

**SOM OP:**

## **BYLAWS**

### **ARTICLE I. NAME AND PURPOSE**

The name of this organization is the Faculty Council of the School of Medicine of the Texas Tech University Health Sciences Center (TTUHSC). The purpose of the Faculty Council is to have input through the Executive Committee into all matters, which pertain to the faculty of the School of Medicine.

### **ARTICLE II. ORGANIZATION**

#### **Section 1. Membership of the Faculty Council**

All full-time faculty members of the School of Medicine in Lubbock and its associated Regional Academic Health Centers are members of the Faculty Council.

- Full-time faculty is defined as • 0.50 FTE as referenced in this policy. To hold tenure, faculty mu19u4d as



## ARTICLE IV. COMMITTEES

### Section 1. Committee Structure

- A. There are six types of committees with faculty membership. This includes a) those elected by the Faculty Council, b) those appointed by the Executive Committee, c) those appointed by the Dean, d) those that are hybrids with some members appointed by the Dean and others either appointed by the Executive Committee (Grievance) or elected by the Faculty Council (Curriculum and Educational Policy) and e) those TTUHSC committees whose members from the SOM are elected by the Faculty Council or appointed by the Executive Committee. Officers of any committee must be full-time faculty.
  
- B. Governance policies applying to all committees unless otherwise stated in the description of the committee include:
  1. Faculty committees are created by and exist as the province of the Faculty, with composition and responsibilities being developed by the Faculty. As such, any proposed changes to the composition of or overall charge to or responsibilities of any of the Faculty committees must be submitted to the Executive Committee for consideration and approval before any such changes can become effective. The Executive Committee may decide that approval is also required by the Faculty Council and the Dean, and, if so, will obtain such approval prior to the changes being implemented.
  
  2. The members of these committees shall be elected or appointed annually for three-year staggered terms, unless otherwise stated, with the election taking place in May and the elected members taking offhrakcomwied,omg p1.1 (h)-12.3 (e .005 Tc 0.005 Tw 1.651 0 Td(F)-8.5 (a)-3.2 6.00

9. The Executive Committee will review all vacancies, which occur during the year on elective committees. Vacancies will be filled by action of the Executive Committee by notifying the next runner-up or soliciting and selecting someone in the faculty to fill the term. If the issue of conflict of interest arises of a member on a faculty elected committee, the Faculty Council Executive Committee will evaluate the matter and recommend a solution.

For Dean appointed committees, the Dean will designate the replacement.

10. A quorum of one more than half the members of the respective committee is required in order to conduct business. If a committee member is unable to attend a meeting, he or she shall notify the Chair and Chair –Elect of that committee. Any committee member who misses three (3) or more meetings of a committee during the year, without reasonable cause (unexcused absence), shall be replaced by action of the Executive Committee. Reasonable cause may be defined as absence due to other Health Sciences Center duties or business, illness, or pressing personal matters. It will be the responsibility of the committee chair to inform committee members of unexcused absences and to inform the Executive Committee of a member in need of replacement resulting from unexcused absences. The member will be replaced by one of the nominees to the last election, preferably the next runner-up for elective committees or appointing a new member for appointed committees.
11. Specific charges for each committee will be developed by the respective committees in consultation with the Executive Committee and the Dean as needed.

12. All committees shall report to the Executive Committee and the Executive Committee to the

**Section 2. Elective Committees in the School of Medicine**

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during the year, without reasonable cause (unexcused absence), shall be replaced by action of the Executive Committee. Reasonable cause may be defined as absence due to other Health Sciences Center duties or business, illness, or pressing personal matters. It will be the responsibility of the Executive Committee Chair to inform committee members of unexcused absences and to inform the Executive Committee of a member in need of replacement resulting from unexcused absences. The member will be replaced by one of the nominees to

deemed to be unsatisfactory according to guidelines described in [SOM OP 40.04, Student Promotion](#) and [SOM OP 40.03, Student Conduct](#). The committee also addresses concerns about timely progress of students through the curriculum (for example, those related to the requirement for students to complete the first two years of the curriculum within three years of matriculation and the entire curriculum within six years of matriculation), adherence to timelines for completing curricular requirements (for example, taking USMLE Step 2CK prior to a prescribed date in the fourth year), and issues related to inappropriate conduct.  
Conduct

**Section 3. Committees Appointed by the Executive Committee**

A. Post



Hearing Panels can be selected to hear grievance cases as described under the Faculty Grievance Policy. The Dean shall forward a list of his appointees to the Faculty Executive Committee prior to its meeting in September.

B. Curriculum and Educational Policy Committee:

**Charge to the Committee:** The CEPC is charged with establishing those policies necessary to maintain a contemporary and

## **Section 6. TTUHSC Committees**

- A. Certain committees have been created to serve the Health Sciences Center as a whole. These are described in the Health Sciences Center Bylaws.
1. TTUHSC Faculty Senate: Three (3) representatives from the Faculty Council shall be appointed by the Executive Committee to serve three-year terms in the TTUHSC Faculty Senate. It is recommended that present and past officers of the Executive Committee be selected in order to maximize the interaction between the two bodies. Executive Committee representatives to the TTUHSC Faculty Senate shall be the immediate past Chairperson, current Chairperson, and the current Chairperson-Elect. If any of these representatives are unable to attend a meeting, they may appoint an alternate with voting privileges from the Faculty Council membership, preferably a member of the Executive Committee.

**Section 3. Debate and Modification**