

Faculty Bylaws of the Carle Illinois College of Medicine

Ratified April 18, 2017

Contents

PREAMBLE..... 4

ARTICLE I. NAME AND PURPOSE..... 4

 A. Name..... 4

 B. Purpose..... 4

ARTICLE II. COLLEGE HISTORY, MISSION, VISION AND VALUES..... 4

 A. History..... 4

 B. Mission..... 4

 C. Vision..... 4

 D. Values..... 4

ARTICLE III. DEPARTMENTAL ORGANIZATION 5

 A. Initial Departments 5

 B. Governance..... 5

 C. Heads 5

ARTICLE IV. FACULTY..... 5

 A. Powers and Duties 5

 B. Membership..... 6

 C. Voting Rights 6

ARTICLE V. OFFICERS..... 6

 A. The Dean 6

 B. The Secretary 7

 C. Special Officers..... 7

ARTICLE VI. MEETINGS 8

 A. Regular Meetings 8

 B. Special Meetings 9

ARTICLE VII. EXECUTIVE COMMITTEE 10

 A. Composition..... 10

 B. Terms of Office..... 10

 C. Functions and Responsibilities..... 10

ARTICLE VIII. STANDING COMMITTEES 11

 A. Composition..... 11

 B. Subcommittees 11

 C. Meetings 12

 D. Standing Committees..... 12

ARTICLE IX. ADMISSIONS COMMITTEE	13
A. Composition	13
B. Functions and Responsibilities	13
C. Recusal Requirement	14
ARTICLE X. CURRICULUM OVERSIGHT COMMITTEE	14
A. Composition	14
B. Functions and Responsibilities	14
ARTICLE XI. STUDENT PROGRESS AND PROMOTIONS COMMITTEE	15
A. Composition	15
B. Functions and Responsibilities	15
C. Recusal Requirement	15
ARTICLE XII. APPOINTMENTS, PROMOTIONS, AND TENURE COMMITTEE	16
A. Composition	16
B. Functions and Responsibilities	16
C. Recusal Requirement	16
ARTICLE XIII. FACULTY GRIEVANCE AND APPEALS COMMITTEE	17
A. Composition	17
B. Functions and Responsibilities	17
C. Procedure	17
D. Recusal Requirement	18
ARTICLE XIV. AMENDMENT AND REVIEW OF BYLAWS	18
A. Amendment	18
B. Review of Bylaws	18

PREAMBLE

The Carle Illinois College of Medicine ("*College*") shall be governed in its internal administration by its Faculty and will serve Carle Illinois College of Medicine Students ("*student*").

These *Bylaws* are intended to supplement the *University Statutes*. Where there are conflicts with the *University Statutes*, the *University Statutes*, as interpreted by the Provost, shall prevail.

ARTICLE I. NAME AND PURPOSE

A. Name

The name of this assembly shall be the *Faculty of the Carle Illinois College of Medicine*.

B. Purpose

The purpose of this assembly shall be to assume and discharge the responsibilities ascribed to it by the *University Statutes* and to engage in such other activities as it may take unto itself that are not in conflict with the *University Statutes* or with other established policies and procedures of the University of Illinois at Urbana-Champaign.

ARTICLE II. COLLEGE HISTORY, MISSION, VISION AND VALUES

A. History

The Carle Illinois College of Medicine was established as a result of the *Affiliation Agreement by and between The Carle Foundation and the Board of Trustees of the University of Illinois for the Carle Illinois College of Medicine* dated August 1, 2015 ("*Affiliation Agreement*"), which sets forth the terms of the parties' partnership in teaching, research, clinical education and technological innovation.

B. Mission

We educate exceptional physician-innovators to deliver high-value, compassionate health care through transformative solutions developed at the intersection of engineering, science and medicine.

C. Vision

We will be global leaders in transformative medical education, research and clinical care innovation, designed to improve the health and well-being of patients and communities around the world.

D. Values

- Compassion
- Competence
- Curiosity
- Creativity
- Collaboration
- Diversity

ARTICLE III. DEPARTMENTAL ORGANIZATION

A. Initial Departments

The department is the primary organizational unit of education and administration in the College. There shall be two (2) initial departments of the College, each formed in accordance with the *University Statutes*.

1. The Clinical Science Department, composed primarily of clinical Faculty, shall be responsible for all clinical aspects of the curriculum.
2. The Biomedical Science and Engineering Department, composed primarily of academic Faculty, shall be responsible for the basic health sciences and engineering-based aspects of the curriculum.

B. Governance

Each department shall be governed in its internal administration and procedure by its bylaws, which shall be established by the Faculty of the department, provided that the department bylaws do not conflict with the *University Statutes* or these *Bylaws*.

C. Heads

Each department shall be organized with a head appointed without specified term by the University Board of Trustees on recommendation of the Chancellor/Vice President and the President after consultation with the Dean of the College and the members of the department Faculty.

ARTICLE IV. FACULTY

A. Powers and Duties

The Faculty shall have such powers and duties as may be lawfully delegated to it and which the Faculty has been accustomed to exercise. Among the powers and duties of the Faculty are to:

1. Establish rules for the conduct of its business;
2. Establish policies for the governance of the College in its internal administration;
3. Elect the Secretary of the Faculty;
4. Determine the composition of committees, except as otherwise specified in these *Bylaws*, for the conduct of Faculty business and assign functions and responsibilities to them;
5. Exercise the fullest measure of autonomy consistent with the maintenance of general college policy and correct academic administrative relations with other units of the University;
6. Establish the academic policy of the College, exercising jurisdiction in all educational matters falling within the scope of its education program, including the determination of the

curriculum, and making recommendations on matters of educational policy relevant to the College but which fall under the jurisdiction of other bodies; and

7. Undertake teaching, research, service and engagement, or a combination of each, commensurate with the nature of each Faculty member's appointment.

B. Membership

1. The Faculty of the College shall consist of the Dean of the College, and all those individuals with academic rank or title in the College who are either tenured or receiving probationary credit toward tenure, as well as all academic staff of the units of the College who hold the rank or title of professor, associate professor, assistant professor, lecturer or instructor, modified by the terms clinical, research, teaching, and adjunct, who are neither tenured nor receiving probationary credit toward tenure.
2. Appointments to the Faculty of the College are made through regular faculty appointment channels.

C. Voting Rights

1. All members of the Faculty described in Section B above shall be entitled to participate in meetings of the Faculty by voice. All members of the Faculty with at least 0% appointments have voting rights on amendments to the bylaws and all other College business until the number of faculty with at least 5% appointments exceeds 50 faculty, at which time only faculty with at least 5% appointments are eligible to vote on college business, including amendments to the bylaws.
2. Emeritus Faculty and Visiting Faculty shall be accorded voice but not vote at Faculty meetings.
3. All voting members shall have one full vote.
4. There shall be no proxy votes.

ARTICLE V. OFFICERS

A. The Dean

The Dean is the Chief Executive Officer of the College of Medicine, responsible to the Provost for administration of the College and agent of the Faculty for the execution of College policy. The Dean also serves as Chief Academic Officer of The Carle Foundation, as set forth in the *Affiliation Agreement*. Specifically, the Dean shall have the final responsibility for the conduct and quality of the medical education program, including the authority and responsibility to:

1. Oversee the design, implement and ensure quality of the College's education program;
2. Develop the College budget and business operations;
3. Develop a research portfolio that will foster development of productive research collaborations;

4. Formulate and present policies to the Faculty for consideration;
5. Report to the Faculty on the work of the College at least one time per semester;
6. Represent the College at conferences or designate representatives;
7. Serve as the medium of communication for official business of the College with other campus authorities, students and the public;
8. On advice of the Executive Committee and in consultation with department executive officers and other appropriate bodies and parties, recommend the appointment, reappointment, non-reappointment, and promotion of Faculty and other academic staff in a manner consistent with University policies, including those of the College and its departments;
9. Hold Faculty accountable to both academic and clinical performance standards; and
10. Perform such other duties prescribed in the *University Statutes*.

B. The Secretary

1. The Secretary of the Faculty shall be nominated annually by the Executive Committee from among the Faculty and may serve successive terms. In the call for a regular meeting in each academic year, the name of the candidate shall be announced and additional nominations may be received from the floor. The Secretary shall serve until a successor is elected by the Faculty.
2. The duties of the Secretary shall be to:
 - (a) Distribute to members of the Faculty and others as the Executive Committee may direct all notices, calls, agenda and minutes of Faculty meetings;
 - (b) Record and preserve minutes of all meetings of the Faculty, including the votes and all other official actions taken and special reports delivered; and
 - (c) Conduct balloting and report the results to the Faculty of all nominating procedures and elections.
3. In executing the assigned duties, the Secretary shall use staff support of the Office of the Dean.

C. Special Officers

The Dean may appoint special officers on an *ad hoc* basis when the Dean deems the assistance of special officers either necessary or helpful.

ARTICLE VI. MEETINGS

Meetings are subject to the Illinois Open Meetings Act (OMA) and will meet the requirements of this law. The text of the Open Meetings Act (5 ILCS 120/), including Section 2(c) setting out the permissible reasons for closing a meeting, may be found at the following URL:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2>

A. Regular Meetings

1. Presiding Officer

The Presiding Officer at meetings of the Faculty shall be the Dean. In the Dean's absence, the Vice-Chair of the Executive Committee or the Dean's designate shall preside at Faculty meetings.

2. Frequency of Meetings

At least two regular meetings of the College Faculty shall be held during the academic year when classes are in session. The date, time and place shall be set by the Dean and announced at the beginning of the academic year.

3. Notice and Agenda

- (a) At least 15 calendar days in advance of any meeting, the Secretary shall notify all members of the Faculty entitled to vote at the meeting. Notices shall be accompanied by the agenda and by all items, actions and resolutions to be presented to the Faculty.
- (b) Items for action at any Faculty meeting shall be limited to those that are identified for action on the published agenda. No items listed for discussion or introduced as new business at a meeting shall become an action item or be subject to a vote at the meeting.
- (c) Items may be placed on the agenda in any of the following ways:
 - (i) By the Dean;
 - (ii) By the Executive Committee;
 - (iii) By a member of the Faculty who wishes to petition that an item be included on the agenda. The Faculty member must submit such item to the Dean at least 30 calendar days before the scheduled meeting date. The Dean, in consultation with the Secretary, shall consider and may include such item on the agenda or may refer such item to the appropriate committee. This provision shall not abridge the right of any member of the Faculty to present any matter to the Faculty at any regular meeting under the appropriate heading of "old" or "new" business.
- (d) The order of business for a regular meeting shall be determined by the Dean in consultation with the Secretary.
- (e) At both regular and special meetings, matters evolve which a faculty member deems to warrant a closed session, the faculty member may move for a closed session. The faculty member must cite the specific exemption of the Open Meetings Act [5 ILCS 120/2(c)]

that permits the closure of the meeting. Unless the Faculty rule otherwise, the approval of such a motion will postpone further debate on the matter to the conclusion of the regular agenda, at which time the meeting will be closed. No such motion shall be deemed approved without a two-thirds vote of the Faculty present and voting. Only voting members shall be present in closed session.

4. Quorum

At regular meetings of the Faculty, a quorum shall consist of one-third of each department of the college faculty with voting privileges. Faculty members on leave shall not be counted in determining the quorum.

5. Voting

- (a) Passage of any measure, with the exception of amendments to these *Bylaws*, or as specified in Robert's Rules of Order, shall require a simple majority of the voting members present.
- (b) Voting may be by voice, by roll call, or electronic response when either ordered by the Presiding Officer or requested by a member who is present and entitled to vote.
- (c) Elections in which a contest exists shall be conducted by paper or electronic ballot.
- (d) On a specific question, the Faculty may elect by majority vote to conduct a mail or electronic ballot.

6. Minutes

The Secretary shall record the minutes of all Faculty meetings. In the absence of the Secretary, the Presiding Officer at the meeting shall appoint a member of the Executive Committee to serve as Secretary for the meeting.

7. Parliamentary Authority

Meetings of the Faculty shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, unless otherwise suspended or in conflict with these *Bylaws* or *University Statutes*.

B. Special Meetings

1. Call and Notice

- (a) Special meetings may be called by the Dean on the Dean's prerogative and shall be called by the Dean when requested by the Executive Committee or upon receipt of a petition of the Faculty.
- (b) Upon receipt of a petition signed by no fewer than 10 percent of the Faculty members entitled to vote, the Dean shall call a special meeting of the Faculty within 20 calendar days. The petition shall include the proposed agenda or resolutions to be proposed, together with supporting documentation, if any. One Faculty member among the

signatories shall be designated as the lead party for consultations with the Dean concerning scheduling and other arrangements.

- (c) Should a situation require immediate action, the Dean, with the consent of a majority of the Executive Committee, may designate a special meeting as an emergency meeting. Notice of an emergency meeting must be delivered to department offices within 48 hours before the hours set for such meeting and must be plainly marked "Emergency Meeting."

2. Agenda

The agenda items for special meetings shall be confined to the items listed on the call for the meeting and the discussions and actions at such meetings limited to the scope of the meeting.

3. Quorum and Voting

Provisions for voting shall be the same as for regular meetings.

ARTICLE VII. EXECUTIVE COMMITTEE

A. Composition

The Executive Committee shall consist of at least seven members, including: the Dean, who shall serve as the chair, and an equal number of members from each College department. A Vice-Chair, to preside in the Dean's absence, shall be elected annually by the Executive Committee from among its members. There may be one Carle Illinois College of Medicine student observer, who shall have the privilege of the floor but who may not vote. During discussions of Faculty appointments and promotions and during consideration of the appointment or reappointment of the Dean, the student observer shall be excluded from the meeting. The annually elected Vice-Chair shall preside over the Executive Committee while in session to prepare its advice on the appointment of the Dean or to review the Dean's performance.

B. Terms of Office

The terms of the inaugural members of the Executive Committee shall be as follows: one member from each of the two departments shall serve a one-year term; another member from each department shall serve a two-year term; and the third member from each department shall serve a three-year term. After the expiration of each member's term, subsequent terms shall be for three years. A Faculty member may serve no more than two consecutive, full terms. After a period of at least one year of absence from the Executive Committee, a Faculty member may be elected again to the Executive Committee. A Faculty member may serve for up to one year beyond the expiration of his or her term if necessary to meet the requirements of the *Bylaws*.

C. Functions and Responsibilities

The Executive Committee shall:

- 1. Advise the Dean in the conduct of College business;

2. Advise the Dean on the formulation and execution of College policies and on the preparation of the budget of the College;
3. Transact such business as may be delegated to it by the Faculty;
4. Act on academic issues that transcend the responsibility of education program with special reference to student admissions, appraisal, and promotion; Faculty appointment and promotion; and research policy;
5. Receive reports from and act as necessary or appropriate on recommendations from standing committees;
6. Assure that effective policies and practices, including ongoing activities and reviews, are in place to achieve appropriate diversity outcomes among students, Faculty and staff; and
7. Create the slate of candidates of Faculty members who have self-nominated or nominated by other Faculty within the College and hold elections for the standing committees.

ARTICLE VIII. STANDING COMMITTEES

A. Composition

1. Unless otherwise prescribed in these Bylaws, the membership of each standing committee shall include representatives from both the Biomedical Science and Engineering Department and the Clinical Science Department, initially, and from other departments in the College that later may be created. A committee typically should include a minimum of three members from each department and one or more students within the College. Student members shall have the right to vote.
2. The majority of Faculty members of all standing committees shall be elected by the Faculty. Candidates for elections to standing committees may be nominated by other Faculty within the College or can self-nominate.
3. A minority of Faculty members of some standing committees may be appointed by the Dean for the purposes of balance of representation or diversity, as described for each standing committee.
4. With the exception of the Executive Committee and Student Progress and Promotions Committee as set forth in these bylaws, a Chair/Vice Chair of each standing committee shall be elected annually by its members. This is for a two year term. The first year serving as Vice Chair and second year as Chair.
5. Vacancies on standing committees may be filled by the Dean on advice of the committee Chair. A member whose committee term has expired shall serve, if possible, until a replacement is named.
6. The Carle Illinois College of Medicine student committee members must be in good academic standing and making normal progress as determined by the Student Progress and Promotions Committee. Potential student committee members shall be

recommended by the medical students and appointed by the Dean. Student members serve terms of one year and may serve no more than four consecutive terms.

7. Faculty member terms shall be three years. Members of committees may serve no more than two consecutive full terms, and must be absent from a committee for a period of one year prior to serving again, unless otherwise provided by these *Bylaws*. Initial terms may be shorter; such terms are used to establish staggered term expiration. A faculty member may serve up to one year past the end of their term, as described in these *Bylaws*.
8. A standing committee may, after consultation with the member concerned, recommend to the Dean the replacement of that member if the record demonstrates a consistent lack of attendance at meetings of the committee. Replacement will occur through the same procedure as used when a vacancy occurs.

B. Subcommittees

Standing committees may create subcommittees with membership from the general voting Faculty or non-voting membership of non-Faculty for the purpose of providing expertise or other support.

C. Meetings

1. Each standing committee may establish its own rules of procedure for the conduct of meetings consistent with these *Bylaws* and the *University Statutes*. In the absence of such rules, a standing committee shall conduct its meetings in accordance with the most recent edition of *Robert's Rules of Order* to the extent not in conflict with these *Bylaws* or the *University Statutes*.
2. Standing committees will meet regularly and report their actions and recommendations to the Executive Committee and to the Faculty at their regular meetings.
3. A quorum at any regularly scheduled meeting of a standing committee for which written notice has been provided at least two weeks in advance shall consist of three voting members at the scheduled time of the meeting, unless otherwise specified.
4. A quorum for meetings of standing committees other than the regularly scheduled meetings shall consist of a simple majority of the committee members, unless otherwise specified.
5. The Secretary shall maintain the records of committee reports and recommendations.

D. Standing Committees

The following standing committees are established:

1. Admissions Committee
2. Curriculum Oversight Committee
3. Student Progress and Promotions Committee
4. Appointments, Promotions, and Tenure Committee

5. Faculty Grievance and Appeals Committee

ARTICLE IX. ADMISSIONS COMMITTEE

A. Composition

The Admissions Committee will consist of 24 voting members, 20 of whom will be Faculty members:

1. Sixteen elected Faculty members, equally represented between the departments of the College
2. Four at-large Faculty members. These Faculty members may be appointed by the Dean of the College if he/she deems it necessary to provide diversity or otherwise to balance representation. Should the Dean determine that balancing is not necessary, these seats will be filled by those Faculty members who received the most votes but were not yet granted a seat.

In addition to the Faculty members, four students will serve on the Admissions Committee. These student members will be phased in as students become available.

The Director of Admissions shall be an *ex-officio*, non-voting member of the Admissions Committee.

A quorum shall be 50 percent of voting members plus one voting member.

B. Functions and Responsibilities

The Admissions Committee shall:

1. Formulate and recommend to the Executive Committee the policies for student admissions to the College.
2. Retain final approval authority to admit all students to the College through processes based upon approved policies, such policies to relate to the establishment of:
 - (a) Criteria and standards for the evaluation of candidates;
 - (b) Procedures for application;
 - (c) Procedures for the review of applications;
 - (d) Procedures for the acceptance of candidates; and
 - (e) Procedures for wait listing candidates and admitting candidates from the waiting list.
3. Formulate and recommend policy regarding recruitment of students.
4. Maintain records that permit continuing evaluation of policy and process regarding admissions.

5. Develop the means of facilitating and understanding of College policies and procedures among premedical advisors.

C. Recusal Requirement

No member of the Admissions Committee who has a potential conflict related to an applicant to the College, as determined by one or more members of the committee, shall participate in the evaluation, deliberations, or decision about the admission of that applicant.

ARTICLE X. CURRICULUM OVERSIGHT COMMITTEE

A. Composition

The Curriculum Oversight Committee will consist of nine elected Faculty members, three from each of the disciplines of basic science, engineering, and clinical science. Three Carle Illinois College of Medicine students will be appointed members, as students become available.

The Dean of the College, or his/her designee, will serve as an *ex-officio*, non-voting member. The Dean or his/her designee may also appoint other individuals to serve in an *ex-officio*, non-voting capacity, including non-faculty members.

B. Functions and Responsibilities

The Curriculum Committee has full and centralized responsibility and authority in the design, management and oversight of the curriculum. Specifically, the Curriculum Committee shall:

1. Oversee the quality, design, development, integration, management, delivery, and evaluation of the education program of the College;
2. Define, review, and make recommendations on the College's student assessment systems for each component of the curriculum;
3. Monitor the workload of the students;
4. Oversee and monitor the learning environment of the College, including the resources available to students, and the physical, social, and psychological factors that may impact the students;
5. Monitor comparability of educational experiences across sites;
6. Establish the overall Carle Illinois College of Medicine academic calendar;
7. Determine minimum competencies expected for all graduates of the College and requirements for advancing through the curriculum;
8. Develop innovations in clinical and academic education;
9. Approve and recommend approval to the Dean of new and amended course educational objectives and syllabi; and

10. Approve and recommend approval to the Dean of policies relating to the educational mission.

ARTICLE XI. STUDENT PROGRESS AND PROMOTIONS COMMITTEE

A. Composition

The Student Progress and Promotions Committee shall consist of nine faculty members. A majority of committee members are elected by the voting members of the Faculty and serve for a three-year term. Members can serve for a maximum of two consecutive terms (six years). Committee members serve for staggered terms to allow for continuity and consistency.

The Dean may appoint three student members who will collectively have one total vote.

The Student Progress and Promotions Committee Chair shall be elected by the committee to serve a three- to five-year term, set at the time of election. This is to allow for continuity for students during the four year medical program. A Vice Chair shall be elected to serve with the Chair during this time. The Vice Chair will become the Chair at the end of the Chair's term. In the event the Chair or Vice Chair's term as a committee member does not align with their elected Chair term, the Dean may extend their term an additional one to three years.

Student members are nominated by the student body and appointed by the Dean.

The Dean may appoint a minority of members if he/she deems it necessary to provide diversity or otherwise to balance representation. Should the Dean determine that balancing is not necessary, these seats will be filled by those Faculty members who received the most votes but were not yet granted a seat.

B. Functions and Responsibilities

The Student Progress and Promotions Committee shall:

1. Review and make recommendations to the Executive Committee on policies regarding student progress, promotion, dismissal, and graduation, not to override the authority of the Curriculum Committee to establish minimum competencies expected for all graduates of the College and requirements for advancing through the curriculum;
2. Recommend students for promotion, graduation, probation, dismissal, or other status based on the policies established and a review of performance data;
3. Establish guidelines and procedures for any student wishing to present evidence in support of an appeal of an adverse academic action;
4. Make specific recommendations to the Executive Committee concerning the graduation of students;
5. Report to the Executive Committee all dismissals and reinstatements of students; and

6. Identify and make known to the Dean, the Faculty and the student body of the College those students who have achieved outstanding records and make specific recommendations regarding academic honors.

C. Recusal Requirement

No member of the Student Progress and Promotions Committee who has provided health or psychiatric/psychological services to a medical student may be involved in either the academic assessment, or decisions about the promotion, of that student. If any member of the Committee has provided such services to a medical student, that member shall recuse himself or herself from all Committee discussions and decisions regarding the student.

ARTICLE XII. APPOINTMENTS, PROMOTIONS, AND TENURE COMMITTEE

A. Composition

The Appointments, Promotions, and Tenure Committee shall consist of twelve faculty members; six shall be from the area of Biomedical Science and Engineering and six shall be from the area of Clinical Science. The majority of committee members are elected by the voting members of the Faculty and serve for a term of three years. Members can serve for a maximum of two consecutive terms (six years). Committee members serve for staggered terms to allow for continuity and consistency. If available, a minimum of three Faculty members on the committee should be tenured to allow for sufficient discussion of tenure-track Faculty. The Dean may appoint a minority of members if he/she deems it necessary to provide diversity or otherwise to balance representation (e.g. to provide sufficiently ranked members to deliberate on proposed appointments, promotions or granting of tenure). Should the Dean determine that balancing is not necessary, these seats will be filled by those Faculty members who received the most votes but were not yet granted a seat.

B. Functions and Responsibilities

Subject to prevailing university and campus policies and guidelines, including Provost's Communications, the committee shall:

1. Review and make recommendations concerning the College criteria for appointment to or promotion within the academic ranks;
2. Review and approve the form by which recommendations for appointment or promotion will be forwarded to the Dean; and
3. Review and act, on the basis of the prescribed process, criteria, standards and format, on recommendations for appointment and promotion of Faculty and for the awarding of tenure. Such actions shall be reported to the Dean and the Executive Committee.

C. Recusal Requirement

1. No member of the committee without tenure shall participate in deliberations on a Faculty member who is tenured or on the tenure track.

2. No member of the committee shall participate in deliberations on his or her reappointment or promotion.
3. No member of the committee shall deliberate or vote on an appointment or promotion and tenure case if the committee member has a potential conflict, as determined by one or more members of the committee.
4. No member of the committee shall deliberate or vote on an appointment or promotion to a rank above that which the committee member holds.

ARTICLE XIII. FACULTY GRIEVANCE AND APPEALS COMMITTEE

A. Composition

1. The Faculty Grievance and Appeals Committee shall consist of six members of the Faculty, three of whom are tenured or are receiving probationary credit toward tenure and three of whom are neither tenured nor receiving probationary credit toward tenure.
2. No individual who has an appointment, either full- or part-time, as Dean, associate dean, or assistant dean may serve on the committee. The committee may not include more than one member who is either a chair or head of a University department outside the College. The chair or head of a College department may not participate in hearing the grievance of a member of his or her department.

B. Functions and Responsibilities

The committee shall:

1. Consider appeals of personnel decisions related to reappointments, promotions, and tenure;
2. Consider grievances related to the academic freedom of a Faculty member;
3. Consider grievances of any member of the College academic staff; and
4. Advise the Dean of its findings.

C. Procedure

1. All appeals must be submitted in writing by the grievant no later than 30 calendar days from the date that the grievant was notified of the adverse decision that gave rise to the grievance. Grievances may be received by any member of the committee.
2. All grievances must be considered promptly by the committee, with an initial hearing scheduled within 30 days from the committee's receipt of the grievance. Where the grievant is neither tenured nor receiving credit toward tenure, one of the three committee members who is tenured or tenure-track members shall abstain from voting. Likewise,

where the grievant is either tenured or receiving credit toward tenure, one of the three committee members who is not tenured or tenure-track shall abstain from voting. The committee shall ordinarily provide a written report within 75 days after receipt of a grievance and shall submit this report to the Dean and the grievant.

D. Recusal Requirement

No member of the committee who has a potential conflict related to a grievant, as determined by one or more members of the committee, shall participate in the evaluation, deliberations, or decision about the grievance of that Faculty member.

ARTICLE XIV. AMENDMENT AND REVIEW OF BYLAWS

A. Amendment

1. Amendment or revision of these *Bylaws* may be made at any meeting of the Faculty upon a two-thirds vote of the Voting Faculty present, provided that a quorum exists and all other requirements of these *Bylaws* concerning meetings, notice and agenda have been met.
2. Each proposed amendment or revision shall be voted on *as it appears* on the agenda of the meeting. If the Faculty present at the meeting agree that a proposed amendment needs modification before a vote can be taken as determined by the majority of attendees by hand vote, then such modifications may be made at the meeting, but the modified amendment shall not be voted on at that meeting of the Faculty, but shall be placed as an action item on the agenda of a future meeting of the Faculty that meets the requirements of these *Bylaws*.
3. Proposals for amendments or revisions to these *Bylaws* may be made by the Executive Committee on its own initiative or by any two or more members of the Voting Faculty by submitting a written request to the Executive Committee. The Executive Committee shall request the Dean to place all such proposals, together with its recommendations on the proposals, as action items on the agenda of the next meeting of the Faculty.

B. Review of Bylaws

At least every five years, the Dean shall appoint a committee to review the *Bylaws* and propose such revisions as deemed necessary or proper.