



APPENDIX A

University of Central Florida College of Medicine

BYLAWS OF THE FACULTY

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PREAMBLE

The University of Central Florida College of Medicine bylaws are based on the premise that the university and its colleges can function properly when integrity is nurtured and maintained by the president, vice presidents, deans, other administrators, faculty members, staff members, and students. These bylaws establish the governance of the College of Medicine faculty and the means for participation in that governance.

ARTICLE I: PURPOSE

1. PURPOSE

- a. The purpose of these bylaws is to define guidelines and procedures for the organization and governance of the University of Central Florida College of Medicine faculty so that members of the administration and the faculty may understand their mutual responsibilities and faithfully perform their duties in pursuing excellence in education, research, clinical practice, and service.

ARTICLE II: THE COLLEGE OF MEDICINE

1. AUTHORIZATION

- a. The College of Medicine is authorized at the University of Central Florida by Florida Statutes Section 1004.384. The duties, privileges, and responsibilities of the faculty of the college, as stated or implied in these bylaws, shall be exercised in accordance with the regulations, policies and procedures of the university, the University of Central Florida Board of Trustees, the rules of the Board of Governors, and the provisions of the Florida Administrative Code and the Florida Statutes.

ARTICLE III: ORGANIZATION OF THE COLLEGE OF MEDICINE

1. COLLEGE ADMINISTRATION

- a. The Dean is the chief academic and administrative officer of the College of Medicine and is responsible for the development, approval, and implementation of its policies. The Dean may appoint Chairs, Associate Deans, Assistant Deans, and Directors to assist in discharging these duties.
- b. The college is administratively composed of departments, schools, centers, and administrative sections. Each unit reports directly or indirectly to the Dean. Each department, school, and center is administered by a Chair or Director who is responsible for the organization and implementation of its programs and reports to the Dean.
- c. The Burnett School of Biomedical Sciences shall be treated as a department for purposes of representation in these bylaws.

2. THE EXECUTIVE FACULTY

- a. The Executive Faculty shall be composed of the Dean, Department Chairs, the Director of the Burnett School of Biomedical Sciences, the Associate Dean for Faculty and Academic Affairs, the Associate Dean for Clinical Affairs, the Associate Dean for Research, and Faculty Council President, Vice-President, and Immediate Past President.
 - i. An Administrative Session, that does not include the Faculty Council members, may be called by the Dean as needed.
- b. The Executive Faculty shall be chaired by the Dean and shall meet monthly to discuss as its agenda all matters brought before it by any of its members.
- c. It is the responsibility of the Executive Faculty to discuss and consider issues affecting the College of Medicine and its faculty. The Executive Faculty shall, by majority vote, make recommendations to or advise the Dean on these matters.
- d. Special meetings of the Executive Faculty may be called by the Dean.

3. THE COLLEGE OF MEDICINE ENTERPRISE (COME)

- a. The College of Medicine Enterprise (COME) shall be composed of the Dean, the Executive Faculty, the Associate Deans, and other administrative personnel as determined by the Dean.
- b. The COME shall be chaired by the Dean and shall meet on a regular basis to discuss as its agenda all matters brought before it by any of its members, the standing committees of the college, or the Faculty Council.
- c. The COME shall, by majority vote, make recommendations to or advise the Dean on these matters.
- d. The Dean may appoint subcommittees within COME for specific purposes.

ARTICLE IV: THE FACULTY

1. FACULTY RESPONSIBILITIES

- a. The College of Medicine faculty is an advisory body to the Dean of the College of Medicine and shall consist of all individuals appointed as faculty members.
- b. With respect to the governance of the organization, the faculty of the College of Medicine are authorized to:
 - i. develop and recommend policies that govern the educational and operational activities including development and evaluation of the curricula for all degree programs as well as the GME programs within the College of Medicine,
 - ii. develop and recommend admission, promotion, and degree requirements for students within the College of Medicine,
 - iii. act upon reports from and make recommendations to the Dean, faculty committees, Faculty Council, Departments, Schools, and other academic Units of the College of Medicine,

- iv. communicate with the Faculty Council of the College of Medicine, and
- v. provide service to Unit, College, Faculty Council, and University level committees.

2. CORE FACULTY OF THE COLLEGE OF MEDICINE

- a. The Core Faculty of the College of Medicine shall include :
 - i. Eligible faculty who are employed by UCF College of Medicine
 - 1. All UCF-based faculty employed at a minimum of at least 0.5 FTE by the College of Medicine and who are appointed as tenure track (TT) faculty or non-tenure track (NTT) faculty.
 - 2. Faculty who receive some but less than 0.5 FTE from UCF College of Medicine if they meet UCF mission based criteria found in the COM Faculty Handbook and are approved by College of Medicine Appointment Committee (COMAC).
 - 3. Adjunct faculty who meet UCF mission based criteria found in COM Faculty Handbook and are approved by COMAC, including those who are compensated to function as a module/clerkship director.
 - and
 - ii. Non-salaried (affiliated and volunteer) faculty who fulfill UCF COM mission based duties, responsibilities and functions as detailed in COM Faculty Handbook, and who have been appointed as Core Faculty following recommendation and successful completion of procedures established by COMAC.
- b. All core faculty must comply with UCF and COM policies and guidelines. Each faculty will be integrated into an academic department within COM.
- c. Core Faculty members are:
 - i. members of the Faculty Council (discussed below),
 - ii. may be eligible to be considered for tenure (award of tenure or tenure of title) based on their appointment classification
 - iii. may serve on COM committees that require Core Faculty members.

ARTICLE V: THE FACULTY COUNCIL

1. FACULTY COUNCIL MEMBERSHIP

- a. The College of Medicine Faculty Council will consist of all COM Core faculty members.

2. FACULTY COUNCIL PURPOSE

- a. The purpose of the Faculty Council shall be to represent and serve as a voice for the faculty of the College of Medicine. The Faculty Council shall provide a forum for discussion and

communication and shall collaborate with and advise the Dean, academic leadership, and other appropriate individuals or committees on matters related to the well-being and future of the College of Medicine as well as its faculty and students. The Faculty Council will report to and be accountable to the faculty and will carry out its responsibilities in collaboration with the Dean and the leadership of the College.

- b. The Faculty Council shall on its own initiative consider matters of concern to the College of Medicine and shall also consider any matter brought before it by the faculty, the Dean, or other College of Medicine committees. Faculty Council will find facts relative to such matters, and formulate principles and objectives so as to report its proposals and recommendations or advise the Dean, or other individuals or groups as appropriate.

3. FACULTY COUNCIL OFFICERS

- a. The officers of the Faculty Council shall consist of a president, a vice president, and the immediate past president who comprise the Leadership Committee of the Council. Terms of office of officers shall begin on September 1st and end on August 31st of the following year.
- b. Officers of the Faculty Council shall be members of the UCF-based COM Core Faculty. Associate Deans, Chairs of Departments, and the Director of the Burnett School of Biomedical Sciences are not eligible for these positions.

i. THE PRESIDENT

1. The president of the Faculty Council shall preside at meetings of the Faculty Council.
2. The president shall be a member of all Faculty Council committees, but may vote only to break a tie.
3. The president shall appoint, with the approval of the Leadership Committee of the Faculty Council (see Article VI.2 below), chairs of all Faculty Council committees, unless otherwise specified herein.
4. The president may appoint ad hoc committees to the Faculty Council.
5. The president shall serve for a term of one year. If the president is unable to complete the term, the vice president shall assume the office and remain in that office for the subsequent term.

ii. THE VICE PRESIDENT

1. The vice president of the Faculty Council shall preside at meetings of the Faculty Council in the president's absence.
2. The vice president position shall alternate between faculty in departments focusing on undergraduate/graduate programs based in BSBS, and faculty in medical education and clinical departments focused on MD and GME programs.

3. The vice president shall serve for a term of one year and automatically succeed to the presidency.
4. The vice president shall serve as chair of the Committee on Committees.
5. A vacancy in the office of vice president shall be filled through a special election held within 90 days of the vacancy.

iii. **THE IMMEDIATE PAST PRESIDENT**

1. The immediate past president shall chair the Nominations Committee.

4. FACULTY COUNCIL MEETINGS

- a. The annual meeting of the Faculty Council shall be held by October 31st of each year. Written notice of the annual meeting shall be sent to the faculty and the Dean at least 21 days prior to the date of the scheduled meeting. Such notice shall include the time and location of the meeting and a tentative agenda.
- b. The annual meeting of the Faculty Council shall include reports from the officers of the faculty, the standing committees of the Faculty Council listed in Article VI, and other committees as appropriate. The immediate past president shall include a report of the accomplishments for the previous year.
- c. The Core Faculty shall be empowered to vote on any proposal, resolution, or referendum presented to the faculty that requires a vote. Each Core Faculty member shall be entitled to one vote. For voting purposes, a quorum will be reached if over 50% of the Core Faculty council members are present at a meeting in person or by telecommunications. If a quorum is not present, electronic voting will be utilized. Matters of vote will be decided by a majority of those voting within the allotted time period.
- d. Any member of the Core Faculty, if unable to attend a Faculty Council meeting, may vote by proxy on specific motions identified in the agenda for which a "vote" is required. The absent Core Faculty member must request, in writing or via email to COMfacultycouncil@ucf.edu, that his or her vote will be by proxy, stating on which motion the proxy vote is to be used and whether the proxy vote is for or against the motion. The written request must be submitted to and verified by a member of the Faculty Council Leadership prior to the meeting at which the proxy vote is to be used. The vice president shall hold all proxy votes at Faculty Council meetings.
- e. Special Faculty Council meetings may be called by the president of the Faculty Council or the Dean. In addition, a special Faculty Council meeting may be called by the Faculty Council upon the request, in writing, by 10% of Core Faculty members. Notice of a special meeting, specifying its purpose, shall ordinarily be sent to all faculty members and to the Dean not less than 15 days before such meeting. On rare occasions, the 15-day notification period may not be possible, in which case both the faculty and the Dean will be notified as soon as possible of the meeting.

5. FACULTY COUNCIL ELECTIONS AND MATTERS REQUIRING A VOTE

- a. The Leadership Committee (as described in Article VI.2) shall compose elections, shall inform the faculty of all candidates for elections, and shall inform the faculty of the outcome of all elections.
- b. The Leadership Committee shall oversee all votes of proposals, resolutions, or referenda by the Faculty Council.
- c. Electronic-based voting can be used for all Faculty Council elections or for other matters requiring a vote. All matters being brought for vote will be decided by a majority of those voting within the allotted time period.
- d. The electorate for COM-wide positions is the entire Core Faculty of COM. If an elected position represents a smaller unit, that specific constituency will vote for that representative.
- e. For all elected committees (University, College, Unit, and Faculty Council), write-in candidates are permitted only if the entire faculty body has been given the opportunity to vote on such candidates during the election process.

6. FACULTY COUNCIL FINANCES

a. SUPPORT

- i. The Dean shall provide financial and dedicated administrative support to the Faculty Council to enable it to carry out its duties and responsibilities, including but not limited to the taking and transcribing of Faculty Council minutes, the maintenance and update of a Faculty Council website, and the preparation and distribution of faculty directories, handbooks, newsletters, ballots, announcements, and any other documents or resources deemed appropriate by the Faculty Council.
- ii. The budget available to the Faculty Council shall be determined annually by the Dean in consultation with the Leadership Committee of the Faculty Council and shall be reported at the annual Faculty Council meeting.

ARTICLE VI: FACULTY COUNCIL COMMITTEES

1. GENERAL COMMITTEE FUNCTIONS

- a. The president shall appoint chairs of all Faculty Council committees, unless as otherwise designated.
- b. The president, in consultation with each Faculty Council committee chair and the Committee on Committees, shall recommend to the Leadership Committee of the Faculty Council individuals from among the Faculty Council to be appointed to Faculty Council committees with appointed members.
- c. Members of committees shall serve terms of three years, with one-third of the members appointed each year. Terms shall begin on September 1st and end on August 31st of the appropriate year.
- d. Committee chairs shall submit annual reports of committee activities to the Leadership Committee of the Faculty Council prior to the annual meeting of the Faculty Council.

2. FACULTY COUNCIL LEADERSHIP COMMITTEE

- a. The Leadership Committee of the Faculty Council shall be composed of the president, the vice-president, and the immediate past president of the Faculty Council. The Leadership Committee is chaired by the president.
- b. The Leadership Committee shall be empowered to act on behalf of the Faculty Council during the interval between Faculty Council meetings and shall report such actions at the subsequent meeting of the Faculty Council.
- c. The Leadership Committee of the Faculty Council will meet monthly with the Dean of the College of Medicine to discuss all issues and matters of interest to the College of Medicine. The Leadership Committee will be advisory to the Dean.
- d. The Leadership Committee of the Faculty Council will represent faculty interests at Executive Faculty and COME meetings.
- e. Each Leadership Committee member is a standing member of the Executive Faculty and COME.

3. FACULTY COUNCIL REPRESENTATIVE COMMITTEE

- a. The Faculty Council Representative Committee shall be composed of the Faculty Council Leadership Committee and elected Core Faculty representatives from appropriate units as discussed below. The Faculty Council Representative Committee will be chaired by the president.
- b. The Faculty Council Nominations committee will recruit candidates for these representative positions. Two representatives will come from the Burnett School of Biomedical Sciences: one from the Lake Nona campus and one from the main campus/annex. One representative will come from the Medical Education Department. Two representatives will come from the clinical science departments: one faculty member from UCF Health and one faculty member not from UCF Health. As the College of Medicine develops more departments or units, additional representative positions will be added to the Faculty Council Representative Committee on a proportional basis. At the discretion of the Leadership Committees, up to two additional members can be added to Representative Committee without requiring a bylaws change.
- c. Faculty Council representatives shall be members of the Core Faculty of their respective units. Associate Deans, Chairs of departments, and the Director of the Burnett School of Biomedical Sciences are not eligible for Faculty Council representative positions.
- d. Representatives will be elected to staggered two-year terms by a vote of those faculty in the group being represented. If an elected representative is unable to complete his or her term, a new election will be carried out within three months to identify a new representative.
- e. The Faculty Council Representative Committee shall consider and formulate short-range and long-range goals of the Faculty Council and of the College of Medicine.
- f. The Faculty Council Leadership will update Council Representative Committee on all issues relating to faculty that are discussed in Executive Faculty and COME meetings.

- g. The Dean will be invited as needed to attend Faculty Council Representative Committee meetings to inform and discuss specific issues with the committee. In addition, the Dean may request to meet with the Faculty Council Representative committee to discuss issues with the committee.
- h. In order for the Faculty Council Representative committee to integrate information from various areas of the College of Medicine, the Faculty Council Representative committee may request information from the administration, the COME, and the standing COM committees detailed in Article VII. Reports will be solicited from College of Medicine representatives to the UCF Senate and AAMC Council of Faculty and Academic Societies (CFAS) representatives.
- i. The actions of the Faculty Council Representative committee shall be reported to the Faculty Council at the annual meeting by the Faculty Council President. At their respective departmental faculty meetings, representatives should inform the faculty of the proceedings of the committee as well as solicit input on appropriate topics under consideration by the committee.
- j. For voting purposes, a quorum of the Faculty Council Representative committee will be reached if over 50% of its members are present in person or via teleconference.
- k. Any member of the Faculty Council Representative committee, if unable to attend a Faculty Council Representative committee meeting, may vote by proxy on specific motions identified in the agenda for which a "vote" is required. The absent representative must request, in writing or via email to COMfacultycouncil@ucf.edu, that his or her vote will be by proxy, stating on which motion the proxy vote is to be used and whether the proxy vote is for or against the motion. The written request must be submitted to and verified by a member of the Faculty Council Leadership prior to the meeting at which the proxy vote is to be used. The vice president shall hold all proxy votes at meetings.

4. FACULTY COUNCIL NOMINATING COMMITTEE

- a. Members of the Nominating Committee are appointed by the Leadership Committee with four members named to include two representatives from the Burnett School of Biomedical Sciences and two from other Departments within the College of Medicine. The chair of this committee shall be the immediate past president of the Faculty Council. Members shall serve staggered three-year terms.
- b. The Nominating Committee shall have the responsibility of preparing a slate of candidates from among the Core Faculty for the office of vice president, for the elected members of the Faculty Advocate Committee, and for the positions for the Faculty Council Representative committee. To promote a broad viewpoint in all issues affecting faculty, the committee will consider all forms of diversity in its identification of candidates for open positions. Members of the Nominating Committee may not be candidates for these positions.
- c. Nominations may be solicited via written or electronic correspondence, or in person. The Nominating Committee shall confirm the willingness of nominated faculty to serve in positions prior to elections.
- d. The Nominating Committee of the Faculty Council shall report to the Leadership Committee the names of confirmed candidates for these positions to be filled by May 15, prior to the start of the term of the open position(s).

5. COMMITTEE ON COMMITTEES

- a. The vice president of the faculty council shall serve as the chair of the Committee on Committees.
- b. The committee shall be composed of four additional Faculty Council members appointed by the Leadership Committee for appropriate representation from the School(s) and Departments within the College of Medicine. Members will serve staggered three-year terms.
- c. In concert with the departmental chairs and/or directors, the Committee on Committees shall seek candidates from among the faculty to fill vacancies on policy and administrative committees of the college. Whenever time permits, the open positions shall be conveyed to the faculty so that interested individuals can be identified or recruited. To promote a broad viewpoint in all issues affecting faculty, the committee will consider all forms of diversity in its identification of candidates for open positions.
- d. For appointed positions, following a vote of approval by the Leadership Committee of the Faculty Council, the names of the recommended appointees shall be submitted to the Dean or other appropriate administrator for consideration and approval.
- e. For elected positions, the names of the recommended representatives will be forwarded to the Leadership Committee, and then voted on by the appropriate constituency in an election process.
- f. This committee may also be utilized to identify and recruit faculty members for additional elected or appointed positions whenever faculty council input into those positions is desired or appropriate.

6. FACULTY ADVOCATE COMMITTEE

- a. The Faculty Advocate Committee shall receive, hear and make recommendations to individual faculty and to the faculty council leadership committee on unresolved issues from that faculty member. Only issues that were previously addressed at the unit level and remain unresolved may be brought to this committee. The committee shall determine whether any matter is appropriate for its review. The Faculty Advocate Committee shall provide guidance to faculty members as to whether issues brought to it are appropriate to bring through the UCF Faculty Grievance process.
- b. The Committee shall be composed of six members. Three members will be elected from a slate of candidates identified by the Faculty Council Nominating Committee. The electorate for these positions will be the entire Core Faculty. Staggered three-year terms will be renewable once for a total of six years of service, with one of the members replaced each year.
- c. The remaining three members will be appointed by the Faculty Council Leadership Committee. The three appointed members will be identified on a case-by-case basis and only serve for the duration of that case.
- d. The members of this committee will elect their own chair from among the members.
- e. At the faculty member's request, the committee shall use its discretion in maintaining confidentiality as much as possible.

7. FACULTY COUNCIL BYLAWS COMMITTEE

- a. The Faculty Council Bylaws Committee shall review these bylaws every two years or as needed, and shall consider proposed changes brought to it as well as changes proposed by its own members. The Faculty Council Bylaws Committee will make recommendations regarding such changes to the Faculty Council Leadership.
- b. The committee shall be composed of members of the faculty with proportional representatives from the units within the College of Medicine.
- c. The committee will have five members and its members will be appointed by the Faculty Council Leadership committee after consultation with the Committee on Committees. The President of the Faculty Council shall designate the Chair of the Bylaws Committee.

8. AD HOC COMMITTEES

- a. The president may recommend ad hoc Faculty Council committees, task forces, and working groups, as appropriate, and shall inform the Faculty Council and the Dean of the membership and purpose at the time of the committee's appointment

ARTICLE VII: COLLEGE OF MEDICINE COMMITTEES

1. COLLEGE OF MEDICINE PROMOTION AND TENURE COMMITTEE

- a. Faculty members in the College of Medicine are appointed as tenure track (TT) faculty, non-tenure track (NTT) faculty, multi-year NTT faculty, medical librarian, instructor, lecturer, non-salaried core faculty, non-salaried core faculty with tenure of title, affiliated faculty, and volunteer faculty. Faculty appointed as Assistant Professor and Associate Professor will be considered for promotion and/or tenure in accordance with specific Unit, College and University standards and policies.
- b. The committee shall be composed of faculty members holding an equivalent or higher rank as the rank being considered. For example, Associate and Full Professors are eligible to sit on a committee where a faculty member is coming up for promotion to an Associate Professor position. Further details on the Promotion and Tenure Committee can be found in the UCF Promotion and Tenure Guidelines.

2. ADDITIONAL COMMITTEES

- a. The College of Medicine shall have standing committees for all degree programs. The M.D. committees include those described below. Additional information on each committee can be found in respective policy manuals.
- b. **Admissions Committee:** The Admissions Committee implements the policies related to the application/admissions process. The committee is composed of faculty and student representatives appointed by the Dean. The Chair of the Admissions Committee and the appointees evaluate all completed applications to the College of Medicine and select applicants to be interviewed. The final decision about admissions is made by the Admissions Committee, which has the independent responsibility for selection of students. Committee decisions are

implemented by the Director of Admissions. Committee members include biomedical sciences and clinical faculty and students.

- c. **Curriculum Committee:** The Curriculum Committee has the responsibility to review, advise, and make policy recommendations to the Dean on matters related to the design, delivery and evaluation of the undergraduate medical education program. The Committee is composed of faculty members, many of whom have been elected by the Faculty, and elected representatives from the student council. These members constitute the voting membership of the Committee. The Committee also has representatives from Faculty Development, the Medical Library, Student Affairs, and Planning and Knowledge Management appointed to serve as non-voting, *ex officio* members.
- d. **Student Evaluation and Promotion Committee:** This committee, acting for the faculty, makes recommendations to the Dean regarding each student's enrollment and/or academic progress in the College of Medicine, including continuation, promotion to the next academic year, remediation, dismissal, or any variation thereof that in the opinion of the Committee is appropriate.
- e. **Continuous Professional Development (CPD) Committee:** This committee evaluates and approves or denies CPD educational activities. The Committee also reviews presentations that may pose a potential conflict of interest. Committee members are appointed by the dean.
- f. **Graduate Medical Education (GME) Committee:** This committee has oversight of Accreditation Council for GME (ACGME)-accredited medical residency programs according to ACGME institutional requirements as well as selected non-accredited fellowships. These responsibilities include accreditation status, quality of educational experiences, learning and working environment, and learning outcomes.

3. AD HOC COMMITTEES

- a. The Dean may appoint ad hoc committees, including administrative planning, assessment, research, employment search, space planning, strategic planning, and technology planning. The Faculty Council Leadership will inform the Faculty Council of the membership and purpose at the time of the committee's appointment.

ARTICLE VIII: UNIVERSITY COMMITTEES

- 1. Core Faculty of the College may serve as COM members of University committees. The Leadership Committee of the Faculty Council shall be consulted wherever possible regarding appointments to such committees.
- 2. Election of faculty to serve on University committees will follow University procedures with the election of faculty on the basis of apportionment to the College units.
- 3. Senators for Faculty Senate will be elected in proportion to eligible faculty within the college units.

ARTICLE IX: RULES OF ORDER

1. RULES OF ORDER

- a. Robert's Rules of Order, Newly Revised, shall prevail at the meetings of the Faculty Council, and the committees of the college, unless otherwise stated in these bylaws. The president of the Faculty Council may appoint a parliamentarian for the Faculty Council.

ARTICLE X: AMENDMENTS

1. AMENDMENTS TO THE BYLAWS

- a. Proposals to amend these bylaws may be initiated by the Bylaws Committee, the Faculty Council, or the Dean. A proposed amendment to the bylaws must be approved by a majority vote of the Faculty Council, and then approved by the Dean before it is incorporated into the bylaws.
- b. The bylaws of the college shall automatically stand amended as necessary to comply with the rules, regulations, policies, and procedures of the University, the UCF Board of Trustees, the Board of Governors, and the State of Florida.