

BYLAWS OF
THE UNIVERSITY OF OKLAHOMA COLLEGE OF MEDICINE

ARTICLE 1

The Bylaws of the University of Oklahoma College of Medicine are promulgated (1) to facilitate the performance of faculty duties and obligations, (2) to protect the rights and privileges of the faculty in accordance with administrative policies and procedures issued by the Board of Regents of The University of Oklahoma, (3) to document the faculty's responsibility for the content and quality of the educational, research, patient care, and public service programs of the College, and (4) to be in accordance with medical school accreditation standards.

ARTICLE 2

College Administration

Section 2.1 Relationship within the Health Sciences Center and University

The Health Sciences Center is an integral part of the University of Oklahoma. The Colleges of Medicine, Dentistry, Nursing, Pharmacy, Allied Health, Public Health, and Graduate Studies are administered by Deans and comprise the University of Oklahoma Health Sciences Center. The College of Medicine is organized into a main campus at the Health Sciences Center in Oklahoma City and a geographically separate campus in Tulsa. The Executive Dean of the College has authority over both campuses. The School of Community Medicine-Tulsa is a branch of the College of Medicine. It is headed by a Dean who reports to and through the Executive Dean. The Senior Vice President and Provost is responsible for all Health Sciences Center academic activities.

The Dean of the School of Community Medicine-Tulsa is appointed on recommendation of the Executive Dean to the Senior Vice President and Provost for action by the President and Board of Regents. The Executive Dean of the College of Medicine is responsible to the Senior Vice President and Provost and is appointed by the University Board of Regents on recommendation of the Senior Vice President and Provost and the President.

Section 2.2 Affiliated Institutions

An affiliated institution is an institution with a formal affiliation agreement with the College of Medicine for educational, service and/or research purposes.

For faculty members whose base professional salary is guaranteed in whole or part by an affiliated institution, the Dean, with the advice of the individual department chair, will determine whether the major professional commitment is to the College of Medicine and whether such faculty members are eligible for full-time faculty appointment. Such appointments must be approved by the Executive Dean, Senior Vice President and Provost, President, and Board of Regents.

ARTICLE 3

The General Faculty: Membership, Responsibilities, Academic Organization, Titles, and Meetings

Section 3.1 Membership in the General Faculty

The General Faculty of the College of Medicine includes all full-time, part-time and volunteer faculty members. The Regular Faculty is composed of all full-time faculty who hold tenured, tenure track, or consecutive term appointments with the unmodified academic titles of assistant professor, associate professor or professor. Regular Faculty also include some full-time faculty whose salaries are paid all or in part by an affiliated institution such as the Veterans Affairs Medical Center or the Oklahoma Medical Research Foundation.

The part-time and volunteer faculty may use their academic titles in their professional careers.

Section 3.2 Responsibilities of the Regular Faculty

- (a) To recommend to the Regents the standards for admission, courses of instruction, and requirements for graduation of candidates for the M.D. degree and for candidates for the M.H.S. (physician associate) degree;
- (b) To conduct the various educational, research, clinical, and public service programs of the College of Medicine;
- (c) To recommend to the Regents those medical students meeting the requirements to receive the degree of Doctor of Medicine and those physician associate students meeting the requirements to receive the degree of Master of Health Sciences;
- (d) To deliberate and advise the Dean regarding questions of general policy or other matters related to the College.

Section 3.3 Academic Organization: Departments, Divisions and Sections

- (a) The primary unit of faculty organization is the academic department. The title of the chief officer of each department shall be Chair. Where appropriate, departments may designate Divisions or Sections as delineated in sections (c) and (d) below.
- (b) The Chair of each department shall be the administrative officer of the department and will outline the duties for each member of the department and assign the members to these duties. Each department shall hold regular meetings at least six times each year for discussion of education, clinical, public service, and research programs and other departmental business. Written reports of department meetings shall be filed with the Dean on a periodic basis the frequency of which shall be at the discretion of the Dean.
- (c) Divisions are units of departments with separate budgetary identity within a department, administered by a Director, and require authorization by the University Regents.

- (d) Sections are not separate budgetary units, may be authorized by the Executive Dean on recommendation of the departmental Chair, and are administered by a Chief.

Section 3.4 Faculty Appointments

A number of elements describe an academic appointment and may be components of academic titles.

- (a) Rank. Rank indicates the level of an appointment. Professor, Associate Professor, and Assistant Professor, are academic ranks for full-time tenured, tenure-track and consecutive-term appointments. The system for titles and ranks within the College of Medicine shall conform to the overall system for the University of Oklahoma Health Sciences Center as delineated in the Faculty Handbook and in the *Appointment, Promotion, and Tenure Guidelines* published by the College of Medicine.
- (b) Full-Time Faculty. Full-time faculty appointments with unmodified academic titles (assistant professor, associate professor, and professor) shall be limited to those Regular Faculty who hold tenured, tenure track, or consecutive-term appointments, who devote their full-time professional effort to University activities, and who are compensated by the University or University-approved sources.
- (c) Limited Term Faculty. Limited Term faculty may be full-time or part-time and shall have academic titles such as instructor, lecturer, or associate, or titles modified by prefixes such as visiting, adjunct, clinical, or OMRF; or, in the instance of temporary research appointments, by the suffix of “research” (e.g., assistant professor of research).
- (d) Volunteer Faculty. Volunteer faculty serve without remuneration and shall be given the same modified academic titles as limited term faculty. The additional title of Preceptor may be used for volunteer faculty.
- (e) Acting and Interim Titles. The titles “Acting” and “Interim” are usually applied to indicate that an individual filling an administrative position has been appointed in lieu of a permanent appointee. The title “Acting” may be designated by the regularly appointed individual holding the administrative title during that person’s absence from the campus subject to approval by the regularly appointment individual’s supervisor or Dean. The title “Interim” may be designated by the Board of Regents, upon recommendation from the Executive Dean and Senior Vice President and Provost, when no regularly appointed individual is in office.
- (f) Primary, Joint, and Secondary Appointments.
 1. Primary Appointments: A faculty member must have a primary appointment in an academic unit of a college, usually called a department. A primary appointment must be in an academic unit only, not in a Center or Institute.
 2. Joint Appointments: Appointments in two or more academic units or colleges (joint appointments) are permissible. Joint appointments consist of a primary appointment in two or more academic units or colleges, and cannot total more than 1.0 full-time equivalent. Joint appointments must be approved by each academic unit and college

involved, the Senior Vice President and Provost, the President, and the Board of Regents, consistent with the criteria and procedures published in the most current edition of the Faculty Handbook. Before a faculty member receives a joint appointment, the appropriate academic units must mutually determine, record in writing, and secure administrative approval for the applicable length of the pre-tenure period, and criteria for tenure, promotion, and reappointment or non-reappointment. The academic units must provide a written description of the faculty member's teaching, research, service, and administrative responsibilities and other special conditions pertaining to the joint appointment. The faculty member shall receive a copy of this written description.

3. Secondary Appointments: In recognition of teaching, research, or service contributions outside their primary academic units, faculty members may have one or more secondary appointments in other academic units, subject to approval of the Chair of the primary department. Secondary appointments are modified by such prefixes as adjunct or clinical.

(g) Emeritus Faculty. The Emeritus title is granted only by the Board of Regents upon recommendation by the President of the University. The President may recommend that the title "Professor Emeritus" be granted upon the retirement of Regular Faculty members when so proposed by their departments and colleges. The title indicates retirement in good standing and ordinarily will be without the designation of any additional faculty rank (such as assistant or associate) except that distinguished professor titles shall be retained when the emeritus status is recommended. The President may recommend that the title Emeritus be added to the volunteer title upon retirement of volunteer faculty when proposed by their departments, colleges, and the Senior Vice President and Provost. The Board of Regents may grant the title "Emeritus" to former executive officers and deans upon their retirement or resignation from the position.

Section 3.5 Meetings

The Regular Faculty shall meet at least twice each year at the call of the Executive Dean, or additionally upon written request of 30 members. Emergency meetings may be called by the Executive Dean. The meetings will be chaired by the Executive Dean.

ARTICLE 4

Faculty Appointment Procedures

Section 4.1 Procedure for Appointment of Full-Time, Part-Time and Volunteer Faculty.

Appointments to the faculty of the College of Medicine shall originate with the Chair of the primary department concerned. Departmental appointment recommendations of full-time and part-time faculty must be approved by the Executive Dean who will transmit them for approval by the Senior Vice President and Provost. The appointee may initially receive a written statement or proposed terms of faculty appointment provided by the department chair or dean defining the appointee's initial teaching, research, professional/clinical service, and administrative responsibilities, and other special conditions pertaining to employment. Official letters of offer of employment must come from the Senior Vice President and Provost or the President and will include the statement that employment is contingent upon the approval of the Board of Regents. Full details regarding all such procedures, the

content of proposed terms of faculty appointment and letters of offer, and actions subsequent to approval by the Board of Regents are covered in the Health Sciences Center Faculty Handbook.

Section 4.2 Professional Requirements for Appointment

Professional requirements for appointment to a particular faculty rank shall be determined in conformity with University standards and policy by the Executive Dean upon advice of the Faculty Board. Specialty requirements for appointment will be recommended by departments for approval by the Faculty Board and Executive Dean.

ARTICLE 5 Standing Boards, Councils and Committees

Section 5.1 Faculty Board

(a) Composition and Representation.

The Faculty Board of the College of Medicine shall be composed of the Chair of each academic department in the College and six full-time faculty, nominated by the Committee on Committees: two full professors, two associate professors, and two assistant professors, at least two of whom must be from the School of Community Medicine-Tulsa and at least one from a basic science department. The Faculty Board appoints all members other than departmental chairs upon recommendation from the Committee on Committees. Members appointed by the Committee on Committees shall serve two-year terms and may be reappointed for one sequential term. The Executive Dean, the Dean of the School of Community Medicine-Tulsa, the Chair of the Admissions Board, and the Chair of the Medical Education Committee shall be ex-officio, nonvoting members.

(b) Function.

The Faculty Board serves as the executive committee of the Faculty of the College of Medicine, with authority to conduct its affairs in the intervals between meetings of the Regular Faculty ; prepares recommendations on such matters as are deemed necessary for action of the Regular Faculty; considers any interdepartmental matters or issues affecting the College and its external relationships that require action, advice or arbitration; and acts as an executive advisory body to the Executive Dean.

(c) Meetings, Agenda, Call of Meetings, and Minutes.

The Faculty Board shall meet at least quarterly and upon call of the Executive Dean, or the Chair of the Faculty Board, or upon petition of seven members. A quorum shall consist of a majority of members constituting the Faculty Board. Minutes shall be kept by the office of the Dean and distributed with the agenda.

(d) Officers.

1. The members of the Faculty Board shall elect a Chair, a Vice Chair, and a Secretary by secret ballot. This shall take place at the last Faculty Board meeting prior to July 1

of even numbered years. The eligible nominee receiving the most votes will be appointed Chair; the nominee with the second number of votes shall be the Vice Chair, and the nominee with the third number of votes shall be Secretary. These officers shall take office July 1 and serve two-year terms. No incumbent shall serve more than two successive terms in the same office.

2. The Chair shall serve as liaison advisor to the Executive Dean on matters concerning the Faculty and shall preside at regular and called meetings of the Faculty Board and the Executive Committee of the Faculty Board. The Vice Chair shall preside in the absence of the Chair. The Secretary shall make certain that minutes are recorded and assist the Chair and Executive Dean develop meeting agendas for distribution in advance of the meetings, along with the minutes of the meetings.

(e) Faculty Board Executive Committee.

The Executive Committee of the Faculty Board shall consist of eight members: the Chair, Vice Chair, and Secretary of the Faculty Board, plus four members and one at-large member elected annually from a list nominated by the Faculty Board. The Executive Committee will include at least two chairs from the basic science faculty, at least one chair from the School of Community Medicine-Tulsa, at least one chair from an Oklahoma City clinical department other than Family and Preventive Medicine, Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry and Behavioral Sciences, and Surgery. The Executive Committee shall act for the Faculty Board between meetings of the Faculty Board, and shall advise the Executive Dean on matters affecting the College and/or its external relations. The Executive Committee of the Faculty Board shall meet at least bi-monthly, and in addition upon call of the Executive Dean or the Chair of the Faculty Board, or upon petition of three members of the Executive Committee.

Section 5.2 Other Boards, Councils and Committees

(a) Admissions Board.

An Admissions Board shall be solely responsible for decisions regarding student admission to the MD program in accordance with policies and procedures established by the faculty. The College of Medicine shall not implement or enact any admissions policy, procedure, or practice that violates accreditation standards published by the Liaison Committee on Medical Education (LCME) or its successor organization as designated by the U.S. Department of Education. The composition of the Admissions Board is defined by college policy and shall be in compliance with the relevant LCME accreditation standard(s). The Admissions Board membership is provided to the Board of Regents annually. The procedures followed by the Admissions Board shall be delineated in policies and procedures published by the College on behalf of the Admissions Board.

(b) Committee on Committees.

The Committee on Committees is a ten-member committee of associate and full professors reviewed and appointed by the Executive Committee of the Faculty Board from a thirty member list of names recommended by the Faculty Board. Of the ten committee members,

two will be appointed from the School of Community Medicine-Tulsa; three will be appointed from the basic sciences departments; and five will be appointed from the other Oklahoma City departments with the advice of the Executive Committee of the Faculty Board. The Executive Dean will appoint the Chair of the committee. The Committee on Committees proposes the membership of standing committees and subcommittees (except in cases where committee or subcommittee membership is otherwise stipulated by College of Medicine Bylaws or policy) to the Executive Committee of the Faculty Board for review and appointment. The Executive Dean or his designee will initiate requests for nominations from the Faculty at Large on behalf of the committee. In the case of standing committees, the slate of nominees will be presented to the Executive Committee of the Faculty Board for appointment.

(c) Medical Education Committee.

A Medical Education Committee shall oversee the educational program leading to the M.D. degree. This committee shall be solely responsible for the overall design, management, and evaluation of a coherent and coordinated curriculum that is consistent with accreditation standards established by the Liaison Committee on Medical Education. The Medical Education Committee shall have standing subcommittees as stipulated below. Prior to any substantive change to the curriculum or educational program policy, the Medical Education Committee will solicit feedback from the Faculty Board. However, final approval will remain with the Medical Education Committee.

The Medical Education Committee shall consist of six members elected by the Committee on Committees, sixteen members elected from the subcommittees and designated associate and assistant deans who shall serve as non-voting *ex officio* members. Members shall serve two-year terms that are renewable. The Executive Dean shall appoint the Chair of the Medical Education Committee from the members of the committee.

A Preclinical Curriculum Subcommittee shall be responsible for the oversight of the preclinical portion of the curriculum. The subcommittee shall issue recommendations regarding substantive curriculum or policy changes to the Medical Education Committee. Subcommittee members shall include: the faculty members who serve as course directors or co-course directors for each required course in the preclinical curriculum, one student elected by the Oklahoma City first-year class, one student elected by the Tulsa first-year class, one student elected by the Oklahoma City second-year class, one students elected by the Tulsa second-year class, and two members designated by the Faculty Board. Designated associate and assistant deans shall serve as non-voting *ex officio* members. Each course shall have a single vote. The Executive Dean shall appoint the Chair of the subcommittee from the members of the subcommittee. Every two years, the subcommittee shall elect eight members to serve on the Medical Education Committee. The elected members shall consist of one student, one Faculty Board member designated by the Executive Committee of the Faculty Board, and six course directors.

A Clinical Curriculum Subcommittee shall be responsible for the oversight of the clinical portion of the curriculum. The subcommittee shall issue recommendations regarding substantive curriculum or policy changes to the Medical Education Committee. Subcommittee members shall include: the faculty members who serve as directors or co-directors for each required Oklahoma City and Tulsa clerkship or course in the clinical curriculum, two faculty members who

serve as directors for clinical elective courses, one student elected by the third-year Oklahoma City class, one student elected by the fourth-year Oklahoma City class, one student elected by the third-year Tulsa class, one student elected by the fourth-year Tulsa class, and two members designated by the Faculty Board. Each represented course shall have a single vote. The subcommittee chair shall select the two members who represent clinical elective courses. Designated associate and assistant deans shall serve as non-voting *ex officio* members. The Executive Dean shall appoint the Chair of the subcommittee from the members of the subcommittee. Every two years the subcommittee shall elect eight members to serve on the Medical Education Committee. The elected members shall consist of one student, one Faculty Board member designated by the Executive Committee of the Faculty Board, and six clerkship directors (at least two of whom will be School of Community Medicine-Tulsa clerkship directors and at least two of whom will be Oklahoma City clerkship directors).

A Curriculum Evaluation Subcommittee shall be responsible for the evaluation of the objectives, content, assessment, and delivery of required courses and clerkships. The subcommittee shall make recommendations as necessary to the Medical Education Committee. Subcommittee members shall include eight regular faculty members appointed by the Executive Committee of the Faculty Board. The Executive Dean shall appoint the Chair of the subcommittee from its members. Designated associate and assistant deans shall serve as non-voting *ex officio* members.

(d) Student Promotions Committee.

The Student Promotions Committee shall be composed of fifteen faculty members appointed by the Executive Committee of the Faculty Board. The committee functions as prescribed by the Faculty Board to monitor the performance of individual medical students and recommend who shall and shall not be promoted, and, if appropriate, what must be accomplished to receive a recommendation for promotion. The Student Promotions Committee shall also recommend to the Faculty Board and Executive Dean who shall and shall not graduate, and, if appropriate, what must be accomplished to be granted the M.D. degree.

Section 5.3 Boards, Councils and Committees reporting directly to the Dean

(a) Promotions and Tenure Committee.

The Faculty Promotions and Tenure Committee shall consist of fifteen (15) faculty members at the rank of full professor comprised of ten (10) tenured professors and five (5) full professors in a consecutive term appointment as proposed by the Committee on Committees to the Executive Committee of the Faculty Board for appointment. There should be an appropriate and proportionate balance among basic science and clinical science departments and between the Oklahoma City and School of Community Medicine-Tulsa campuses with at least one member from Tulsa. Co-Chairs shall be appointed by the Executive Dean and will be comprised of one (1) basic science committee member and one (1) clinical science committee member. Each member shall serve for two years, renewable for up to three terms. This committee shall consider proposals for promotion and/or tenure of full-time and part-time faculty presented by departmental chairs, and shall recommend the action to be taken by the Executive Dean. Tenure proposals including those with corresponding promotion shall

be reviewed by the eligible tenured committee members only. Promotion consideration of tenure-eligible, consecutive term and limited term faculty shall be reviewed by the full committee. The promotion of volunteer faculty shall be reviewed and recommended by the Committee and forwarded to the Executive Dean.

(b) Student Appeals Board.

The Student Appeals Board is made up of five faculty members, and five student members nominated by the Medical Student Council and appointed for one-year terms by Executive Committee of the Faculty Board. The faculty members are appointed from the pool nominated by the Committee on Committees. The faculty serve two-year terms and may serve two consecutive terms. If a term expires after a hearing has been granted, the faculty appointed shall continue until the conclusion of the hearing. The Board may hear an appeal made by a student consistent with the guidelines published in the Student Handbook and policies of the College of Medicine and the University of Oklahoma Health Sciences Center.

(c) Faculty Appeals Board.

The Faculty Appeals Board is a standing body of the University of Oklahoma Health Sciences Center that responds to matters of tenure abrogation, dismissal, severe sanctions, alleged violations of academic freedom or academic due process, and other grievances unresolved through other efforts. The Faculty Appeals Board considers all matters brought before it by individual faculty members, academic units, the Senior Vice President and Provost, or the President. The Faculty Appeals Board's composition, procedures of operation, methods of obtaining a hearing, description of formal procedures, handling of charges, hearing regulations, and the disposition of charges, are published in the Health Sciences Center Faculty Handbook.

ARTICLE 6

Ad hoc Committees and Task Forces

The Chair of the Faculty Board or the Executive Dean may establish, as occasions arise, ad hoc committees or task forces required for advice on special problems of the faculty of the College of Medicine and its affiliated institutions. An ad hoc promotion and tenure committee shall consist of five (5) committee members.

ARTICLE 7

Conduct of Meetings

Unless otherwise specified in these bylaws, rules and procedures to be followed shall be those of The Standard Code of Parliamentary Procedure (Sturgis), most recent edition.

ARTICLE 8

Amendments

Section 8.1 The bylaws of the Faculty of the College of Medicine may be altered, amended or repealed, consistent with the policies of the University and the Board of Regents of the University of Oklahoma.

Section 8.2 Procedures for Amending Bylaws.

- (a) Any member of the faculty may propose an amendment, along with the reasons for amendment, to a meeting of the Regular Faculty or to a meeting of the Faculty Board. The proposed amendment may be discussed by faculty members attending that meeting, but no vote shall be taken at the meeting wherein the amendment is proposed.
- (b) A committee shall be recommended by the Faculty Board for appointment by the Executive Dean to study the operational consequences of the proposed amendment, bringing the report to the next meeting of the Faculty Board.
- (c) Copies of the proposed amendment shall be distributed by the Executive Dean to all members of the Regular Faculty no later than eight days before the Faculty Board meeting where the amendment is to be brought for vote. The bylaws committee report and any faculty comments shall be presented prior to the vote. The Faculty Board shall vote to approve or not approve the amendment(s). An amendment requires a two-thirds affirmative vote of the entire Faculty Board to be approved.
- (d) Such amendments as are thus approved shall then be forwarded by the Executive Dean of the College of Medicine to the Senior Vice President and Provost of the Health Sciences Center for transmittal to the President of the University and Board of Regents.
- (e) The amendments, in such form as they may be approved by the Board of Regents, shall become part of the bylaws governing the organization, procedures and policies of the Faculty of the College of Medicine.

Approved: Board of Regents, June 2004

Amendments Proposed and Approved by Faculty, March 2013, and by Board of Regents, May 2013

Amendments Proposed and Approved by Faculty, June 2017, and by Board of Regents, October 2017

Amendments Proposed and Approved by Faculty, and by Board of Regents, October 2018