

SCHOOL OF MEDICINE

BYLAWS OF THE FACULTY

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BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

Creighton University School of Medicine

(Complete revision adopted by the faculty on October 23rd, 2018)

PREAMBLE

The members of the faculty of an educational institution represent a unique and valuable resource upon whom those charged with administering the programs of the institution can draw for help and counsel. This is no less true of the Faculty of the Creighton University School of Medicine than for any other institution. To facilitate orderly processes by which the Faculty can participate in the governance of the School, this document is promulgated. Shaped by a democratically elected Committee of the Faculty and approved by the Faculty by ballot, it describes an organizational framework within which the individual member of the Faculty can serve meaningfully in the development of programs, policies and procedures in the highest common interest.

ARTICLE I

Governance

Section 1: Creighton University Statutes

The *Creighton University Statutes* promulgated by the President of Creighton University govern the daily operations of the University under the authority of the President and the Board of Trustees, as provided by the Articles of Incorporation, the laws of the State of Nebraska, and the Bylaws of Creighton University, as adopted by the Board of Trustees.

Section 2: The Creighton University *Handbook for Faculty*

The Creighton University *Handbook for Faculty* governs the definition and organization of the University Faculty and the relationship between the University and the Faculty. It defines procedures for Faculty appointment, promotion, tenure, non-reappointment, termination and dismissal, and establishes grievance procedures. It further establishes the rights of Academic Freedom. It also defines Faculty responsibilities, duties, conduct, benefits, services, and organizations; and the policies for obtaining restricted and grant funds for research, teaching, and study.

Section 3: Bylaws of Creighton University School of Medicine

The Bylaws of the Creighton University School of Medicine shall govern the daily operation of the Creighton University School of Medicine under the authority of the Dean, subject to the limitations of Article I, Sections 1: and 2: of these Bylaws. If any portion of these Bylaws shall, at any time, be deemed in conflict with University statutes or the Faculty Handbook or otherwise unenforceable, the remainder shall remain in full force and effect.

ARTICLE II

Definition of Faculty

Section 1: Definition and Privileges of Faculty

a. Definition of Faculty Categories

The Faculty shall consist of the categories found in the Creighton University *Handbook for Faculty*.

All Faculty Members, except Contributed-Service Faculty Members, must have a terminal degree unless the practicing professional in that field does not typically have a terminal degree. It is expected that Contributed-Service Faculty will have a terminal degree or its equivalent. For PA Program faculty, a masters is considered a terminal degree.

b. Officers of Academic Administration

Faculty members may also hold positions that make them officers of Academic Administration. In the School of Medicine these positions are:

- (1) The Dean of the School of Medicine
- (2) The Associate and Assistant Deans of the School of Medicine or other qualifiers attached to the titles of Dean in the School of Medicine
- (3) The Director of each authorized Center in the School of Medicine

Holding such a title does not of itself grant faculty membership on the holder.

Section 2: Campuses of the School of Medicine

The School of Medicine has campuses in Omaha, Nebraska and Phoenix, Arizona. The School of Medicine Bylaws apply to all School of Medicine campuses. The medical

education program is located at both campuses. There are two separately-accredited physician assistant programs is located at the Omaha and Phoenix campuses.

Section 3: Departments of the School of Medicine

Departments of the School of Medicine may be established, discontinued, combined, or reorganized, and designated as Basic Sciences or Clinical, by the Dean of the School of Medicine with the prior review and recommendation of the Executive Committee and the Provost. The current listing of the Departments of the School of Medicine is posted on the School of Medicine web site.

The faculties of these Departments shall be known as the Basic Science Faculty and the Clinical Faculty, respectively.

Section 4: Programs of the School of Medicine

The School of Medicine has three academic health professions programs: The medical education program (“MD Program”) and two physician assistant programs (“PA Programs”).

Section 5: Assignments of the Faculty of the School of Medicine

All members of the Faculty of the School of Medicine shall be appointed to Departments, with each Faculty member having a primary Department designated by the Dean of the School of Medicine. ~~Certain faculty may also have a designation as PA Program principal faculty.~~ Faculty members may also hold secondary appointments in other Departments or Schools. Secondary appointments in the School of Medicine shall be for periods of Five (5) years and shall be reviewed by the secondary Department for continued appropriateness. The Officers of Academic Administration may also hold Faculty appointments in appropriate Departments. University Professors shall be responsible directly to the President but may also hold appointments in the School of Medicine and its Departments.

Section 6: Voting and Committee Assignments

When the Bylaws refer to elections by the Faculty, those Officers of Academic Administration who hold Faculty appointments, members of the Teaching-Research Faculty, the Clinician-Educator Faculty, and the Contributed-Service Faculty (Article II, Section 1:) may vote, except as otherwise provided herein. No one who is a Contributed-Service Faculty member, or a Research Faculty member may vote in University-wide Faculty elections, as provided in the University Statutes. When the Bylaws refer to Faculty representation or membership on Committees, only members of

the Teaching-Research Faculty, the Clinician-Educator Faculty, and Contributed-Service Faculty shall be eligible, except as otherwise provided herein.

Section 7: Appointment, Tenure, Promotion, Non-Reappointment, Dismissal and Termination of Faculty

a. Appointment Process

All Faculty appointments and initial ranks shall be reviewed by the Executive Committee of the School of Medicine and recommended by the Dean of the School of Medicine through the Provost to the President. Appointments of Faculty members to Associate Professor or Professor category shall be based on the school of medicine Guidelines for promotion of Faculty to Associate Professor or Professor, respectively.

b. Review Process for Teaching-Research and Clinician-Educator Faculty

Any individual Faculty member of the Teaching-Research or Clinician-Educator Faculty, including the prospective candidate, may initiate and sponsor any member of the Teaching-Research faculty, or Clinician-Educator Faculty, for the conferral of tenure (for tenure track faculty) or for advancement in rank. The candidate shall initiate a dossier according to the guidelines provided in the Faculty Handbook. The Chair, or person to whom the Chair or Dean has delegated this responsibility in writing, shall submit a written evaluation of the candidate's performance to the Dean of the School of Medicine. The candidate's dossier will be reviewed by the Rank and Tenure Committee of the School of Medicine and submit a written evaluation and recommendation to the Dean. The Dean shall independently evaluate the candidate. The Dean's decision regarding promotion will be final.

c. Review Process for Other Faculty Categories

All promotions of the Contributed-Service, Adjunct, Resident, Research, and Special Faculty shall be initiated by the Faculty member having primary administrative jurisdiction, usually the Chair, reviewed by the Executive Committee of the School of Medicine, and recommended by the Dean of the School of Medicine to the Provost.

d. Non-reappointments, Dismissals and Terminations

All non-reappointments, dismissals and terminations shall be initiated by the Faculty member having primary administrative jurisdiction, usually the Chair, or the Dean of the School of Medicine, and recommended by the Dean of the School of

Medicine through the Provost to the President in accordance with all provisions of the University *Handbook for Faculty*.

e. Review for Emeritus Status

Candidates for Dean Emeritus, Professor Emeritus, Associate Professor Emeritus, Clinical Professor Emeritus, or Associate Clinical Professor Emeritus shall be recommended on the basis of long and/or outstanding performance in the areas of administration and/or teaching or scholarship or clinical activity, or service to the University, as applicable. Such recommendation shall be based on a letter from the Chair of the Department outlining the significant contributions of the candidate together with a current *curriculum vita*. Candidates for Emeritus status shall be referred to the Dean. The Dean shall make a written recommendation to the President.

ARTICLE III

Meetings of the Faculty

Section 1: Frequency

a. Regular Meetings

Regular Meetings of the Faculty shall be held at least twice each academic year, once in the spring and once in the fall semester. All Faculty members shall be notified of such meetings at least 14 days prior to the meeting.

b. Special Meetings

Special Meetings of the Faculty may be called by the Dean of the School of Medicine, by the Executive Committee, or by petition of at least 15 members of the Faculty. Such request shall clearly state the purpose of such meeting. All Faculty members shall be notified of such meetings at least seven days prior to such meeting. Under extraordinary emergency conditions, a Special Meeting of the Faculty may be called at any time, provided an attempt has been made to notify all members of the voting Faculty at their place of business, or home, on record in the Office of the Dean of the School of Medicine. This notification may be oral or in writing, and shall include the time, place and purpose of the meeting.

Section 2: Quorum

A quorum shall consist of a minimum of 45 members of the Teaching-Research Faculty, the Clinician-Educator Faculty, the Contributed-Service Faculty, of the School of Medicine.

Section 3: Chair

The Dean of the School of Medicine, or in the absence of the Dean a Faculty member designated by the Dean, shall preside at all meetings of the Faculty.

Section 4: Purposes

The purposes of meetings of the Faculty shall be:

(1) To provide a forum through which the Faculty can assist in identifying, clarifying, and recommending approaches to deal with matters affecting the several programs of the School of Medicine.

(2) To provide a forum whereby Faculty opinion can be expressed on specific issues or programs of the School of Medicine.

(3) To provide reports of progress in the development of programs bearing on the services of the School of Medicine.

(4) To inform and receive feedback from the Faculty concerning policies and activities of the School of Medicine, which bear directly or indirectly on their responsibilities, or which contribute to their understanding of operations of the School of Medicine.

(5) To receive reports of Standing Committees of the School of Medicine as requested in Article VIII, Section 5:b.

Section 5: Agenda

a. Submission of Items for Regular Meetings

Faculty and Officers of the Academic Administration of the School of Medicine may submit agenda items for Regular Meetings of the Faculty. Students and House Staff should submit any desired items through a Faculty member or an Officer of Academic Administration of the School of Medicine. Such items to be considered for inclusion on the agenda of Regular Meetings shall be submitted to the Agenda

Committee at least 21 days prior to the date of such Faculty Meeting. The agenda shall be distributed to the voting Faculty at least 14 days prior to the date of the meeting.

b. Special Meetings

The agenda for Special Meetings of the Faculty that are called shall be limited to the stated purpose of such Special Meeting, and the agenda shall be distributed to the voting Faculty at least seven days prior to the date of the meeting, except amendments to these Bylaws shall be distributed at least 14 days prior.

c. New Business

The last item on the agenda of all Regular Meetings of the Faculty shall be "New Business".

Section 6: Rules of Operation

a. Parliamentary Rules

At all meetings of the Faculty, the current edition of "Robert's Rules of Order" shall apply, except as modified by these Bylaws.

b. Admission and Voting Principles

Meetings of the Faculty shall be open to all Faculty of the School of Medicine, and all members of the Faculty shall have the privilege of the floor. Only members of the Teaching-Research, Clinician-Educator, and Contributed-Service Faculties shall be eligible to vote. Only those members present may vote. A majority of the voting members present shall prevail, unless otherwise specified herein. Voting shall be by secret ballot if requested by any member present. Others may be admitted to meetings of the Faculty with the permission of the Chair, except the Chair or a majority of the voting members present may vote to conduct business in executive session.

Section 7: Minutes

Minutes of meetings of the Faculty shall be taken by a person appointed by the Dean and distributed to all Department Chairs and members of the Teaching-Research, Clinician-Educator, and Contributed-Service Faculties. The minutes will be maintained in the Office of the Dean of the School of Medicine. These minutes shall include, but not necessarily be limited to, all business conducted by vote of the Faculty. Minutes shall be made available on request to any member of the Faculty.

Section 8: Attendance by Faculty who are located at the Phoenix Regional Campus

Faculty members from the Phoenix Regional campus can attend all faculty meetings by phone or other form of audio or audio-visual communication device.

ARTICLE IV

Appointment of Department Chair

Section 1: Duties

Each Department shall have a Chair, who shall be responsible to the Dean of the School of Medicine. The Chair's duties are described in the Creighton University Statutes. Each Chair, with the concurrence of the Dean of the School of Medicine, may appoint a Vice Chair.

Section 2: Appointment

a. Appointment of Chair

The Dean of the School of Medicine shall appoint the Chair of each Department. The selection and appointment of Chairs shall be in conformity with any formal agreements between Creighton University and any organization with which it is affiliated in a joint program. The appointment of Chairs shall ordinarily be for three years, with reappointment normally limited to no more than two additional successive three-year terms, as described in the *University Statutes*.

b. Appointment of Search Committee

Within four weeks of the announcement of a vacancy, the Dean of the School of Medicine shall appoint a Search Committee of not fewer than five nor more than seven members. Ordinarily all the members, except as noted, should be tenured Faculty. In the case of a vacancy in a Clinical Department with Contributed-Service, one member of the Search Committee should be from the Contributed-Service Faculty. If House Staff is assigned to the Department, one member of the Search Committee shall be a member of the House Staff. At least one of these shall be from the Department in which the vacancy exists or will exist. Not more than two Faculty members shall be from the same Department. At least one Committee member shall be a student in the School of Medicine. The Associate Dean for Diversity, or a designee, shall serve on the search committee. The Dean shall appoint the chair of the Search Committee, who has preferably served on at least one Search Committee previously.

c. Functions of Search Committee

This Committee shall advertise the position widely including in print and digital media, encouraging applications from candidates with diverse backgrounds and from both women and men. The Committee shall evaluate all applications, and interview suitable candidates. It shall at least consider those suggested by the Department in which the vacancy occurs. It shall be the duty of the Department representative(s) on the Search Committee to solicit a list of candidates from the members of the Department concerned, and to present it to the Search Committee. The Search Committee shall rank the candidates in order of preference and present them to the Dean of the School of Medicine.

d. Appointment of New Search Committee

If after six months the position has not been filled, the Search Committee may be disbanded, and a new Committee appointed by the Dean.

e. Waiver of Search Committee

Under extraordinary circumstances, e.g. if the Search Committee has failed to identify a qualified candidate after a year, and after consulting with the Executive Committee of the School of Medicine and the faculty of the concerned Department, the Dean of the School of Medicine may nominate one or more candidates for evaluation by the Search Committee prior to appointment by the Dean.

ARTICLE V

Appointment of the Dean

Section 1: Duties

The Dean of the School of Medicine, under the Provost, shall exercise general executive responsibility for the School of Medicine as described in the Creighton University Statutes. The Dean of the School of Medicine shall also be empowered to form any advisory committees deemed desirable for the conduct of business.

Section 2: Appointment of the Dean's Nominating Committee

The President of Creighton University shall appoint the Dean of the School of Medicine as described in the Creighton University Statutes.

ARTICLE VI

Standing Committees

Section 1: General

- a. The existence of certain committees is desirable for the governance of the School of Medicine. These committees are designated "Standing Committees" and are listed below. Service on School of Medicine Committees is considered an inherent responsibility associated with Faculty appointment. Individuals may serve on more than one Committee. Only members of the Teaching-Research Faculty, the Clinician-Educator Faculty, Contributed-Service Faculty, and not the Officers of Academic Administration, shall be eligible for election or appointment to Committees, except as otherwise specified herein. The Dean of the School of Medicine shall be a member ex-officio without vote of all Committees of the Faculty of the School of Medicine, unless otherwise provided herein.
- b. Ex Officio members of all committees are defined as non-voting unless specifically identified as "voting" for any given committee.

Section 2: Designation of Standing Committees of the School of Medicine

The following Standing Committees shall be constituted:

- + Committee on Committees
- + Rank and Tenure Committee
- + Executive Committee
- + Promotions Committee
- + MD Program Committee on Admissions
- + MD Program Educational Program Committee
- + MD Program Student Advancement Committee
- + PA program Committees on Admissions
- + PA Program Student Advancement Committees
- + PA Program Educational Policy Committees

Section 3: Appointment and Election of Committee Members

- a. Appointment of Committees

The Dean of the School of Medicine shall appoint the appointed members as outlined in the committee descriptions.

b. Committee Appointments and Elections

(1) The following general principles shall be followed in Committee appointments and elections, except as otherwise specified in these Bylaws.

(i) Faculty membership on any Committee shall include representatives from all segments of the School of Medicine concerned with the activities of the Committee.

(ii) Faculty representatives shall be elected or appointed for three years or as otherwise specified in these bylaws, and may be reappointed for one additional term, after which they may not be re-elected or reappointed for at least one full term, except as otherwise specified herein. The terms of members of a Committee should be staggered (except where such committee membership is tied to a position or title, in which case the committee membership shall run with the position or title) and if Committee structures are changed, the Dean may make one time use of one or two-year appointments to achieve such staggering.

(iii) Vacated appointed unexpired terms shall be filled by the Dean or appointing party and elected members shall be filled by the Committee on Committees. Vacancies in elected or appointed positions shall be filled only to complete the unexpired term. Vacancies occurring on or after 1 June of the last year of any term shall not be filled.

(iv) A member who has been appointed to serve less than a full term on any Committee may be reappointed or reelected to two full terms upon completion of the partial term, except as otherwise specified herein.

(v) Terms of Committee members shall be 1 July through 30 June, except as otherwise provided herein. Committee members shall remain on the Committee until a replacement is elected or appointed, or until terminated by the Dean.

(2) House Staff representatives to Committees shall be elected by the Creighton House Staff Organization and students shall be elected by the Creighton Medical Student Government, except as otherwise provided herein. Such representatives shall be elected or appointed in the spring of each year for one-year terms to take office 1st July through 30th June.

Section 4: Committee Chairs

a. Appointment

Chairs of Standing Committees shall ordinarily be appointed in July of each year by the Dean of the School of Medicine for a one-year term and may be reappointed for as long as they shall be eligible to serve on the Committee.

Section 5: Duties of the committees

a. Committee Responsibilities

The duties of each committee are specified by the bylaws unless otherwise directed by the Dean.

b. Reporting of Activities

Committees shall report to the Dean. They shall report to the Executive Committee and to the Faculty as a whole when these bodies request that they do so, or on request of the Committee Chair. The purposes of the reports to the Executive Committee and to the Faculty are to inform these bodies of recommendations being sent to the Dean of the School of Medicine, and to allow these bodies to reinforce such recommendations, or to provide the Dean with contrary recommendations. Minutes of all meetings shall be filed in the Office of the Dean of the School of Medicine.

Section 6: Committee Meetings

Each Committee shall meet at least once per year. It shall be the duty of the chair to call such meetings. Any two Committee members may call for a meeting when they deem it desirable. At all Committee meetings the current edition of "Roberts Rules of Order" shall apply, except as otherwise provided herein. All business shall be settled by a majority of the voting members present, unless otherwise specified herein. Only members present in person or by visual or audio electronic means may vote. Voting shall be by secret ballot if requested by any members present. A quorum shall be 50% of the current voting membership of the Committee, except as otherwise specified herein. Committee meetings shall be open to all members of the Teaching-Research, Clinician-Educator, and Contributed-Service of the School of Medicine, and to the Officers of Academic Administration of the School of Medicine, except as otherwise specified herein. A majority of the Committee members present may vote to conduct business in executive session. All Committee members shall be eligible to vote, except as otherwise provided herein. The committee Chair shall develop the agenda. However, any Faculty member, Officer of Academic Administration, member of the House Staff, or student may request consideration of any relevant item, and shall be permitted to appear before the Committee on request.

Section 7: Specifications of Standing Committees

a. Committee on Committees

(1) Structure

The Committee on Committees shall consist of nine members elected for staggered two-year terms by the Faculty from among its members; three (one each year) shall be from the Basic Science Departments elected by the Basic Science Faculty, three (one each year) from the Clinical Departments elected by the Clinical Faculty, and three (one each year) from the Contributed-Service Faculty elected by the Contributed-Service Faculty. For each category, at least one member should be from the Omaha and Phoenix campuses. The chair of this Committee shall be elected by and from among its members at the first meeting of each year. The Assistant/Associate Dean for Academic and Faculty Affairs shall serve as an *ex officio* member. Although members of the other Standing Committees may be elected to the Committee on Committees, the Committee may not nominate its own members for other Committees, but they may be so appointed by the Dean.

(2) Functions

- (i) The committee on committees shall be responsible for managing the elections of faculty to standing committees.
- (ii) Elections shall be held by email ballot sent to all Officers of Academic Administration, Teaching-Research Faculty, Clinician Educator Faculty, and Contributed-Service Faculty to elect their representatives as prescribed herein, except as otherwise provided herein. Where specific representation from these groups is specified, each group shall vote only for their representatives. Faculty members may vote for write-in candidates.

b. Executive Committee

Section 1: Membership

The Executive Committee shall consist of the Dean of the School of Medicine (*ex-officio* without vote, except in the case of a tie vote), all Associate and Assistant Deans of the School of Medicine (*ex-officio* without vote except in the case of a tie vote if serving as Chair), the Chief Executive Officer of the CHI Health - Creighton University Medical Center - Bergan Mercy (*ex-officio* without vote), ~~the PA program director (*ex-officio* without vote)~~, three non-chair members of the Faculty appointed by the Dean, four Department Chairs appointed by the Dean, nine members of the Faculty of the School of Medicine elected by the Faculty, two medical students (the Presidents of the Senior and Sophomore Classes, voting members), two PA program students (the Presidents of the PA1 classes from each campus), and one House Staff representative

each from the Omaha and Phoenix campuses elected by the Creighton House Staff Organization.

Section 2: Duties

The executive committee comprised of the Dean and a committee of the faculty is responsible for the governance and policies of the School of Medicine, approval of Faculty appointments, Contributed service Faculty advancements and approval of policy, excluding policy of the MD and PA Educational Program Committees. The Executive Committee may establish Subcommittees for specific functions or may invest the Office of the Dean with these functions.

Section 3: Appointment, Election and Terms of Office

a. Election

The nine members elected by the Faculty shall consist of three from the Basic Science departments to be elected by the Basic Science Faculty (with a minimum of one position from the Omaha campus and one position from the Phoenix campus), three from the Clinical departments to be elected by the Clinical Faculty (with a minimum of one position from the Omaha campus and one position from the Phoenix campus), and three from the Contributed-Service Faculty to be elected by the Contributed-Service Faculty (with a minimum of one position from the Omaha campus and one position from the Phoenix campus), all for two-year terms. The Creighton University House Staff Organization shall elect the House Staff representative annually for a one-year term. Elected members of the Executive Committee may not succeed themselves and are not eligible for reelection until the second year after completion of their term.

b. Appointment

The four Department Chairs appointed by the Dean shall be appointed for two-year terms, two each year, and may be reappointed. The three non-chair Faculty members appointed by the Dean shall be appointed for two-year terms, two in odd years and one in even years, and may be reappointed. Committee membership will run from July 1 to June 30.

c. Attendance

An elected or appointed member of the Executive Committee who fails to attend a meeting of the committee shall be reminded of his absence by the Dean through the

Executive Secretary. The Dean has the discretion to consider two consecutive unexcused absences as an indication of a desire of the committee member to resign.

d. Quorum

One-third of the voting members shall constitute a quorum where a majority of the quorum voting members are faculty. No business shall be conducted without a quorum.

Section 4: Officers

The Dean of the School of Medicine shall be the presiding officer of the Executive Committee. In addition, the Executive Committee shall have a Vice chair appointed by the Dean from the membership who shall preside over the meetings in the absence of the Dean. The Executive Secretary, appointed by the presiding officer of the Committee, shall keep and distribute minutes to all members of the Executive Committee and to all Department Chairs, and shall file them in the Office of the Dean of the School of Medicine. Minutes shall be made available on request to any Faculty member. The Executive Secretary shall notify members of all meetings and attend to Executive Committee correspondence.

Section 5: Meetings

The Executive Committee shall meet at least nine times annually, including at least three times each in the fall and spring semesters. Additional meetings may be called at any time by the Dean or by petition of twenty percent of the voting membership. Any member of the Committee may introduce motions. Only those members present may vote. Voting shall be by secret ballot if requested by any member present. All matters shall be settled by majority vote of the voting members present, and the chair shall vote only in case of a tie vote. Meetings of the Executive Committee shall be open, except when the Dean elects and/or a majority of the voting members present votes to conduct its business in executive session.

Section 6: Vacancies

All vacancies shall be filled only to complete the unexpired terms, and individuals appointed or elected to fill unexpired terms are eligible to succeed themselves. Vacancies occurring on or after June 1st of the last year of any term shall remain vacant until the next regular election or appointment cycle.

c. Rank and Tenure Committee

(1) Purpose

The School of Medicine shall maintain a standing peer-review committee to review all dossiers of Teaching-Research, and Clinician-Educator Faculty candidates, both Tenure and Non-Tenure tracks, for conferral of tenure and/or advancement in rank. Written recommendations favoring or opposing the granting of tenure or advancement in rank, including the vote and the reasoning, shall be forwarded to the Dean of the School of Medicine, and shall become a part of the dossier of the candidate.

(2) Membership

The School of Medicine Rank and Tenure Committee shall consist of nine members of the tenured Teaching-Research Faculty and Clinician- Educator Faculty, at the rank of Associate Professor or above. The Associate Dean for Academic and Faculty Affairs shall be an *ex officio* member without vote. The *ex officio* member of the Rank and Tenure Committee will have only an observatory role and will clarify rules and bylaws. The Dean of the School of Medicine shall not be a member. Members of the University Rank and Tenure Committee may not serve on the School of Medicine Rank and Tenure Committee. Department Chairs shall not be nominated or elected to the Committee. There shall be four members from the Basic Science Faculty and five from the Clinical Faculty with at least one faculty from the Phoenix campus in each category. The Committee on Committees shall present at least two nominees for each vacancy, and the members shall be elected in April of each year by the Teaching-Research, and Clinician-Educator Faculty of the Basic Science and Clinical Departments, as appropriate. Elections shall be for staggered three-year terms running annually from July 1st through June 30th of the following year. Nominees shall be chosen to broadly represent all areas of the Basic Science Faculty and the Clinical Faculty, and no more than two elected members may be from the same Department, including those already on the Committee. Once two committee members represent a Department, other candidates from that Department with fewer votes, even though more than the next runner-up, shall be skipped and the next runner-up shall be considered elected. Vacated unexpired terms shall be filled for the remainder of the term by the Dean from the next available runner-up from the last election, considering the no more than two per Department rule. If no runners up are available, the Committee shall provide the Dean a list of nominees from which to choose.

(3) School of Medicine Rank and Tenure Committee Operations

The Chair of the Committee shall be elected by the members of the Committee at the first meeting of each academic year (with tenure from time of election to June 30 of the following year). For any meeting the Chair may designate an Acting Chair. Only members having served one full year on the Committee shall be eligible to be Chair. If

a School of Medicine Rank and Tenure Committee member is initiated for promotion review the member shall take a leave of absence from the Committee for that academic year, and this shall be deemed to be a vacancy for that year. If any member of the Committee, including *ex-officio* members, has any direct supervisory relationship over any candidate, or if any member has any actual or perceived conflict of interest, such member shall be excused and absent himself/herself from the meetings of the Committee during deliberations concerning such candidate(s). Such an absence shall not constitute a vacancy. Each candidate shall also be allowed one preemptory challenge of any member of the Committee, which shall not count as a vacancy. Two thirds of the voting members of the Committee who are not excused for conflict of interest or by challenge shall constitute a quorum. All votes concerning tenure and/or promotion shall be by secret ballot. The meetings are confidential as described in the *Handbook for Faculty*. All recommendations of the committee shall be accurately summarized by the Chair of the Committee and reported in writing, together with the vote and the reasoning for the recommendations, to the Dean of the School of Medicine, and shall be included in the candidate's dossier.

(4) Review Process

Dossiers for review for promotion in rank or the conferral of tenure shall be prepared and reviewed in accordance with the *Handbook for Faculty*, and any single document published by the University Committee on Rank and Tenure and reviewed by the Academic Council to assist candidates in the preparation of their dossier.

(5) Evaluation by the Dean, School of Medicine

Following evaluation of each dossier by the School of Medicine Committee on Rank and Tenure, the Dean of the School of Medicine shall independently evaluate each candidate in writing and forward all dossiers to the University Committee on Rank and Tenure, unless the application is withdrawn by a request in writing by the candidate. The Dean's evaluation shall become a part of the candidate's dossier. The University Rank and Tenure Committee shall then review the dossier and make recommendations to the President who shall make the final decision. Prior to the public announcement of conferral of tenure and promotions by the President, the Dean, or the Dean's designee, shall counsel all unsuccessful candidates. All promotions and grants of tenure shall be effective on the first day of the next contract year.

ARTICLE VII

Standing Committees of the Medical Education Program

The Medical Education Program shall have the following standing committees:

a. Medical Education (MD) Program Admissions Committee

The Medical Education (MD) Program Admissions Committee, in conjunction with the Office of Medical Admissions and the Associate and Assistant Deans for Medical Admissions, shall operate in order to select qualified medical school applicants for admission to the Medical Education Program, consistent with the mission statement of the School of Medicine and Creighton University. The committee will be composed of the Associate and Assistant Deans for Admissions (voting) on each campus (Omaha and Phoenix Regional campuses), the Directors of Medical Admissions for each campus (non-voting), and ten to fourteen additional School of Medicine voting faculty members (2 of which can be emeriti). For the faculty members, half (plus or minus one) will be from each campus. Of these faculty members, two are elected, one from each campus. At the end of each application cycle, two medical student representatives (voting) are elected, one from each campus, from and by members of current M1 class on each campus, who have volunteered to work with Admissions, to serve on the committee for a one-year term, starting with the next application cycle. The committee may also include alumni (voting) and Admissions office staff (non-voting). All non-elected members must be approved by the Dean. Committee meeting quorum is as described above (Article VI, Section 6, Committee Meetings). Faculty members must constitute the majority of voting members (50% plus 1) at all meetings. The Associate and Assistant Deans for Admissions shall be the Co-Chairs of the Admissions Committee. The committee shall normally meet each week during the application cycle, and as needed thereafter, to review applications and make the final decisions for acceptance, alternate status, or rejection. The final responsibility for accepting the students into the medical education program rests with the Admissions Committee.

b. MD Program Educational Program Committee

The MD Program Educational Program Committee oversees the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation and enhancement of a coherent and coordinated medical curriculum. In fulfillment of these responsibilities, the committee shall be charged with approving the creation or removal of courses from the educational program, determining the duration and order of courses, appointing course directors and clerkship directors, analyzing and distributing data from the Evaluation Committee, and formulating educational policies. The Educational Program Committee shall consist of the following 25 voting members: eight faculty members with 6 of these appointed by the Dean (3 from the Omaha and 3 from the Phoenix campus; From each campus 2 members are from clinical departments and 1 member is from a non-clinical department) and 2 elected by the faculty (one from the Omaha campus and one from

the Phoenix campus), eight appointed students (one from each component from the Omaha Campus, and the Phoenix Regional Campus), the three Component Directors from Omaha, the M1/M2 clinical science director from the Phoenix Regional Campus, the Basic Science Director from the Phoenix Regional Campus, and the M3/M4 Component Director from the Phoenix Regional Campus, the Assistant Dean for Medical Education from the Phoenix Regional Campus, the Assistant Dean for Medical Education from the Omaha campus and the Associate Dean for Medical Education, who also serves as chair. In addition, the following serve as *ex officio*, non-voting members: The Dean of the School of Medicine, the Regional Dean of the Phoenix Regional Campus, the Associate Dean for Strategy and Accreditation, the Associate Dean for Student Affairs (Omaha Campus), the Assistant Dean for Student Affairs (Phoenix Regional Campus), the University Librarian, and the Chair of the Evaluation Committee. Faculty committee members shall be elected to three-year terms by the faculty or appointed by the Dean of the School of Medicine, based on their educational experience and the need for balance among disciplines. The committee shall normally meet once per month. A quorum shall consist of 50% of the current voting membership of the Committee.

c. MD Program Student Advancement Committee

The MD Program Student Advancement Committee shall be composed of six elected faculty members (one clinical faculty, one basic science faculty and one at-large faculty member from each Omaha and Phoenix Regional Campus, voting members); six Component Directors or equivalent component administrators from the M1, M2 and M3/M4 component years from each Omaha and Phoenix Regional Campus (voting members); four elected students (one from each M2 and M4 component year from each Omaha and Phoenix Regional Campus, voting members except that a student member shall not vote to advance his/her own class); the Associate and Assistant Deans for Student Affairs from the Omaha and Phoenix Regional Campuses (non-voting members); the Associate and Assistant Deans for Medical Education from the Omaha and Phoenix Regional Campuses (non-voting members); and the Associate and Assistant Deans of Diversity and Inclusion from the Omaha and Phoenix Regional Campuses (non-voting members). The Dean of the School of Medicine shall appoint the chair of the committee from the elected faculty members. The chair appointment is for one-year and may be renewed by the Dean. A quorum shall consist of 50% of voting members.

(1) Regular Meetings and Duties

The Advancement Committee shall normally meet monthly throughout the year to review the academic records and professional conduct of all students as specified in the Student Handbook. The Advancement Committee shall (i)

determine eligibility of all medical students for promotion and graduation, (ii) review and determine adherence to academic and professional conduct standards, and (iii) prescribe remedial actions or change of student status, including dismissal from the School of Medicine, for students who fail to meet the Academic and Professional Standards of the School of Medicine.

ARTICLE VIII

Standing Committees of the Physician Assistant Programs

As separately accredited programs, each Physician Assistant (PA) program must have dedicated standing committees. The Omaha and Phoenix program shall have the following independently-functioning standing committees:

a. **PA Program Admissions Committees**

The purpose of the PA Program Admissions Committees is to select students considered to be capable of academic success who are expected to become compassionate physician assistants, dedicated to exemplary patient care, as consistent with the mission statements of the PA programs and Creighton University.

The Chairs of the Admissions committees shall be members of the Principal PA faculty, as designated by the respective campus PA Program Directors. Voting members of each Admissions Committee shall include the PA Program Director, the Directors of Didactic and Clinical Education, all members of the principal faculty of the PA Program and the PA Program Medical Director and one additional member, appointed by the PA Program Director at his or her discretion.

The Committees shall meet regularly during the active admissions cycle and at the call of the Chairs of the Committee on Admissions to review applications and to conduct other business that may be brought before the committee. At the discretion of the Chairs, duties may be assigned to the members of the committee to review applications, to interview applicants, or both. A quorum shall be required for official action, and decisions will be made by a majority vote. The final responsibility for accepting the students into the Physician Assistant Education program rests with the PA Program Admissions Committees. All decisions regarding candidate selection shall be made by the Committees based on published admissions policies and shall be considered final.

The Committees may designate additional individuals to participate in admissions activities, including application review, interviews and candidate deliberation. These individuals may include practicing clinicians, students or other community members.

Individuals called to participate in admissions activities who are not members of the Committee shall not hold voting privileges.

b. PA Program Student Advancement Committees

The PA Program Student Advancement Committees (SAC) shall serve to review the academic progress, records and professional conduct of all students. The Committee shall: i) determine eligibility of all PA students for promotion and graduation; ii) review and determine adherence to academic and professional conduct standards, and iii) prescribe remedial actions or change of student status according to the PA program policies and procedures, including probation, deceleration or dismissal from the program, for students who fail to meet the academic and professional Standards of the PA program. The Chairs of the SAC shall be appointed by the respective campus PA Program directors. The committee shall be composed of the appointed Chair, PA Program Medical Director, the Directors of Didactic and Clinical Education, two members of the principal PA faculty from the respective campus appointed by the PA Program Director, and the Associate Dean of Diversity and Inclusion for the School of Medicine or their designee (ex-officio and non-voting).

The Committees shall normally meet once per semester and as needed for student issues that may arise. The committees will review the academic progress and professional conduct of all students. A quorum shall be required for official action, and decisions will be made by a majority vote.

c. PA Program Educational Program Committees

The PA Program Educational Program Committees (EPC) shall be responsible for approving the goals, objectives, structure and content of the PA program curricula. In fulfillment of these responsibilities, the committee shall be charged with: i) approving the content and sequence of the program curriculum and any revisions thereof; ii) approving the creation or removal of courses from the educational program; iii) reviewing program data analysis and iv) approving recommendations for curricular revision provided by the PA program's Didactic Education Committee and the Clinical Education Committee, and v) approving substantive changes to educational policies.

The Educational Program Committees shall consist of the respective campus PA Program Directors (Chair), the PA Program Directors of Didactic and Clinical Education, the PA Program Medical Director, one member of the PA program principal faculty, three members of the School of Medicine Faculty, and the School of Medicine's Assistant Dean for Evaluation and Analytics or their designee. School of medicine faculty committee members shall be appointed by the Dean of Medicine at the Omaha program and by the Regional Dean, Phoenix Campus at the Phoenix program, based

on their educational experience and the need for balance among disciplines. The PA program principal faculty member shall be appointed by the PA program director. The committees shall normally meet twice a year. Additional meetings may be called by the chairs as needed. A quorum shall be required for official action, and decisions will be made by a majority vote.

ARTICLE IX

Amendment Procedure

Section 1: Procedure for Amendment of Bylaws

The provisions of these Bylaws may be amended by affirmative vote of two-thirds of the voting members of the Faculty present at any Regular Meeting of the Faculty, or at any Special Meeting called for that purpose, provided there is a quorum and provided the specific wording of the proposed amendment is distributed to all voting members of the Faculty at least 14 days in advance of the meeting at which the amendment is to be considered. Amendments may also be approved by ballots sent with copies of the proposed amendments to all voting members of the Faculty. At least one-third of the ballots must be returned, and approval must be at least two-thirds of the returned ballots. All proposed Bylaws of the Faculty of the School of Medicine should be reviewed and approved by the Committee on Faculty Handbook and the University Statutes of the University.

Section 2: Initiation of Amendments

Proposed amendments may be initiated by the Executive Committee, by the Dean of the School of Medicine, or by petition signed by at least 15 members of the Faculty.

Section 3: Reconsideration of Rejected Amendments

An amendment, legally rejected by the Faculty at any duly called and constituted meeting of the Faculty, or by any mail ballot, may not be reconsidered until at least one Regular Meeting of the Faculty has intervened.

BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

CREIGHTON UNIVERSITY SCHOOL OF MEDICINE

APPENDIX A

AMENDMENT HISTORY

November 1991	Article IV.3
April 1992	Article II.1 and II.3
July 1994	Appendix A
October 23, 2006	Article VIII.7.i, Article VIII.7.o
May 14, 2007	Article VIII.7.g

REVISION HISTORY

1. Complete revision adopted by the Faculty, May 12, 2003, Effective June 1, 2003
2. Partial revision adopted by the Faculty, May 2, 2005
3. Partial revision adopted by the Faculty, Oct 24, 2005
4. Partial revision adopted by the Faculty, May 15, 2006
5. Partial revision adopted by the Faculty, May 18, 2009
6. Complete revision adopted by the Faculty, May 10, 2011, Effective July 1, 2011
7. Partial revision adopted by the Faculty, October 5, 2011
8. Partial revision adopted by the Faculty, May 15, 2012
9. Partial revision adopted by the Faculty on October 24, 2012
10. Partial revision adopted by the Faculty on May 14, 2013
11. Partial revision adopted by the Faculty on May 22, 2014
12. Partial revision adopted by the Faculty on May 10, 2017
13. Partial revision adopted by the Faculty on May 1, 2018
14. Partial revision adopted by the Faculty on June 27th, 2019
15. Partial revision adopted by the Faculty on October 9th, 2019
16. Partial revision adopted by the Faculty on February 14th, 2020
17. Partial revision adopted by the Faculty on September 29th, 2020
18. Partial revision adopted by the Faculty on May 26th, 2021
19. Partial revision adopted by the Faculty on May 25th, 2022