Article III: Academic and Administrative Affairs**

It shall be the purpose of the Executive Council and the Assembly to promote excellence in all aspects of medical and graduate education, research, and health service at the University of South Alabama College of Medicine, in support of the mission and vision of the college.

**Mission:** As a diverse community focused on the science and practice of medicine for Alabama, the Central Gulf Coast, and beyond: We educate; We discover; We serve

**Vision:** To excel as a College of Medicine recognized for its education, diversity, outreach, discovery, compassion and service.

### **Section I. The Executive Council**

The Executive Council shall act as the principal policy-making and governing body of the College of Medicine subject to the Rules and Regulations of the Board of Trustees of the University of South Alabama. The members of the Executive Council shall exhibit an active interest in the progress and future of the medical school and shall be responsible for active participation in major planning for the College of Medicine and the campus as a whole. The dean, as the administrative officer, is responsible for approval of and implementation of all policy decisions. The Executive Council shall, in accordance with the powers delegated to the faculty by the Board of Trustees of the University of South Alabama, be responsible for:

- Approval of guidelines for admission, based upon policies established by the Board of Trustees;
- Approval of major programmatic changes in the MD and other graduate programs;
- Certification of MD candidates for graduation;
- Approval of policies related to faculty in the College of Medicine
- Establishment and maintenance of the optimum environment and opportunities for faculty development;
- Establishment of expectations for high standards of ethical, moral, and personal conduct by the faculty and the student body; and
- Periodic review of administrative services within the College that affect directly the teaching, research, and service activities of the faculty.

### **Section II. The Faculty Assembly**

The Faculty Assembly shall participate in the working governance of the College through participation in College Committees. The Assembly leadership shall act as a Committee on Committees to solicit nominations from the faculty regarding membership of standing committees reporting to the dean as outlined in Section II, and hold Assembly elections from those nominations to fill a portion of open committee positions. The Assembly leadership shall hold seats on the Executive Council during their term. While the leadership shall work together to organize the functions of the Assembly, specific roles are outlined below:

- The President of the Faculty Assembly shall call and preside over all Faculty Assembly meetings, prepare and distribute ballots to voting members for the election of officers annually, and distribute the Assembly agenda prior to each meeting.
- The Vice President of the Faculty Assembly shall preside over Faculty Assembly meetings in the absence of the Assembly President.
- The Secretary of the Faculty Assembly shall record attendance and minutes at Faculty Assembly meeting and forward to the Dean of the COM, and distribute previous minutes prior to Faculty Assembly meetings.

### Section III. Committee Membership

Committee membership is generally restricted to members of the College of Medicine faculty, regularly enrolled students, residents and staff. For some committees, others may be invited to serve due to needed expertise or regulatory requirements.

- Committee membership may be set by virtue of role, appointment by the Dean, election by the Faculty Assembly and/or by recommendation of the sitting Committee leadership; specific details are outlined below for each standing committee.
- The term of service by voting members of standing committees will generally be three years with appointments beginning July 1<sup>st</sup>.
- If ad hoc committees are created, appointment shall be by the Dean. Ad hoc committees shall not exist beyond the academic year in which appointed unless specifically appointed for a longer period.

### Section IV. Standing Committees

There shall be standing committees of the College of Medicine, as outlined below. Some committees have an advisory role while others have decision-making responsibilities. Committee chairs, on request, shall submit a written report to the dean's office.

- **Admissions Committee:** The Admissions Committee interviews prospective medical students, makes decisions regarding acceptance of applicants and oversees distribution of scholarship funds for incoming students in the MD program. Membership includes COM faculty, MD alumni, and community physicians. Ex Officio non-voting members include the Assistant Dean for Admissions and the Director, Office of Admissions. Appointment of new committee members is on recommendation of the sitting committee leadership in consultation with the Assistant Dean for Admissions.
- **Basic Medical Sciences (BMS) Executive Committee:** The BMS Executive Committee oversees the PhD program in Basic Medical Sciences in the College. This committee makes decisions regarding the PhD program development and curriculum, and makes recommendations to the Dean regarding relevant policy. Membership includes the Director, basic science chairs, track coordinators, and a PhD student representative. Ex Officio non-voting members include the Associate Dean for Research. Appointment of new committee members is based on role in the College and the graduate program.
- **Committee on Diversity and Inclusion:** This committee works to identify and develop creative strategies and initiatives to increase diversity, recruitment and retention of students, faculty and administrators. In addition, the committee monitors pipeline programs and makes recommendations to the Dean regarding relevant policy. Committee membership (including faculty, administrators, staff, and students/trainees) is based in part on role in the College (40%). Ex Officio non-voting members include the Associate Dean for Diversity and Inclusion, Associate Dean for Medical Education, Associate Dean for Student Affairs and the Assistant Dean for Admissions. The Dean appoints 30% of the membership and the remaining positions are filled after election by the Faculty Assembly.
- **Continuing Medical Education (CME) Committee:** The CME Committee provides insight and guidance on the strategic direction of USA COM's Office of CME and makes decisions regarding CME programming. Membership includes clinical faculty, as well as

administrators and other health professionals in the USA Health System and the community. Ex Officio non-voting members include the Director for CME and the Directors for Quality Management for the USA hospitals. New appointments for clinical faculty are filled after election by the Faculty Assembly. Other appointments are made by the Dean.

- **Continuous Quality Improvement Committee (CQI):** CQI is charged with developing an effective systematic process for cyclical review of, and proposing action plans for, attainment of Strategic Plan strategies and compliance with accreditation standards. The system of monitoring will include timing of reviews, documentation of improvement initiatives, assessment plans, and results, with reports to the appropriate COM office and/or administrator. Membership of the committee will include chairs of other COM standing committees, four at large members elected from the Faculty Assembly, four faculty or administrators appointed by the dean, three medical students and one graduate student elected from their respective student bodies. The Associate Dean for Accreditation and Planning and the COM Data Officer will serve as ex-officio non-voting members.
- **Curriculum Committee:** The Curriculum Committee manages the curriculum for the MD program, evaluates the effectiveness of the curriculum, makes decisions regarding needed curricular change, and ensures compliance with LCME curricular standards. Membership is based in large part on role, including module and clerkship directors, medical education leadership, and student representatives. Ex Officio voting members include the Associate Dean of Medical Education and Student Affairs and the Assistant Deans for Medical Education. The Faculty Assembly elects faculty at large to provide 25% of the committee membership. The Dean appoints 25% of the membership.
- **Faculty Committee on Appointments, Promotions, and Evaluations (FCAPE):** FCAPE evaluates requests for appointments, promotions and tenure and makes recommendations to the Dean. In addition, this group makes recommendations to the Dean for new policy or policy revisions. Full-time Professors and Associate Professors may serve on FCAPE. Associate Professors shall not constitute more than 20% of the total committee membership and may only vote on promotions/tenure recommendations up to the rank of Associate Professor. Note that department Chairs and center/institute Directors may not serve. Ex Officio non-voting members include the Associate Dean for Faculty Affairs and Faculty Development, the Director for the Office of Faculty Affairs and the Associate Dean for Diversity and Inclusion. New appointments are made by the Dean.
- **Graduate Medical Education (GME):** The GME Committee oversees all aspects of graduate medical education at the University of South Alabama. The committee is responsible for establishing and implementing policies and procedures that support the quality of education and the work environment for the residents and fellows in all GME Programs. Membership and appointment (including faculty, administrators and residents) is based on role in GME programming and implementation. Ex Officio non-voting members include the Directors of Quality Management from the USA hospitals and the GME Education Specialist.
- **Institutional Animal Care and Use Committee (IACUC):** The IACUC is responsible for oversight and evaluation of the institution's animal care and use program. IACUC

reviews and approves protocols involving the use of animals, reviews and investigates concerns about animal care and use, conducts semi-annual inspections of institutional animal facilities and laboratories, and monitors the training program for faculty and personnel using animals in research. IACUC membership is broad, reflecting needs and expertise of the University research community related to animal use and regulatory mandates. Therefore, new members are recommended by the University Office of Research Compliance and Assurance and appointed by the Vice President of Research and Economic Development. Up to 25% of the membership may be recommended by the Dean. Ex Officio non-voting members include the Executive Director of Research Compliance and Assurance and the IACUC/IBC Administrator.

- **Institutional Biosafety Committee (IBC):** The IBC is responsible for the inventory, review and approval of all biological hazards use and safety practices. IBC membership is broad, reflecting needs and expertise of the University research community related to biohazards use and regulatory mandates. Therefore, new members are recommended by the University Office of Research Compliance and Assurance and appointed by the Vice President of Research and Economic Development. Up to 25% of the membership may be recommended by the Dean. Ex Officio non-voting members include the Executive Director of Research Compliance and Assurance and the IACUC/IBC Administrator. Ex Officio voting members include the Director of Safety and Environmental Compliance, the University Biosafety Officer, Director, Laboratory of Infectious Disease and the Director, University Biologic Resources (Attending Veterinarian).
- **Institutional Review Board (IRB):** The IRB reviews and approves protocols for studies involving human subjects, in order to protect the rights and welfare of human participants in research. IRB membership is also broad, reflecting needs and expertise of the University research community related to human subjects use and regulatory mandates. Therefore, new members are recommended by the University Office of Research Compliance and Assurance and appointed by the Vice President of Research and Economic Development. Up to 25% of the membership may be recommended by the Dean. Ex Officio non-voting members include the Executive Director of Research Compliance and Assurance, the IRB Administrator, the Director of Risk Management & Insurance, and representation from campus and USA Health Legal Counsel.
- **Medical Student Affairs Committee:** This committee is charged with annual review of the AAMC student surveys, development and review of Student Affairs policies, and monitoring the Student Committees (Student Financial Literacy, Student Wellness, Diversity and Inclusion, Career Planning). The committee makes recommendations to the Dean regarding new policy. Committee membership is comprised of faculty engaged in undergraduate medical education and medical students. Membership is based in large part on role in undergraduate medical education. Student representatives are comprised of the Vice Presidents elected in each class. Ex Officio non-voting members include the Associate Dean of Medical Education, the Associate Dean of Student Affairs, and the Associate Dean of Diversity and Inclusion. The Faculty Assembly elects faculty at large to provide 25% of the committee membership.
- **Radiation Safety Committee:** This committee is tasked by regulation to guide and promote the safe and efficient use of radiation throughout the University and the Health System. Meetings are every four months via virtual attendance. The Radiation Safety

Officer (RSO) presents issues of concern for consideration including any change to the radioactive materials license. The committee must consider approval of all clinical or research authorized users of radioactive material. It must consider approval for research that irradiates human subjects. Membership must include an authorized user of each type of radioactive materials use across the USA System to ensure representation for each type of radiation used. It must include a representative of USA Health's Nursing Services, and a member of management who is neither an authorized user nor a radiation safety officer. It may include other members as USA deems appropriate. Ex Officio voting members include the University RSO, the Director of Safety and Environmental Compliance, and other individuals that might occupy positions of management where ionizing radiation is used. The Laser Safety Committee is a sub-committee of the Radiation Safety Committee. Appointments are made based on recommendation from the RSO.

- **Student Promotions and Evaluation Committee (SPEC):** The Student Promotions and Evaluation Committee (SPEC) of the University of South Alabama College of Medicine (COM) is charged with the responsibility for ensuring that each COM M.D. student fulfills the requirements for promotion and graduation with the degree of Doctor of Medicine. The SPEC is further entrusted with the duty of rendering decisions regarding probation and potential dismissal of COM students. The USA COM provides every qualified student the opportunity to successfully complete the curriculum and graduate; however, the COM reserves the right through the workings of the SPEC to make judgments about who has or has not demonstrated the necessary qualifications to earn a degree and to practice medicine competently. In addition, the SPEC may evaluate cases as they relate to professionalism, professional and ethical behavior and adherence to the Honor Code. Committee membership is comprised of faculty engaged in undergraduate medical education, ad hoc members from COM administration and medical students. Student representatives are selected by the Associate Dean for Student Affairs in conjunction with the current SPEC Chair. Ex Officio non-voting members include the Associate Deans of Medical Education and Student Affairs, the Assistant Dean of Medical Education for Assessment and Evaluation, the Associate Dean for Diversity and Inclusion, the Associate Director of Financial Aid and the Senior Associate Registrar. The COM Faculty Assembly elects faculty at large to provide 25% of the committee membership.
- **Student Research Committee:** The Student Research Committee is charged with overseeing the Medical Student Summer Research program, including solicitation and review of faculty proposals, organization of the accompanying seminar program, selection of the Research Day speaker, organization of the Research Day, and review of student presentations for awards. Members include basic and clinical faculty. Ex Officio voting members include the Associate Dean of Medical Education and Student Affairs and the Associate Dean for Research. The Faculty Assembly elects basic science and clinical faculty to provide balanced expertise to the committee membership. Up to 25% of the membership may be appointed by the Dean.

There shall be representation on standing committees/working groups of the University, including but not limited to the following:

- University Faculty Grievance Pool

- University Faculty Senate (Elected Representatives, 3-year terms)
- University Graduate Council

#### **Article IV: Jurisdiction**

The dean shall chair all sessions of the Executive Council. The Executive Council and the Assembly shall consider all matters that affect directly or indirectly the ability of the faculty to carry out their program of teaching, research, and patient care in the medical school. The Executive Council shall consider any matters referred to it by the Assembly, the Dean, the University President or the University Board of Trustees. It may submit recommendations on any matters affecting the interests of the medical school to the dean for action or transmittal to the President and the Board of Trustees. The Assembly President shall chair all meetings of the Assembly and organize any electronic communications and/or voting.

#### **Article V: Meetings**

Regular meetings of the Executive Council will be held at least on a quarterly basis. Council members may submit items for the agenda up to one week prior to the next meeting. A special meeting of the Executive Council may be called by the Dean, or upon request in writing from 25% of the voting members of the Council. Written notice of such special meetings with agenda shall be sent to all members one week in advance of the meeting. The Assembly shall meet twice yearly, in the fall and spring.

#### **Section I. Quorum**

A majority of the voting membership of the Executive Council shall constitute a quorum for the transaction of its business. There will be no quorum for Faculty Assembly meetings. However, items submitted to a vote will require participation of at least 25% of members.

#### **Section II. Records and Reports**

The minutes of each Assembly meeting shall be recorded and made available to the dean and the Assembly members.

#### **Article VI. Revision of the Bylaws**

Revision of the bylaws shall require a majority agreement with participation of at least 25% of the Assembly and the majority of the Executive Council voting membership.

#### **History**

Revised June 2022

Revised March 27, 2019

Revised May 2018

Revised Spring 2018

Revised Spring 2009