BYLAWS

UNIVERSITY OF VIRGINIA
SCHOOL OF MEDICINE

PREAMBLE

GENERAL DESCRIPTION AND PURPOSES OF THE SCHOOL OF MEDICINE

WHEREAS, the University of Virginia School of Medicine is an integral part of the University of Virginia, a public corporation organized under the laws of the Commonwealth of Virginia, as well as part of the University of Virginia Health System; and,

WHEREAS, the University of Virginia School of Medicine enrolls students who are candidates for M.D. degrees; and, in conjunction with the Graduate School of Arts and Sciences, M.S., Ph.D., and M.P.H. degrees.

WHEREAS, the University of Virginia School of Medicine engages faculty to conduct teaching and research.

THEREFORE, the University of Virginia School of Medicine, through the Vice President and Dean of the School of Medicine, the Vice President and Provost for the University of Virginia, and the Board of Visitors of the University of Virginia, adopts the following Bylaws to facilitate the performance of faculty duties and obligations, to protect the rights and privileges of the faculty in accordance with administrative policies and the rules and regulations of the Board of Visitors of the University of Virginia, and in accordance with their responsibility for the content and quality of the education, research, patient care, and public service programs of the School of Medicine.

ARTICLE I

SCHOOL OF MEDICINE ADMINISTRATION

A. Relationship to the University of Virginia and its Health System

The Schools of Medicine and Nursing are administered by their Deans. Together with the Medical Center, the Health Sciences Library, and the Health Services Foundation, they comprise the University of Virginia Health System.

The Vice President and Dean of the School of Medicine is appointed by the President of the University upon the recommendation of the Vice President and

Provost for the University and the Executive Vice President and Chief Operating Officer, and the Vice President and Dean's appointment is reported to the Board of Visitors of the University. The Dean of the School of Medicine reports to the Vice President and Provost for the University and the University's Executive Vice President and Chief Operating Officer.

B. An affiliated institution is an institution with a formal affiliation agreement with the School of Medicine and/or Health System, approved by the Board of Visitors for clinical service, educational, research, and/or other related purposes.

For faculty members whose base professional salary is guaranteed and/or paid in whole or part by an affiliated institution, the Vice President and Dean of the School of Medicine, with the advice of the individual department chair, will determine whether the major professional commitment is to the School of Medicine and whether such faculty members are eligible for full-time faculty appointment.

ARTICLE II

FACULTY

A. Membership in the Faculty: All faculty members belong to the General Faculty of the University which is divided into two categories: 1) Academic and 2) Administrative. The Academic General Faculty of the School of Medicine includes all full-time, part-time and volunteer faculty members with the rank of Instructor or above. Administrative Faculty includes those with the rank of Lecturer or above.

B. The Academic Faculty may be on the tenure-eligible or tenure-ineligible track and have the right to use their academic titles in their professional careers. Academic Faculty are governed by the Faculty Promotion and Tenure Policy of the School of Medicine. They have the right to benefits and services available to faculty of the University.

Administrative Faculty have the right to use their titles in their professional careers. Administrative Faculty are governed by the University of Virginia Policy on the General Faculty.

Full-time Academic Faculty are eligible for election to the Faculty Senate. Full-time and part-time Faculty may serve on Medical School committees.

C. Responsibilities of Faculty:

1. To recommend to the Dean the standards for admission, courses of instruction and requirements for graduation for candidates for M.D. degrees in the School of Medicine.

2. To conduct various educational programs in the School of Medicine.

3. To convey degree approval upon those students meeting the requirements for the degree of Doctor of Medicine.

4. To deliberate and advise the Vice President and Dean regarding questions of general policy or other matters related to the School of Medicine.

D. Academic Organization:

1. The primary unit of faculty organization is the “Academic Department.” The title of the chief officer of each Academic Department shall be “Chair.” The number and names of Academic Departments, as well as their mission, shall be the decision of the Vice President and Dean, with input from the faculty. Approval of these decisions shall come first from the Vice President and Provost for the University, then the Board of Visitors.

The Chair of each Academic Department is appointed by the Vice President and Dean of the School of Medicine for a fixed term which can be renewed. The Chair shall be the administrative officer of the department and will outline the duties for each member of the department. Each Academic Department shall hold at least six departmental meetings annually. These meetings shall include opportunities for faculty discussion of education, patient care and research programs, in addition to other department business. Minutes of these meetings shall be maintained in the department and be available to the Vice President and Dean and to department faculty members upon request.

The Chair of each Department reports to the Vice President and Dean of the School of Medicine for academic and faculty affairs.

2. A “Division” is a unit within an Academic Department, which is administered by a Division Chief who reports to the Department Chair. Divisions are created by the Department Chair upon the authorization of the Vice President and Dean of the School of Medicine.

3. Research Centers are units created by the Vice President and Dean of the School of Medicine to focus on defined areas of study. They are administered by a Director appointed by the Vice President and Dean of the School of Medicine and they report to the Vice President and Dean of the School of Medicine. School of Medicine faculty working in such units have primary appointments in an Academic Department.

E. Titles:

1. “Rank” indicates the level of an academic appointment. Professor, Associate Professor and Assistant Professor are the academic ranks for both tenure-eligible and tenure-ineligible tracks. The title Instructor is a tenure-ineligible title.

2. Generally, Faculty who work half-time or less, are not eligible for tenure track positions. Titles for non-tenure track positions are designated by the term “clinical” or “research” in the person’s faculty title. For Administrative Faculty, functional titles may convey particular administrative duties.

3. The terms “Acting” and “Interim” are used to indicate that an individual has been appointed to an administrative position on a temporary basis. The Vice President and Dean may appoint an “Acting” or “Interim” Department Chair with the concurrence of the Vice President and Provost for the University.

4. A faculty member may hold an appointment in more than one Academic Department. If a faculty member has an appointment in more than one department, then one must be designated the primary department. If there is an appointment in more than one department, then the appointment is called a “joint” appointment. Appointments in departments other than the primary department of the faculty member must be agreed to by the Chair of the primary department and the Vice President and Dean. The primary department is responsible for promotion and/or tenure recommendations. All other appointments are considered secondary. The secondary appointment may differ in rank but may not exceed that of the primary appointment. Joint appointments may be made in either tenure or non-tenure tracks. All secondary appointments are tenure-ineligible term appointments.

5. Honorary appointments are designated by use of the term “Honorary.”

6. Retired faculty at the rank of Full or Associate Professor may be designated by the term “Emeritus” if nominated by the Vice President and Dean and approved by the President and the Board of Visitors.

F. Meetings: The Vice President and Dean shall call faculty meetings at least twice a year. Additional meetings may be called by the Dean or upon the written request of 15 members of the faculty. A quorum of the faculty shall be 10% of its members. Only faculty salaried for at least 50% of effort shall have voting privileges. Faculty meetings shall be chaired by the Vice President and Dean.

ARTICLE III

APPOINTMENTS

A. Procedure: Appointments to the faculty of the School of Medicine shall originate with the Chair of the Academic Department. Full- and part-time appointment recommendations from the departments must be approved by the Vice President and Dean and the University Provost. The appointee's letter of acceptance, together with the items specified in the offer letter and all applicable University policies and procedures, as amended from time to time, shall constitute the terms of the appointment.

B. Professional requirements for appointment by the Vice President and Dean to a particular faculty rank shall be determined in conformity with University policy and procedures.

C. Specialty requirements for appointments may be recommended by the departments and shall be approved by the Vice President and Dean.

D. Faculty grievances regarding promotion and/or tenure shall be governed by the rules, regulations and procedures of the University of Virginia for its faculty.

E. Disciplinary action taken with a faculty member shall also be governed by the rules, regulations and procedures of the University of Virginia for its faculty.

ARTICLE IV

STANDING COMMITTEES

A. The Vice President and Dean of the School of Medicine shall establish committees to advise the Dean concerning standing and important School of Medicine affairs.

B. Members: Committee members shall be appointed by the Vice President and Dean of the School of Medicine.

C. Meetings: Committees shall meet as often as stipulated, but no less than once a year. An agenda shall be prepared by the chair of the committee and distributed to members of the committee before each meeting. Minutes shall also be kept for each meeting and a copy of the minutes should be sent to the Vice President and Dean. A quorum shall consist of a majority of the members of the committee.

D. Officers: The Vice President and Dean of the School of Medicine shall appoint a chair. The term of office shall be for two years. The chair shall serve as a liaison to the Vice President and Dean and shall preside at regular meetings of the committee. The committee shall elect a vice chair that will preside in the absence of the chair.

ARTICLE V

AD HOC COMMITTEES AND TASK FORCES

The Vice President and Dean may establish, as occasions arise, ad hoc committees required for advice on special concerns of the faculty of the School of Medicine. Such ad hoc committees shall serve at the pleasure of the Vice President and Dean and provide a report and/or other findings to the Vice President and Dean as requested.

ARTICLE VI

RELATION WITH OTHER DOCUMENTS

These Bylaws shall be read in conjunction with the School of Medicine faculty policies and other University policies and procedures that apply to the Faculty and, in the event of any conflict between these Bylaws and the School of Medicine faculty policies, the School of Medicine faculty policies shall control.

ARTICLE VII

AMENDMENT OF BYLAWS

These Bylaws of the School of Medicine may be amended by the faculty of the School of Medicine upon an affirmative vote of a majority of those present at a regularly scheduled meeting where the proposed amendment(s) to the Bylaws have been distributed at least 10 days in advance of such meeting. Amendments approved by the faculty shall be forwarded to the Vice President Dean and the Vice President and Provost for the University.

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