

**WEST VIRGINIA UNIVERSITY
SCHOOL OF MEDICINE BYLAWS**

2018

PREAMBLE

West Virginia University School of Medicine was created by action of the legislature of the State of West Virginia. The governing body for the University is the West Virginia University Board of Governors. Chapters 18-11 and 18 B2A of the Code of West Virginia sets forth legislation concerning West Virginia University.

The West Virginia University Board of Governors consists of seventeen members: one full-time member of the faculty with the rank of instructor or above duly elected by the faculty; one full-time faculty member representing the extension service or the health sciences, selected by the faculty senate; one member of the student body in good academic standing, enrolled for college credit work and duly elected by the student body; one member of the institutional classified employees duly elected by the classified employees; the chairperson of the Board of Visitors at West Virginia University Institute of Technology. Except in the case of a vacancy, all member elections shall be held and all appointments shall be made no later than the thirtieth day of June proceeding the commencement of the term and twelve lay members appointed by the governor with the advice and consent of the Senate. The Board members are responsible through the governor to the people of the state. Board policies, duly promulgated and published through their administrative offices, determine the limits within which the Bylaws of West Virginia University shall be formulated and operative.

In the event of any inconsistency between these Bylaws and the laws of West Virginia or the policies, rules and regulations of the Board of Governors, the laws of the State and policies, rules and regulations of the Board of Governors shall govern.

These Bylaws are for the governance of the School of Medicine in its education, patient care, research, and service missions, and do not address the function of West Virginia University Medicine, Inc., or other affiliated facilities.

BYLAWS

Section 1. ADMINISTRATIVE ORGANIZATION

The President of the University

The President is the chief administrative and academic officer of the University, appointed by and responsible to the West Virginia University Board of Governors. Duties of the President are set forth in West Virginia Code 18-11-2. According to the Board of Governors' Operating Procedures, Article 5.2, "The President shall have power to perform all acts and execute all documents to make effective the actions of the Board. The President may delegate to officers of the University administration authority to execute documents on behalf of the University, to make effective actions of the Board, or as necessary for the general operation of the University in accordance with these guidelines and with the Delegation of Powers enacted by the Board." The President appoints Vice Presidents with specific areas of responsibility.

Vice President for Health Sciences

This officer of the University is appointed by the President and is responsible to the President for all educational, research and service activities in the area of Health Sciences.

Regional Campuses of the School of Medicine

The chief administrative offices of the School shall be located on the Morgantown campus of West Virginia University. Responsible to Legislative charge and Board of Governors direction, and within its basic organizational framework and educational objectives, the School may operate regional campuses of varying size and complexity at other locations within the State.

Dean

The Dean is the chief academic, administrative and budget officer of the School, is appointed by the president upon recommendation of the Vice President for Health Sciences, and is responsible to the Vice President for Health Sciences.

Vice Deans, Associate Deans and/or Assistant Deans

Vice Deans, Associate Deans and/or Assistant Deans, each with specific duties determined by the Dean, are appointed by and responsible to the Dean of the School of Medicine. The chief administrative officer of any regional campus shall function in the role of an Associate Dean in matters related to the School of Medicine.

Departments

The basic unit of administrative organization is the Department. The principal administrative officer of a department shall be known as Chair. Departments of appropriate size or complexity may be organized into Sections, each of which may have an administrative chief responsible to the

Department Chair. Multidisciplinary units and other departmental changes may be implemented by the Dean following consultation with the Dean's Council, Executive Council, or the School of Medicine faculty, and approved by the Vice President for Health Sciences.

Department chairs are appointed by the Campus Dean. Each campus has its own organizational structure and job descriptions are detailed in regional role documents. In making such appointments, the Dean shall consider the recommendation of a search committee, following the established procedures.

The Departmental chair is responsible to the Dean for the teaching, research and service programs of the Department in keeping with the mission and goals of the School of Medicine, Health Sciences Center, and University. All administrative appointments within the University are without specific duration.

The educational programs of each Department shall undergo academic review at intervals of not less often than five years, and upon the recommendation of the Dean.

Section II. THE FACULTY

Composition of the Faculty

The Faculty of the School of Medicine shall consist of full-time and part-time members. Full-time members shall be appointed in one of the following ranks: Professor; Associate Professor; Assistant Professor; Instructor. Board of Governors Faculty Rules 4.1, 4.2, and 4.7 delineates conditions under which full-time appointments are made, including tenure track and non-tenure tracks.

Academic personnel whose appointments are limited in scope, duration, or FTE effort may be appointed in any faculty rank for which qualified, and shall be designated part-time, visiting, clinical, non-tenure specialty tracks in research, service or education. Voluntary faculty are designated adjunct (area of basic science) or adjunct clinical faculty, rank dependent on their qualifications.

Faculty Rights, Responsibilities, Duties, Benefits

Faculty are referred to the West Virginia University Faculty handbook, West Virginia University School of Medicine Faculty Handbook and the appropriate West Virginia University Board of Governors policy for information on faculty rights, responsibilities, duties, leaves, benefits, etc.

Faculty Meetings

Regularly scheduled and special meetings will be called by the Dean, with the Dean or his/her designee presiding. A quorum shall consist of those members of the faculty present, in person or by written proxy, at any regular or special meeting. Each benefit-eligible faculty member is entitled to one vote.

Dean's Council

The Dean's Council is advisory to the Dean and shall consist of Vice Deans and Associate Deans and administrative personnel appointed by the Dean. There shall be representation at least from the Professional Programs, Education Mission, Clinical Mission, Research Mission, and Finance as determined by the Dean. This group shall meet at regular intervals as determined by the Dean. A quorum shall consist of those members present. Any faculty member, by written or electronic memorandum to the Dean, may request to have any appropriate item of business placed on an agenda for consideration by the Dean's Council.

Executive Committee

The Executive Council is advisory to the Dean and is a forum for the discussion of matters of concern to more than a single Department. It shall consist of the Dean as presiding officer, who may vote to make or to break a tie vote, and all Departmental Chairs as voting members. At the Dean's discretion, Vice Deans, Associate Deans, Center or unit directors may be appointed to the Executive Council as voting members. The Executive Council shall meet at regular intervals as determined by the Dean. A quorum shall consist of those members who are present. Any faculty member, by written memorandum to his/her departmental chair or the dean, may request to have any appropriate item of business placed on an agenda for consideration by the Executive Council.

Committees of the Faculty

Committees shall be of three general types:

- Standing committees required by the Bylaws.
- Standing committees determined by the Dean to be desirable for continuing or frequently recurring needs.
- Ad Hoc committees with specific missions, discharged upon completion of assigned duties.

All committee members and chairs are appointed by the Dean, who may consult with the Dean's Council or the Executive Council. Members of standing committees are appointed annually and may be reappointed. Committees are responsible to the Dean, who may direct specific committees to report directly to the Dean's Council or the Executive Council of the Faculty Assembly as appropriate. Student representatives chosen by the Dean may serve as fully participating members of appropriate appointive committees, as determined by the Dean.

Required Standing Committees:

(a) Admissions Committee for the MD Degree

Members shall be appointed annually by the Dean to serve a one-year term. Members may be reappointed at the discretion of the Dean. The Admissions Committee shall consist of at least 15 voting members. There will be representation from both the basic science and clinical faculty, and students in the fourth year of the MD degree curriculum. Fourth year medical student members must be in good academic and professional standing. Membership shall have representatives from each campus whenever possible. Retired faculty and community physicians are eligible to serve on the committee. An Associate/Assistant Dean will serve as an ex-officio, non-voting member, to

provide staff support. The Dean shall appoint a Chair and Vice Chair from the voting membership. The duties of this committee shall include at least the following:

1. Review applicant files and conduct interviews with applicants in a professional manner.
2. Present those applicants interviewed to the entire committee in an organized, honest, and complete manner citing student academic qualifications, recommendations, and personal impressions of the interview.
3. Vote on applicants to accept or reject, keeping in mind the School of Medicine mission and values. The final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all meetings. The selection of individual medical students for admission is not influenced by any political or financial factors. Committee decisions may not be overruled by the dean or any standing committee or university administrator/employee.
4. Review and recommend annually the minimum criteria for admission to the MD degree program, and other policies related to the admissions process.

(b) Curriculum Committee for the MD Degree

Membership shall consist of faculty who serve as course directors from all required courses in the first and second year of the curriculum, and all required clerkship directors from the third and fourth year of the curriculum from all campuses. Student representatives shall be appointed by the Dean to represent all levels in the curriculum and all campuses. Student members must be in good academic and professional standing. The Dean may also appoint at large members of the faculty and administrative staff chosen for breadth and depth of interest in medical education. The Dean will appoint an Associate Dean as a non-voting, ex-officio member to provide staff support for committee functions, the committee is empowered to oversee the objectives, structure, content, teaching management, organization, integration and evaluation of the educational program leading to the MD degree. Modifications to the curriculum and actions taken by the Curriculum Committee in the interest of students' learning and its improvement will be reported to the Dean and the Executive Committee.

(c) Committee for Academic and Professional Standards

The committee will consist of at least 15 voting faculty members appointed by the Dean consisting of a balance between basic science and clinical faculty. There shall be at least one voting faculty representative from each clinical campus. The Director of the Combined MD/PhD program shall be a voting ex-officio member. The Assistant/Associate Dean for Student Services from each campus shall be non-voting ex-officio members. The Dean will appoint an Associate Dean as a non-voting, ex-officio member to provide staff support for committee functions. The Dean shall annually appoint a Chair and Vice Chair from the voting membership. Duties of this committee are outlined in detail in the Policy on Academic and Professional Standards Governing the MD degree Program.

In addition, the committee shall make recommendations to the Dean and the faculty regarding standards for promotion and for awarding of the MD degree. Following review of each student on a regular basis, the committee will recommend those students who have satisfactorily met all the requirements for the degree as candidates to the faculty for their final consideration.

(d) School of Medicine Committee for Faculty Evaluation, Promotion and Tenure

Membership shall consist of faculty members appointed annually by the Dean. There shall be representation from both clinical and basic science faculty, as well as a membership from faculty in

both the tenure and clinical track. All campuses shall be represented with at least one member. All departments that exceed the equivalent of 25 full time faculty shall have at least one representative. All members shall vote on decisions of promotion, but only tenured faculty members shall vote on decisions of tenure. The Dean shall annually appoint a Chair and Vice Chair from the voting membership. The Chair shall vote only in case of a tie. The duties of the committee shall be:

1. To annually review and make recommendations for all faculty regarding retention and promotion and tenure. In rare instance, the committee may review recommendation for termination of an appointment.
2. To assure that recommendations regarding all faculty are made in accordance with the rules and regulations governing promotion and tenure of the School of Medicine, West Virginia University and West Virginia University Board of Governors.
3. To make recommendations to the Department committees and Chairs reviewing faculty regarding their evaluation process.
4. To review and recommend to the Dean and the faculty revisions to the School of Medicine Guidelines for Faculty Appointment, Promotion and Tenure as required or requested.

The Dean and/or Dean's designee will also review the annual ratings by the chair and/or department committee of all faculty to determine when counseling and/or further review or recommendations may be appropriate.

(e). The Continuous Quality Improvement Committee (CQIC)

This committee is charged to monitor compliance with the Liaison Committee on Medical Education (LCME) accreditation standards and elements. In an ongoing effort to improve the Medical Degree (M.D.) program and the learning environment, the CQIC will also ascertain both long- and short-term goals, implement a systematic process to collect and review data, and disseminate outcomes to appropriate leadership and administration, including, but not limited to, the Curriculum Committee for the M.D. Degree, the Committee on Academic and Professional Standards (CAPS), the Committee on Admissions for the M.D. Degree, Dean's Council, the executive dean, various assistant/associate deans, and department chairpersons. The CQIC will also collaborate with leadership and administration to identify action plans to achieve goals, as evidenced by measurable outcomes.

Section III. ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws may be adopted or amended by an affirmative vote of 60 percent or more of the eligible faculty members present, in person or by written proxy, at a regularly called faculty meeting, provided the faculty has received notice of the proposed changes at least ten (10) working days prior to the meeting. Use of secure electronic voting methods may be used to collect the votes of faculty on changes to these Bylaws in place of a faculty meeting with the consent of the Dean, provided that the faculty retains the right to have at least 10 working days to review and comment on the proposed changes. Bylaws or changes therein become effective upon approval through appropriate University channels.

Internet References of Importance:

West Virginia University Board of Governors Policies <http://bog.wvu.edu/policies>
SoM Faculty Policies
<https://medicine.hsc.wvu.edu/faculty-staff/policies-forms-and-tools/>

Curriculum Committee for the MD Degree Charter

<https://sole.hsc.wvu.edu/sites/1891/handbookSole/PDFs/Policies/Curriculum/Curriculum-Committee-for-the-MD-Degree-Charter.pdf>

Medical Student Admissions Committee Charter

<https://medicine.hsc.wvu.edu/faculty-staff/committees/admissions-committee-for-the-md-degree/>

Academic and Professional Standards Committee Charter

<https://medicine.hsc.wvu.edu/faculty-staff/committees/academic-and-professional-standards-committee/>

Academic and Professional Standards Policy Governing the MD Degree

<https://medicine.hsc.wvu.edu/media/361658/academic-and-professionalism-standards-governing-the-md-degree09program-final63017.pdf>

Continuous Quality Improvement Committee

<https://medicine.hsc.wvu.edu/media/232832/cqi-charter.pdf>

SoM Promotion & Tenure Guidelines

<https://medicine.hsc.wvu.edu/media/361733/promotion-and-tenure-guidelines.pdf>

Revisions approved by vote of SOM Faculty, May 2014

Revisions