

**RULES OF THE FACULTY  
OF THE  
COLLEGE OF MEDICINE**

**ARTICLE I**

**PREAMBLE**

The College of Medicine is an educational unit of the University. It is constituted by faculty, students and administrative officers with a common interest – to carry out a three-fold mission:

- 1) To provide instruction for:
  - a) predoctoral and postdoctoral students of medicine and the medical sciences;
  - b) students of the health professions and other University students whose curricula include courses taught by College of Medicine faculty.
- 2) To conduct research in the medical and biological sciences and engage in other creative activities in health related areas.
- 3) To provide for the clinical care of patients and furnish the service central to the role of the physician – the prevention, diagnosis and treatment of disease.

In order to accomplish these goals, the College of medicine recognizes its responsibility to establish its own rules and Council/Committee structure that are necessary for the performance of its mission. The following operational guidelines reflect the College's establishment of policies which provide flexibility within the framework of the Governing Regulations, the Administrative Regulations, the Senate Rules, and the Rules of the Graduate Faculty, and which are still compatible with the unique functions and operations of the College of Medicine.

1.0 In accordance with University Governing Regulation GR I.E, the College of Medicine is committed to the premise that “(t)he diverse expertise collectively available to the University in its faculty, administration, staff employees, and students is a valuable resource. The University as a whole will be able to function at maximum effectiveness where there is an environment in which the sharing of this expertise is valued and promoted. If this expertise is shared, it will enable policy-makers at every level of the organization to make better decisions. To achieve this objective in an environment of shared governance, faculty bodies and administrators will reciprocally solicit and utilize the expertise of other as each makes decisions in their respective areas of policymaking authority. Through these empowering processes of shared governance, the administration, faculty members, staff employees and students all share the responsibility of attainment of the University's goals.”

**ARTICLE II**  
**THE COLLEGE FACULTY**

1.0 Purpose

- 1.1 The aims and objectives of the Faculty shall be to achieve and maintain excellence in all aspects of medical education, research, service and delivery of health care.
- 1.2 In these Rules,
  - A. “Medical Education” refers to all aspects of the program of instruction leading to the M.D.
  - B. “Graduate Education” refers to all aspects of the instruction in the medical residency and fellow programs.
  - C. “Biomedical Education” refers to all aspects of instruction at the undergraduate (e.g. B.S.), graduate (e.g. M.S., Ph.D.) and postdoctoral levels.
  - D. “Continuing Medical Education” refers to activities for the continuing professional development of physicians, pharmacists and other health care professionals.

2.0 Functions

The Faculty:

- 2.1 shall assemble at regularly scheduled times to be informed, to discuss and to take action upon matters of concern to faculty members;
- 2.2 shall make recommendations to the University Senate on such matters as require the final approval of that body;
- 2.3 shall determine, within the limits, established by the Governing Regulations and University Senate Rules, the educational policies and standards for degrees of the College of Medicine and shall make recommendations on the academic priorities of the College. The informed Faculty will vote on those issues identified by the Faculty Council (see ARTICLE II.3.23 AND 3.24).

3.0 Composition, Organizational Structure and Assembly

- 3.1 Membership:

The Faculty of the College of Medicine shall consist of the Dean, all Assistant and Associate Deans and all personnel having the rank of Instructor, Assistant Professor, Associate Professor, or Professor. The Faculty shall be composed of a voting Faculty and a non-voting faculty.

- 3.1.1 The voting Faculty shall consist of the following: the Dean, Associate and Assistant Deans, full-time Professors, Associate Professors, Assistant Professors, and those Instructors who are not enrolled as students in the Medical or Graduate School.
- 3.1.2 Faculty listed in ARTICLE II.3.11, who hold joint appointments where one of the departments is outside the College of Medicine, must have their primary appointment in the College of Medicine in order to have voting privileges.
- 3.1.3 The non-voting Faculty shall consist of joint appointment members Excluded by the limitation of ARTICLE II 3.12, less-than-full-time appointees, voluntary faculty, research fellows and employees in the Visiting Title Series. These persons are encouraged to attend Faculty Meetings where they shall have the right of the floor but shall not have voting privileges.
- 3.1.4 Within the eligibility provisions of GR IV.A, GR VII.A.4.(a), AR 2:5, 2:6 and HRPP AR 4.0, elections for the University Senate shall be conducted electronically, using a secure means that provides for secret ballot voting, by and from the full members of the College Faculty.

### 3.2 Meetings:

#### 3.2.1 Regular Meetings:

The Faculty shall meet at least three times each year. These and special meetings generally shall be open to students and visitors. The Faculty, however, may vote itself into executive session.

- a. The meeting shall be conducted by the Dean or his/her designate. Traditionally, the Chair of the Faculty Council serves in this role.
- b. In order to promote free and open expression of views and new business, no formal motions or amendments will be recognized until after matters under consideration have been fully discussed. An orderly discussion of the issues will be insured by having reasonable time allocation for each agenda item rather than by the constriction of formal parliamentary procedures. Procedures used when formal

motions and amendments are reached shall be those of Robert's Rules of Order.

3.2.2 Special Meetings:

- a. The Faculty may be called into special session by the Faculty Council, the Dean, the Executive VP for Health Affairs, the provost or the President of the University.
- b. Special meetings may also be called at the request of ten percent of the voting Faculty. These requests shall be submitted in writing to the Faculty Council.

3.2.3 Minutes of each Faculty meeting shall be made available to the faculty in either written and/or electronic form. A file of minutes will be maintained by the Office of the Dean, on behalf of the Faculty Council.

3.2.4 Agenda:

- a. The Faculty Council shall develop the items of the agenda. If in the judgment of the Faculty Council, the establishment of a new academic policy or a policy change is of such consequence that the appraisal by the entire faculty is required, the issue shall be presented in the form of an agenda item to the assembled members.
- b. The Chair of the Faculty Council, in consultation with the Dean, will formalize the agenda for the Faculty meetings. One week prior to a regular meeting, the agenda and written descriptions of agenda items requiring faculty vote shall be distributed to all members of the Faculty in either written and/or electronic form.

3.2.5 Voting:

All voting will be conducted by either a paper or electronic ballot. This format accommodates the size of the Faculty of the College of Medicine as well as facilitates voting by faculty who are unable to attend the general Faculty meetings. Confidentiality will be maintained with both paper and electronic balloting. Approval of policy matters will require two-thirds vote of the faculty voting.

All issues to be considered for a vote by the faculty must be presented at a College of Medicine General Faculty meeting. The faculty should be notified at least 7 days before the scheduled meeting of any issues to be discussed that relate to a subsequent vote. Voting will not occur less than 10 days after the Faculty meeting in which the issue to be voted on was discussed.

3.2 The Faculty Council:

### 3.3.1 Function:

- a. The Faculty Council shall be a body of elected delegates that will provide the means by which the Faculty can expeditiously discharge its responsibility to deal with and initiate educational and academic policy matters which transcend departmental responsibilities. Councilors will be the Faculty's voice and liaison with the Dean's Office and the Chair's Council.
- b. The Faculty Council will serve as an avenue by which faculty members can register opinions, views and problems and will provide a channel of communication to the Dean and Chair's Council.
- c. The involvement of the Faculty Council Members shall be recognized by the Faculty and Administration as an important, time-consuming activity and, therefore, during their term of office they would be appointed to Dean's Committees or other University committees only under special circumstances.

### 3.3.2 Membership:

- a. The Faculty Council shall consist of twelve elected members: seven from the Clinical Departments and five from the Basic Science Departments. For election purposes, the eighteen departments identified as Clinical are: Anesthesiology, Emergency Medicine, Family and Community Medicine, Internal Medicine, Neurology, Neurosurgery, Obstetrics and Gynecology, Orthopedics, Ophthalmology and Visual Sciences, Otolaryngology, Pathology and Laboratory Medicine, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry, Radiation Medicine, Radiology, Surgery and urology. The seven departments identified as Basic Science are: Behavioral Science, Molecular and Cellular Biochemistry, Microbiology, Immunology and Molecular Genetics, Neuroscience, Pharmacology and Nutritional Sciences, Physiology, Toxicology and Cancer Biology.
- b. No two members shall be from the same Department.
- c. Members of the Dean's Office and the Chair's Council are not eligible for membership in the Faculty Council.
- d. The term of office shall be three years, and no one may serve consecutive terms.

- e. Every effort shall be made to stagger the term of office for each representative such that no more than 3 clinical department representatives and 2 basic science department representatives are elected annually.
- f. The outgoing Chair will remain a member of the Council in an ex-officio, non-voting capacity to serve as counsel.

### 3.3.3 Election:

- a. Elections will be held annually and at a time such that new members are identified by July 1. Newly elected members will assume office on September 1; this will assure continuity throughout the summer months and would provide the opportunity for newly elected members to participate as ex-officio, non-voting, members throughout the summer.
- b. Elections will be conducted in a manner to maintain the representation between Basic Science and Clinical members designated in Section 3.32 a.
- c. Balloting: A ballot with faculty from all departments not having representation the next academic year will be circulated to all faculty for nominations. Only faculty with primary appointments in departments without representation the next academic year will be eligible for nomination. The two names from each department not having representation on the Faculty Council the next academic year will be eligible for nomination. The two names from each department not having representation on the Faculty Council the next academic year will be forwarded to the Faculty Council who will ask those questions if they are willing to serve on the Faculty Council. If they are willing to serve, their names will be placed on the final ballot. Two names from each department will be placed on the final ballot, assuming there are two faculty from each department who are will to serve, if elected. The basic science faculty receiving the highest number of votes will be elected to fill the vacancy or vacancies created by the basic science faculty rotating of the Faculty Council. The clinical science faculty receiving the highest number of votes will be elected to fill the vacancies created by the clinical science faculty rotating off the Faculty Council. There will not be more than one voting faculty member from any one department serving the Faculty Council during the same year.
- d. In the event that a vacancy (longer than 3 months) occurs on the Faculty Council, the remainder of the term will be filled by the faculty member who received the next largest number of votes in the previous election

behind those who were elected The vacancy will be filled such that the ratio of Clinical to basic Science representation remains constant.

#### 3.3.4 Officers:

- a. The Faculty Council will select a Chair-Elect by a secret ballot at a meeting in early October of the preceding year who will succeed the Chair on September
- b. When the Chair is a member of a Clinical Department, the Chair-Elect shall be from a Basic Science Department and vice versa.
- c. If at the time for election of a Chair-elect no eligible members of the Faculty Council are willing or able to serve as Faculty Council Chair, then a Chair-elect will be determined in the following order of contingencies:
  - the current Chair, if willing, will continue to serve as Faculty Council Chair until a willing member becomes identified and elected as the new Chair by the Faculty Council.
  - otherwise ineligible persons of the 12 elected Faculty Council members shall be eligible to be elected as Faculty Council Chair to serve for the entire year.
  - persons of the 12 elected Faculty Council members shall be eligible to be elected as Faculty Council Chair to serve on a 3 month rotating basis.

#### 3.3.5 Responsibilities of the Faculty Council:

- a. Develop and recommend educational policy affecting the instruction, research/creative productivity, and service responsibilities of the Faculty. The Faculty Council may utilize the standing committees of the Faculty, subcommittees of the Faculty Council, or ad hoc committee that it appoints, in developing its determinations and recommendations about these academic matters. Any changes or new policy approved by the Faculty Council which is judged by the Faculty Council to require approval of the Faculty shall be included on the agenda of the next scheduled regular Faculty meeting. If approved by the Faculty, the Faculty Council shall apprise the Dean. Faculty Council decisions about academic policy matters which, in the opinion of the Faculty Council, do not require Faculty approval shall be recommended directly to the Dean for implementation.
- b. Study, and when necessary, recommend changes in current practices to the Faculty on all issues dealing with educational and other academic matters, including but not limited to:

1. the curriculum and other educational policies;
2. student admissions criteria and procedures;
3. size of study body;
4. procedures for evaluation and academic promotion of students;
5. standards and criteria required for purposes of awarding degrees (e.g., MD.D., and M.D. degree as part of combined degree programs).
6. the quality of the educational programs;

When recommendations about these issues have been submitted to the Faculty Council by Committees of the Faculty, the Faculty Council will study these recommendations and assess their strengths and weaknesses. Except where provided otherwise below, if the Council approves on its academic merits, the recommendation as submitted, the Council will notify the Dean and request that changes be administratively implemented. When a recommendation is not approved, the Faculty Council will notify the Committee and provide an explanation for its action. This notification may include suggestions for strengthening the Committee recommendations.

- c. To review and advise the Dean about policies on Faculty appointments, termination of appointments, promotion, tenure and merit evaluations in conformance with University regulations and individual Departmental policies and regulations (not to involve specific cases).
- d. Serve in a consultative capacity to the Dean.
- e. Serve as a Committee on Rules of the College of Medicine:
  1. Recommend changes in the Rules of the Faculty according to the procedure described in ARTICLE V 2.0.
  2. Make editorial changes in the Rules when necessary for clarification.
  3. Codify Rules changes that are approved by the Faculty.
- f. Function as a Committee on Committees:
  1. Advise the Dean about the Committee structure of the College. There are Committees of the Faculty (Medical Student Curriculum Committee, Biomedical Education Curriculum Committee, Admissions Committee, and Student Progress and Promotions Committee) and Committees of the

Dean (Council of Chairs, Student Advisory Council, Committee on Medical Liaison and Continuing Education, Committee on Faculty Appointments, Appeals, Promotions and Tenure, Research and Graduate Education Committee, Financial Aid Committee, International Committee, College of Medicine Clinical Performance (CPX) Committee and a Postdoctoral Advisory Committee).

2. Review the charges and operation of standing Committees of the Faculty (see ARTICLE II.3.4).
3. In order to facilitate information exchange and to help the Faculty Council remain abreast of current faculty activities and attitudes, the membership of each Committee of the Faculty shall include one Faculty Council member who will be ex-officio, and without vote. If a Faculty Council member also serves on a Committee of the Faculty, they may be designated as the Faculty Council representative to that committee.
4. Receive the written and/or electronic minutes of the Committees of the Faculty and reports of committee activities through the Faculty Council representative to these committees. All committee reports and minutes shall be available to any faculty member who wishes to examine them. In his/her responsibility to construct the agenda for the Faculty meetings, the Council Chair may arrange for the Chair of each standing committee of the Faculty to present a brief oral report directly to the Faculty.
5. Nominate the membership of Committees of the Faculty, and of the Appointment, Appeal, Promotion and Tenure Committee. Each year the Faculty Council will nominate, and with the concurrence of the Faculty Council the Dean will appoint, committee members representing the clinical faculty, the basic science faculty, post-graduate trainees and the medical student body as appropriate. The appointment to the various committees will occur after having determined the individual's willingness to serve on the committees.
6. Nominate the membership of Committees of the Dean. Each year the Faculty Council may be requested by the Dean to nominate, and the Dean will appoint, committee members representing the clinical faculty, the basic science faculty and the medical student body as appropriate. The appointment to the various committees will occur after having determined the faculty member's willingness to serve on the committees.

#### 3.3.6 Meetings:

- a. The Faculty Council determines how frequently to assemble, but in order to discharge its responsibility it will meet at least monthly on the call of the Chair or upon request of a majority of the members of the Council.
  1. At these sessions the members will share information, clarify data collected from faculty, students, the administration, and the respective committees of which they are members. They will consider the position the Council wishes to take as a group.
  2. Six of the voting members of the Council will constitute a quorum. A member of the Council cannot send a substitute to the meeting.
  3. Minutes of each meeting shall be recorded and distributed to the Faculty Council membership. Copies of approved minutes shall be filed in the Dean's office and/or on the Faculty Council web-page for future reference and may be examined by any member of the Faculty.
  4. The Chair, or a majority of the members of the Council, shall have the authority to invite any individual to a meeting.
- b. The Faculty Council shall also meet separately with the Dean.
- c. The Faculty Council shall meet with the Student Advisory Council at the request of either the Dean, Faculty Council or the Student Advisory Council.
- d. It is incumbent on the Faculty Council to keep the faculty fully informed of its deliberations and activities.
  1. The Chair of Faculty Council shall periodically prepare a summary of the activity and deliberations of the Council for communication with the General Faculty.

#### 3.4 Committees of the Faculty:

The College will be served by Committees, which are established to expedite the work of the Faculty. The Faculty Council members who serve in an ex-officio, non-voting capacity, or who are regular committee members and the designated Faculty Council representative, are the liaisons between the standing committees and the Faculty Council as the integrating body. In this spirit, each Committee is encouraged to exchange ideas with the Faculty Council as the issues dealing with their respective charges are being considered.

The Standing Committees of the Faculty are: The Medical Student Curriculum Committee, the Biomedical Education Curriculum Committee, the Student Progress and Promotions Committee and the Admissions Committee.

### 3.4.1 The Medical Student Curriculum Committee:

The College of Medicine Medical Student Curriculum Committee (MSCC) apprises the Dean and Faculty Council on broad instructional policy issues and makes appropriate decisions and recommendations (3.4.1.D.3) on the College of Medicine curriculum for the M.D. degree program.

#### A. Charge:

1. Develop and design all components of the curriculum.
2. Establish college educational policy
3. Determine curriculum changes, including course revisions and enhancements, and makes any appropriate recommendations thereto.
4. Review and approve proposals for changes in curricular structure and appropriate time allotment for each course offered in the medical education program.
5. Ensure an effective curriculum quality improvement process, including the quality, effectiveness and integration of the overall program, curricular phases, and individual courses (including clerkships).
6. With the Dean, manage the implementation of the curriculum and its assessment, ensuring that methods are appropriate for the achievement of the educational goals of the College of Medicine.
7. Consider whether resources for achieving the educational mission and objectives of the program are adequate and makes recommendations the Dean for improved measures.

#### B. Structure:

1. The Medical Student Curriculum Committee is led by an Executive Committee. Additional committees or subcommittees are organized by the MSCC as deemed appropriate to fulfill the duties assigned to the MSCC.
2. The Senior Associate Dean for Medical Student Education (or his or her respective delegate) serves as the Chair of the Executive Committee.
3. A majority of the voting faculty representatives of the MSCC shall constitute a quorum. All decisions require attendance by a majority of the voting faculty representatives (see C.1 below) and a decision shall be made by a majority vote of those in attendance. The Chair votes only in the case of a tie vote.

C. Membership:

The membership shall be composed of the chair, voting faculty representatives, voting student representatives and ex-officio, nonvoting members as follows:

1. Faculty membership

- a. A minimum of four College of Medicine basic science department faculty members whose primary assignment is at the Lexington campus appointed by the Dean on recommendation from Faculty Council.
- b. A minimum of eight College of Medicine clinical science department faculty members whose primary assignment is at the Lexington campus appointed by the Dean on recommendation from Faculty Council.
- c. Three additional faculty members representing the basic and clinical sciences shall be elected from the College of Medicine Faculty.
- d. For each regional campus, a minimum of one College of Medicine faculty member with the regional campus primary assignment appointment by the Dean on recommendation from Faculty Council.
- e. All faculty members shall serve staggered three-year terms. Faculty members may be reappointed to consecutive terms twice for a maximum period of continuous service of nine years.

2. Student membership

Student membership shall include two representatives from each class on the Lexington campus and one representative from each class on each regional campus. Two students shall be elected from the student membership to serve as voting members on the Executive Committee.

3. Ex-officio, nonvoting membership

- a. As deemed appropriate by the Executive Committee, the College of Medicine assistant deans, including regional campus assistant deans, may serve as ex-officio members of the Executive Committee, and may serve as chair of any additional committees or subcommittees.
- b. The Faculty Council each academic year shall appoint one of its own elected members to the MSCC as an ex-officio member. If an elected member of Faculty Council is already serving on MSCC, this member shall maintain his or her voting privileges.

D. M.D. Program Change Procedures:

1. The Faculty Council reviews proposed M.D. program changes submitted by the MSCC, assesses strengths and weaknesses, and provides recommendations to the Dean on resource and budgetary issues and to the MSCC on academic content issues, for strengthening the final proposal.
2. Routine matters related to course administration are coordinated by the Office of Medical Education by interaction with appropriate course directors.
3. The MSCC shall make the final educational policy decision for the College and forward that action to the Dean. All curriculum changes are carried out in accordance with University Senate Rules governing such processes.

#### 3.4.2 The Biomedical Education Curriculum Committee

The Biomedical Education Curriculum Committee (BECC) apprises the Dean and Faculty Council on broad instructional policy issues in biomedical education and makes appropriate decisions and recommendations (3.4.1.D.3) on all biomedical education courses, curricula and educational programs.

##### A. Charge

1. Assesses whether proposed changes to the biomedical education curricula meet the educational goals of the college.
2. Proposes curriculum changes for consideration by the Dean and Faculty Council.
3. Determines for the college changes in content, emphasis and approximate time allotment for biomedical educational programs and courses offered.
4. Considers whether resources to achieve the educational mission and objectives of the college are adequate and makes recommendations for quality improvement measures.

##### B. Structure

1. The Associate Dean for Biomedical Education (or his or her respective delegate) serves as the Chair.
2. A majority of the voting faculty representatives of the BECC shall constitute a quorum. All decisions require attendance by a majority of the voting faculty representatives (see C.1.a below) and a decision shall be made by a majority vote of those in attendance. The Chair votes only in the case of a tie vote.

3. Additional subcommittees are organized as deemed most appropriate by, and report to and advise, the BECC.

#### C. Membership

The membership shall be composed of the chair, coting faculty representatives and ex-officio, nonvoting members as follows:

1. Faculty membership

- a. A minimum of six College of medicine basic science department faculty members appointed by the Dean on recommendation from Faculty Council. Faculty members are identified based on their broad educational perspective and their involvement in biomedical education.
- b. All faculty members shall serve staggered three-year terms. Faculty members may be reappointed to consecutive terms twice for a maximum period of continuous service of nine years.

2. Ex-officio, nonvoting membership

- a. The Faculty Council each academic year shall appoint one of its own elected members to the BECC as an ex-officio member. If an elected member of Faculty Council is already serving on BECC, this member shall maintain his or her voting privileges.

#### D. Curriculum Change Procedures

1. The Faculty Council reviews proposed curriculum changes submitted by the BECC, assesses strengths and weaknesses, and provides recommendations to the Dean on resource and budgetary issues and to the Committee on academic content issues for strengthening the final proposal.
2. Final proposals approved by the BECC are sent forward to other University bodies (e.g., the Undergraduate Council, Graduate Council, University Senate) as appropriate.
3. All curriculum changes are carried out in accordance with University Senate Rules governing such processes.
4. Routine matters related to course administration are coordinated by the Office of Biomedical Education by interaction with appropriate course directors.

#### 3.4.3 The Student Progress and Promotion Committee:

The University of Kentucky College of Medicine Student Progress and Promotion Committee (SPPC) regularly evaluates each student's development to ensure that students graduating from the M.D. degree program have the necessary knowledge, skills, demeanor and ethical principles essential to professional competence.

A. Charge:

1. Periodically review the performance of each medical student to ensure satisfactory progress toward attaining the medical degree and meeting all relevant standards.
2. Develop remediation plans in collaboration with the Office of Medical Education for any student with deficiencies in meeting academic performance, professionalism, or technical standards.
3. Determine and report SPPC's decision to the Dean on each student's eligibility for promotion, graduation, remediation, dismissal from or leave of absence from the M.D. degree program.
4. In consultation with the Medical Student Curriculum Committee, enforce uniform standards for satisfactory academic performance of medical students for all courses (including clerkships) within the medical degree).

B. Structure:

1. The Chair of the SPPC, appointed by the Dean from one of the voting faculty representative (C.1.a below), shall have prior service on the committee and may serve consecutive terms.
2. A majority of the voting faculty representatives of the SPC shall constitute a quorum. All decisions require attendance by a majority of the voting faculty representatives (see C.1.a below) and a decision shall be made by a majority vote of those in attendance. The Chair votes only in the case of a tie vote.
3. In order to expedite SPPC's activities, the Chair may organize subcommittees to meet separately for the purpose of evaluating student progress in the curriculum.

C. Membership:

The membership shall be composed of voting faculty representatives and ex-officio, nonvoting members as follows:

1. Faculty membership:

- a. A minimum of nine College of Medicine faculty members from basic science and clinical departments appointed by the Dean on recommendation from Faculty Council.
  - b. Course or clerkship directors and co-directors of required courses shall not serve on the committee.
  - c. All faculty members shall serve staggered three-year terms. Faculty members may be reappointed to consecutive terms twice for a maximum period of continuous service of nine years.
2. Ex-officio, nonvoting membership
- a. The Associate and Assistant Deans of Student Affairs, and the Curriculum & Assessment Director shall be ex-officio non-voting members.
  - b. The Faculty Council each academic year shall either appoint one of its own elected members to SPPC as an ex-officio member (if a council member is not already a member of the committee), or provide for the Chair of SPPC to attend a Faculty Council meeting to report on the activities and concerns of the committee. If an elected member of Faculty Council is already serving on SPPC, this member shall maintain his or her voting privileges.

#### 3.4.4 Admissions Committee

The College of Medicine Admissions Committee (CMAC) has the responsibility and final authority for the selection and admission of students to the College of Medicine M.D. degree program.

##### A. Charge:

- 1. Recommend policies and procedures for admission to the M.D. degree program for first-year students and those with advance standing in the educational program.
- 2. Evaluate the qualifications of applicants based on their application and interviews.
- 3. Make a final decision on admission for all students into the M.D. degree program, including dual degree programs and regional campuses.
- 4. Maintain awareness of trends in admission to the M.D. programs at the state, regional, and national levels.

## B. Structure:

1. The Chair of the CMAC, appointed by the Dean from one of the voting faculty representatives (see C.1 below), shall have prior service on the committee, and may serve consecutive terms.
2. A majority of the voting faculty representatives of the CMAC shall constitute a quorum. All decisions require attendance by a majority of the voting CMAC faculty representatives (see C.1 below) and a decision shall be made by a majority vote of those in attendance. The Chair votes only in the case of a tie vote.
3. Additional regional advisory committees are organized by the CMAC to conduct interviews and make recommendations on regional campus candidates. The CMAC makes all final admissions decisions.

## C. Membership:

The membership shall be composed of voting faculty representatives, voting student representatives and ex-officio, nonvoting members as follows:

1. Faculty Membership
  - a. A minimum of ten College of Medicine faculty members from basic science and clinical departments appointed by the Dean on recommendation from Faculty Council.
  - b. Three additional faculty members representing the basic and clinical science departments shall be elected from the College of Medicine faculty.
  - c. For each regional campus, a minimum of one College of Medicine faculty member with the regional campus primary assignment appointed by the Dean on recommendation from Faculty Council.
  - d. One community physician representative appointed by the Dean on recommendation from Faculty Council.
  - e. All faculty members shall serve staggered three-year terms. Faculty members may be reappointed to consecutive terms twice for a maximum period of continuous service of nine years.

## 2. Student membership

Student members shall include three representatives from the third-year class on the Lexington campus and one representative from the third-year class on each regional campus (students are appointed to serve two-year terms).

## 3. Ex Officio, nonvoting membership

- a. The Associate and Assistant Deans for Admissions
- b. The Faculty Council each academic year shall either appoint one of its own elected members to the CMAC as an ex-officio member (if a council member is not already a member of the committee), or provide for the Chair of the CMAC to attend a Faculty Council meeting to report on the activities and concerns of the CMAC. If an elected member of Faculty Council is already serving on CMAC, this member shall maintain his or her voting privileges.
- c. Additional administrative faculty from the Lexington campus and regional campuses and persons from regional advisory committees, shall be appointed by the Dean.

## 4.0 Educational Policy Rule Concerning Supervision of Clinical Activities of Medical Students

- 4.1 In order to ensure and appropriate **learning environment** for optimum patient and student safety, a College of Medicine faculty member must directly supervise or appropriately delegate supervision of all student clinical activities involving patients. Faculty Supervision must include the designation of the clinical setting, level of student involvement, and planned activities that are appropriate for the student's level of training and experience. The faculty member may delegate the direct supervision of the student's activity to an appropriate resident, advanced practice provider, and/or other health care provider. In doing so, the faculty member must ensure that student activities fall within the designated supervising provider's scope of practice. Further, the supervising faculty member must ensure that the supervisor is appropriately trained and credentialed to supervise the student's clinical activities. The necessity of faculty oversight, direction and

supervision, direct or delegated, applies to all patient encounters by medical students, regardless of training level.

- 4.2 This requirement must be incorporated into the planning and operation of all medical student activities. All courses that include patient interactions must delineate supervision guidelines in compliance with this requirement in the course syllabus. The course or clerkship director will assume primary responsibility for compliance with this requirement. Compliance with this faculty rule will be monitored by the Dean's office. Failure to comply with this requirement will result in suspension of student activities until compliance is ensured.

## ARTICLE III

### ADMINISTRATION OF THE COLLEGE

#### THE DEAN

- 1.0 The Dean is charged with overseeing the educational work of the college and its efficient conduct and management in all matters not specifically charged elsewhere. The Dean is authorized to establish and enforce such policies and procedures as are attendant to the administrative management of the operations of the college.
- 1.1 The Dean is responsible for
  - 1.1.1 Implementation of the curricula of the college
  - 1.1.2 Ensuring through the faculty the quality of instruction given therein,
  - 1.1.3 Assignment of duties to all personnel,
  - 1.1.4 For the service provided by the faculty of the college, individually and as a whole,
  - 1.1.5 Review faculty performance evaluations submitted by the department chairs,
  - 1.1.6 Recommendations on salaries, salary changes, appointments, reappointments, terminal appointments, post-retirement appointments, promotions, and granting of tenure and decisions not to reappoint for members of the college or for ultimate action thereon when such authority has been delegated by the President or the Provost.
  - 1.1.7 Submission of the budget request for the college and administer the budget when it is approved.
  - 1.1.8 Enforcement of *the Governing Regulations, the Administrative Regulations, University Senate Rules, Rules of the Graduate Faculty and the Rules of the College Faculty.*
  - 1.1.9 The Dean is the chair of the college Faculty and an ex-officio member of all college committees.
- 1.2 The Dean shall speak for the college. In the event that the Dean believes it necessary to depart from recommendations of the college faculty, the Dean shall

communicate the college faculty's recommendation as well as the Dean's recommendation, stating reasons for differing from the college faculty's opinion, and notify the college faculty of such action.

## **THE COUNCIL OF CHAIRS**

### 2.0 Purpose

The Council of Chairs is advisory to the Dean and is charged with recommending and reviewing administrative policies and programs.

### 3.0 Responsibilities

Specific responsibilities are as follows:

- 3.1 Consider and make recommendations to the Dean on matters such as:
  - 3.1.1 the obligations, privileges and status of the Faculty;
  - 3.1.2 the budget planning, i.e., on the acquisition, allocation and management of resources and physical facilities of the College.
  - 3.1.3 student disciplinary problems as may be referred by the Dean;
  - 3.1.4 the initiation of new departments and/or centers and their relationship to existing departments and programs;
  - 3.1.5 policies on departmental review (not to involve specific departmental reviews);
  - 3.1.6 the relationships of the College of Medicine with other Colleges in the Medical Center, with other units of the University and with agencies, citizen's groups or individuals;
  - 3.1.7 all other matters, not specifically in the province of the Faculty Council or the Faculty that relate to the educational, patient care and scholarly activities as well as the research and administration, of the faculty and the College. These recommendations should be made known to the Faculty Council for their consideration and discussion;
  - 3.1.8 the College of Medicine administrative committee structure, organization and function;

3.1.9 implementation of the academic standards and criteria for admission, promotion, probation or dismissal of students.

3.2 Advise the Dean about the Faculty Council's recommendations.

3.3 Recommend potential agenda items for Faculty meetings to the Faculty Council.

#### 4.0 Meetings

4.1 The Council of Chairs shall meet regularly, generally monthly and at other times on the call of the Dean or his/her designated representative, or upon request of a majority of the members of the Council.

4.2 A notice of the meeting and its agenda and related material shall be distributed to the members reasonably in advance of the meeting.

4.3 The Dean or his designated representative will preside.

4.4 The Dean, or a majority of the members of the Council, shall have the authority to invite any individual to the meeting, such as the Hospital Administrator or a University Senate Council Member

4.5 The resume of the discussion pertinent to agenda items will be circulated to all members of the Faculty by the Dean.

#### 5.0 Membership

5.1 The Council of Chairs will consist of all regular or acting Department Chairs and Center Directors.

5.2 All Associate Deans and the Chair of the Faculty Council will serve ex-officio, non-voting.

5.3 In the absence of the Chair, Acting Chair or Director, his/her designee may attend the meetings with the approval of the Dean, but will do so without vote.

## ARTICLE IV

### STUDENT ADVISORY COUNCIL

#### 1.0 Purpose

- 1.1 The Student Advisory Council shall serve as an official forum in which medical students may express their concerns and opinions concerning the conduct of the educational program of the College of Medicine.
- 1.3 The Council shall meet monthly during the academic year with the Dean and members of his/her office and with the Faculty Council as requested by the Dean or Student Advisory Council.

#### 2.0 Charge

- 2.1 Make recommendations on issues impacting the M.D. programs of the College.
- 2.2 Facilitate the development of an appropriate form of responsible and representative student government in the College of Medicine.
- 2.3 Serve as a liaison and advisory group to the Dean's Office on problems of student welfare and extracurricular activities.
- 2.4 Evaluate annually the adequacy and effectiveness of the various services of the College of Medicine as they may contribute to student education and general welfare.

#### 3.0 Membership

- 3.1 The Council shall be composed of four elected medical student class Presidents and representatives from other student organizations as designated by the Dean.
  - 3.1.1 The Vice President of the respective class or student organization shall serve as Council member in the absence of the class or organization's President.
  - 3.1.2 It shall be the important responsibility of each student representative to adequately report to his/her constituency on the activity of the Council.
  - 3.1.3 Faculty representatives:
    - a. Faculty representatives will be elected by the students, with the Dean notifying the appropriate Departmental Chair.
    - b. Two representatives will be elected from Basic Science Departments and two from Clinical Departments.

## **ARTICLE V**

### **RATIFICATIONS AND AMENDMENTS**

- 1.0 Amendments to Articles I, II, and V
  - 1.1 May be introduced for consideration and discussion as agenda items of a regular or special Faculty meeting by the Faculty Council or by ten percent of the voting faculty;
  - 1.2 Shall be circulated to all voting faculty at least seven days before the meeting;
  - 1.3 Shall be voted upon by mail ballot not earlier than ten days following introduction and discussion in a Faculty meeting;
  - 1.4 Which represent substantive changes in the established Rules, shall require the approval of two-thirds of the voting faculty who ballot.