

**Bylaws  
of  
The Faculty of The University of Texas-Houston Medical School**

**PREAMBLE**

With these Bylaws, we, the Faculty of The University of Texas-Houston Medical School (School) establish rules and procedures for the continued governance of the School in the area of general academic welfare.

**DEPARTMENTS AND PROGRAMS**

The names of the organizational bodies addressed by this document shall be the Administrative Council (Council), the Faculty Senate (Senate), the Faculty, and the Departments.

For purposes of defining membership in the Council, the current administrative units are: The Departments of Anesthesiology; Biochemistry and Molecular Biology; Cardiothoracic and Vascular Surgery; Dermatology; Emergency Medicine; Family Practice and Community Medicine; Integrative Biology and Pharmacology; Internal Medicine; Microbiology and Molecular Genetics; Neurobiology and Anatomy; Neurology; Neurosurgery; Obstetrics, Gynecology and Reproductive Sciences; Ophthalmology and Visual Science; Orthopaedics; Otolaryngology-Head and Neck Surgery; Pathology and Laboratory Medicine; Pediatrics; Physical Medicine and Rehabilitation; Psychiatry and Behavioral Sciences; Radiology; and Surgery. Additions or deletions in the designated administrative units shall be determined by the Dean after review by the Council and the Senate. This paragraph shall be revised to reflect changes in the list of Departments without further approval by the Council, Senate or Faculty.

**THE DEAN**

The Dean is the senior administrative official of the School subject to the *Rules and Regulations* of the Board of Regents of The University of Texas System. He/she is responsible for all decisions regarding the academic, administrative, and financial affairs of the School. The Dean shall receive from the Senate, Council, and the various standing committees, recommendations and reports that shall be considered advisory only.

The responsibilities of the Dean include, but are not restricted to:

- a. recruiting and recommending appointment of Faculty members;
- b. recruiting and admitting medical students to the School;
- c. recommending, upon advice of the Faculty, those students who, having completed the prescribed curriculum, are to receive professional degrees;
- d. serving as Chairperson of the Faculty;

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- e. serving as Chairperson of the Council;
- f. appointing committees and their Chairpersons as stated in these Bylaws;
- g. creating and dissolving standing committees of the School upon advice from the body to which the committee would report;
- h. serving, personally or by means of a designated representative, as an *ex officio* member of all standing committees of the School;
- i. giving a report at each regular meeting of the Council and of the Senate;
- j. maintaining in the Office of the Dean the official copies of the complete minutes of the Senate and of the Council; and
- k. giving written notification to the Senate, Council, and Chairpersons of standing committees reporting to the Dean, of his/her actions regarding recommendations forwarded to him/her by these bodies.

### ADMINISTRATIVE COUNCIL

The purpose of the Council is to advise the Dean concerning administrative matters of the School.

#### Membership

The Council shall consist of the Dean and the Chairpersons of the Departments. Each member shall have one (1) vote and may vote by proxy. The Chairperson and Chairperson-Elect of the Senate and the Assistant and Associate Deans shall be members without voting privilege. The Dean shall be Chair of the Council.

#### Officers

The Dean shall preside over meetings of the Council and is responsible for preparing and publicizing the agenda for Council meetings at least seven (7) days before meetings. The Dean shall send copies of all minutes of the meetings to the Senate. The minutes shall be available to all Faculty members upon request. The Dean will appoint a Chairperson to fulfill these functions in his/her absence.

#### Meetings

A regular meeting of the Council shall be held at least ten (10) times each year. Council members may submit items for the agenda up to four (4) days before the meeting. The agenda shall include a report by the Dean and provisions for consideration of old and new business.

A special meeting of the Council may be called by the Dean or by one-fourth of the Council members via a written request. Special meetings of the Council shall be restricted to the items of business for which the special meeting was called. The agenda shall be circulated at least four (4) days in advance of the meeting.

A majority of the Council membership shall constitute a quorum for the transaction of business. *Robert's Rules of Order* (revised) shall guide the conduct of all meetings.

The Dean may invite Faculty members or other interested parties to attend a Council meeting. The

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invited individual may be accorded the privilege of the floor at the request of the Dean, but shall not have the right to vote.

### Responsibilities

The Council shall be responsible for:

- a. scheduling and convening its meetings;
- b. reviewing the recommendations of the Senate related to academic affairs;
- c. making recommendations to the Dean on all matters dealing with the acquisition, allocation and management of resources within the School; and on all matters pertaining to the organization and development of the School;
- d. reviewing the administrative support services used by the School and making recommendations to the Dean for their improvement;
- e. reviewing the recommendations of *ad hoc* committees charged with identifying and recruiting Departmental Chairpersons;
- f. appointing *ad hoc* committees of the Council;
- g. charging standing and *ad hoc* committees of the Council;
- h. receiving and deliberating upon reports from standing and *ad hoc* committees of the Council;
- i. reviewing, when the Council deems appropriate, policies and procedures of all standing committees of the School and making recommendations to those who are responsible for charging those committees; and
- j. giving written notification to Chairpersons of its standing committees regarding its decisions on all recommendations forwarded to the Council by these Committees.

## FACULTY SENATE

The Senate shall act as the representative body of the Faculty in all matters pertaining to academic affairs. The Senators are the elected representatives of the Faculty and shall, in their deliberations, be guided by the opinion of their constituents.

### Membership

The Senate shall consist of Senators representing the Departments and the library Faculty. The Dean shall be a member without voting privilege. All Faculty members, except the Chairpersons of the Departments and Assistant and Associate Deans who devote more than 25% of their time to the duties related to that position shall be eligible for election as Senators. In the event a Senator is elected from one category, he or she may not stand for election from another category.

Each Department shall be represented by one (1) Senator for every ten (10) full-time Faculty members or fraction thereof whose primary appointments are in the Department. One (1) Senator shall be elected by the library Faculty from among its ranks.

There shall be eight (8) Senators elected by the full-time Faculty. Professors shall elect two (2) Senators, Associate Professors shall elect two (2), Assistant Professors shall elect two (2), and Instructors shall elect two (2) from among their ranks.

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Each Senator shall be elected for a full term of three (3) years and, if re-elected, may immediately succeed himself or herself once. A Senator who has served two (2) consecutive full terms is not eligible for re-election until the regular election held in the year following the end of his or her term. Each Senator shall have one (1) vote. Senators in office at the time of ratification of these Bylaws shall serve the terms for which they were elected.

The Executive Committee of the Senate shall institute uniform procedures for and administration of the elections of Senators and elected Medical School representatives to Health Science Center Committees and to the Interfaculty Council. The regular election for Senators shall be held in July each academic year. At-large representatives for the Interfaculty Council shall be elected by September 1. The number of Senators to be elected from the Departments shall be determined by the number of full-time Faculty member equivalents appointed as of July 1 of the same year in which the election is held.

Vacancies arising from the resignation of a Senator shall be filled by election of a new Senator, who will complete the term of office of the resigned Senator. The election shall be held within four (4) weeks of the time the Senate Chairperson is notified of the resignation. A Senator who is absent from more than one-half of the regular meetings from September 1 through May 31 of an academic year shall be replaced by another eligible Faculty member at the next regular election. This Faculty member shall complete the remaining term of office of the Senator he or she is replacing. Such partial terms served to fill another Senator's unexpired term do not count against the maximum of two consecutive terms for the purpose of re-election.

### **Officers**

The Senate shall elect from among its members a Chairperson-Elect and a Secretary at the first meeting of the academic year. The Chairperson-Elect from the previous year will assume the duties of the Chairperson at the first meeting of the current academic year and shall supervise the elections for Chairperson-Elect and Secretary. These persons shall constitute the Executive Committee of the Senate.

The Faculty Senate shall elect from its members by ballot two (2) Faculty Senate representatives to the Interfaculty Council. These elections shall be conducted by the Faculty Senate prior to September 10 of each academic year in accordance with the rules of the Interfaculty Council.

The Chairperson of the Senate shall preside over meetings of the Senate, publicize the agenda for Senate meetings, be a member of the Council without voting privilege, and be responsible for sending Senate documents to the Council and to the Dean. He/she also is responsible for presenting to the Senate a report of Council activities.

The Chairperson-Elect shall assume the Chairperson's responsibilities in the absence of the Chairperson and shall fulfill any vacated term of the Chairperson and any term to which they were originally elected. The Chairperson-Elect will serve as a member of the Council without voting privilege along with the Chairperson.

The Secretary shall be responsible for maintaining a record of the attendance of each Senator at

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regular meetings and shall oversee the compilation, publication, and preservation of minutes of all Senate meetings. The minutes shall be available to any Faculty member upon request. The Secretary is also responsible for parliamentary procedure during Senate meetings.

### Meetings

The Senate shall hold a regular meeting at least once every two (2) months. Senate members may submit items for the agenda up to one (1) week prior to the meeting. The agenda shall include provisions for the consideration of old and new business. Special meetings of the Senate may be called by the Chairperson of the Senate, the Dean or by one-fourth of the Senate members via written request. The agenda of all special meetings shall be restricted to the items of business for which the special meeting was called. The agenda shall be circulated to all Senators at least four (4) days in advance of the special meeting.

A majority of the Senate shall constitute a quorum for the transaction of its business. *Robert's Rules of Order* (revised) shall guide the conduct of all meetings. Twenty-five percent of the Senators present at a meeting or the Chairperson of the Senate may cause a delay of vote until the next meeting on any issue that requires that the Senators consult with their constituents.

Meetings of the Senate shall be open to all Faculty members. Such Faculty members who are not members of the Senate may be accorded the privilege of the floor by the Chairperson of the Senate, but shall not have the right to vote, nor shall they count in the determination of a quorum for the transaction of business.

### Responsibilities

The Senate shall be responsible for:

- a. scheduling and convening its meetings;
- b. making written recommendations to the Dean concerning academic matters;
- c. deliberating at each meeting upon the Dean's report concerning academic matters;
- d. appointing *ad hoc* committees of the Senate;
- e. charging the standing and *ad hoc* committees of the Senate;
- f. receiving, deliberating upon, and if approved, sending to the Dean reports from the standing and *ad hoc* committees of the Senate;
- g. reviewing, when the Senate deems appropriate, policies and procedures of all standing committees of the School and making recommendations to those who are responsible for charging those committees;
- h. acting upon recommendations from the Faculty;
- i. when deemed appropriate, bringing before the meeting of the Faculty recommendations and actions arising in the Senate;
- j. regularly informing their constituency of Senate proceedings;
- k. giving written notification to Chairpersons of standing committees reporting to it, of its decisions regarding all recommendations forwarded to the Council by these committees; and
- l. establishing a nominating committee for the conduct of election of Senate Officers and Senate representatives to the Interfaculty Council.

## THE FACULTY

The purpose of the Faculty shall be the achievement and maintenance of excellence in education, research, and delivery of health care at the School.

### Membership

The Faculty organization shall consist of all those Faculty members appointed to The University of Texas-Houston Medical School Faculty with the rank of Instructor, Assistant Professor, Associate Professor or Professor, whether full-time or part-time, with or without tenure.

### Officers

The Dean of the School shall serve as Chairperson of the Faculty, shall preside at meetings of the Faculty and publicize the agenda for Faculty meetings. The Dean shall designate a person, not necessarily a member of the Faculty, to compile, publish, and to send to the Office of the Dean the minutes of all Faculty meetings for preservation. The Chairperson of the Senate shall serve as Vice-Chairperson of the Faculty and shall assume the Chairperson's responsibility in the absence of the Chairperson.

### Meetings

A regular meeting of the Faculty shall be held at least once a year in May. Written notice of the regular meeting and the agenda shall be sent to each member of the Faculty by the Dean at least two (2) weeks before the meeting. Faculty members may submit items for the agenda up to three (3) weeks before the Faculty meeting. The agenda shall include provisions for consideration of old and new business.

A special meeting of the Faculty may be called upon request of the Dean, the Senate, the Council, or by twenty-five (25) members of the Faculty via written request. The agenda outlining the reasons for which the special meeting was called shall be circulated to the members of the Faculty at least four (4) days before the meeting. The special meeting shall be restricted to the consideration of the items of business for which the meeting was called.

Fifty (50) members of the Faculty shall constitute a quorum for the transaction of business. *Robert's Rules of Order* (revised) shall guide the conduct of all meetings. A copy of the minutes of each meeting of the Faculty shall be recorded and a copy sent to the Office of the Dean for permanent filing. The minutes shall be available to any Faculty member upon request. The Dean may invite interested parties to attend meetings as guests of the Faculty. Such guests may be accorded the privilege of the floor, but shall not have the right to vote, nor count in the determination of a quorum for the transaction of business.

### Responsibilities

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The Faculty members shall be responsible for:

- a. supporting and contributing to the mission of the School;
- b. pursuing and maintaining excellence in their various disciplines;
- c. recommending to the Dean those students who have successfully completed the course of study for the degree of Doctor of Medicine;
- d. electing Senators and ensuring that the Senators are informed of the opinions of the Faculty regarding academic matters; and
- e. attending Faculty meetings.

### COMMITTEES

#### Appointment of Committees

The Dean, following the guidelines of this article and considering the recommendations of the Committee on Committees, shall appoint the Chairpersons and members of all standing committees of the School and of such *ad hoc* committees of the School that he/she deems appropriate. Chairpersons and committee members shall serve at the pleasure of the Dean.

#### Committee on Committees

There shall be a specially constituted Committee on Committees, composed of nine (9) Faculty members, to advise the Dean concerning committees. The members shall be appointed by the Chairperson of the Faculty Senate in consultation with the Dean. Members will serve one-year terms without being eligible for reappointment to consecutive terms unless selected as the Chairperson of the next year's committee. The Chairperson shall be appointed from the membership of the previous year's committee. The functions of the Committee on Committees shall be to advise the Dean concerning the efficacy of the committee structure; at least annually, make recommendations to the Dean on the membership and Chairpersons of those committees other than any standing committee whose membership is specifically designated elsewhere by these Bylaws. The duration of service by members of standing committees, including serving as chair, shall not exceed six (6) consecutive years, except at the specific request of the Dean. Insofar as possible, one-third of the membership of each committee, except the Committee on Committees, shall be new to each committee in any given year. The pattern of appointment shall preserve continuity of committee membership.

#### Standing Committees

Standing committees shall develop procedural and policy statements that shall become effective when they have been accepted by their respective charging bodies and approved by the Dean. Any change of policy or procedure of a committee must be made known on a timely basis to the Council and the Senate for their review and comment, and to the Dean for his/her approval.

Each committee shall submit an annual summary report of its activities and recommendations to the

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Dean, the Council and the Senate. These reports, as well as the minutes of each committee meeting, shall be preserved in the Office of the Dean. Each committee will be charged and will report its current decisions and recommendations in the manner outlined below.

### **Committees Reporting Current Decisions and Recommendations to the Dean**

#### Admissions Committee

The purpose of this committee shall be to evaluate the credentials and qualifications of the student applicants, to recommend to the Dean those applicants who are best suited for the study of medicine, and to encourage them to enroll in this School. The Chairperson shall be the Associate Dean for Admissions. The director of the M.D./Ph.D. program shall be a member without voting privilege.

#### Faculty Appointments, Promotions, and Tenure Committee

The purpose of this committee shall be to evaluate the credentials and qualifications of the Faculty members, or prospective Faculty members, and to make recommendations to the Dean concerning their appointment, promotion in rank, and suitability for tenure of appointment. The committee shall be appointed from among those Faculty members of the School who hold the rank of Professor, but who are not Departmental Chairpersons. The Associate and Assistant Deans for Faculty Affairs shall be members without voting privilege.

#### Faculty Development Leave Committee

The purpose of this committee shall be to review and recommend proposals for Faculty Development Leave. The committee members shall be appointed from among the senior Faculty members of the Medical School as follows: four (4) from the basic science departments; four (4) from the clinical departments. The chairperson shall also serve on the University's Faculty Development Leave Committee.

#### Professional Liability Committee

The purpose of this committee is to review professional liability claims, or incidents that may result in claims against UT-HHSC, the Medical School, or its Faculty physicians, residents, and medical students who are members of The University of Texas System Professional Liability Benefit Plan, who are covered under commercial professional liability insurance, and/or who may be provided indemnification by the State of Texas under Chapter 104 of the *Texas Civil Practice and Remedies Code*. The committee shall assist the University and its attorneys in investigating, evaluating, defending, or settling such claims. The committee is a Medical School peer-review committee established pursuant to Texas law and the guidelines of The University of Texas System. It is authorized by the Chief Administrative Officer of UT-HHSC and its membership shall be appointed by the Dean of the Medical School as provided in these Bylaws upon the recommendation of the chair of the committee and the Medical School Committee on Committees. The composition of membership, *ex officio* members, terms of membership of all members, and the operating procedures

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for the committee are established by the "Bylaws of the Professional Liability Committee of the Medical School at the University of Texas-Houston Health Science Center." Changes to these committee "Bylaws" must be approved by a majority of the committee and submitted to the full Senate for approval.

### **Student Evaluations and Promotions Committee**

The purpose of this committee shall be to evaluate medical students' academic performance and their suitability to undertake the practice of medicine, to recommend to the Dean their promotion and also the nature and amount of remedial work required to eliminate any deficiencies. The actions of the committee shall be in accordance with guidelines that shall be approved by the Senate. The Associate Dean for Student Affairs shall be a member without voting privilege.

### **Research Committee**

The purpose of this committee shall be to advise the Dean on matters related to the research enterprise. The committee shall have the following responsibilities: identification and consideration of research areas for development, especially in regard to the establishment of centers and interdisciplinary programs; identification of facilities and equipment needed for replacement and development; development of strategies for expanding activities in clinical and basic research; establishment of a plan and guidelines for the School to more actively participate in technology transfer; review of School efforts in the area of informatics as support for research; provision of advice and subsequent monitoring concerning the use of institutional resources for School-wide projects; provision of advice concerning the acquisition of outside funds for the development of research programs and active participation in the seeking of these funds, in conjunction with the development activities of the School; provision of advice regarding an aggressive campaign to make the research efforts of the School credibly visible to the public; interaction and communication with the Faculty Senate concerning its activities; development, management and oversight of a Medical School Lecture Series; screening and identification of nominee(s) for awards when the School is limited in the number of nominees.

In addition to Faculty at large, several department chairs shall be members of the Committee. The Assistant Dean for Community Affairs and Public Education and the Assistant Dean for Strategic Development shall be members without voting privilege.

### **Budget and Compensation Committee**

The purpose of this committee shall be to review the general goals and principles of the School's budgeting process as well as to review the goals and principles of departmental compensation and incentive plans. The composition of the Committee shall be as follows: a) Associate Dean for Clinical Operations who shall also serve as chair; b) two clinical department chairs nominated by the MSRDP Board; c) two Faculty of clinical departments nominated by the Committee on Committees and from departments different from those in (b); d) one basic science chair nominated by the Administrative Council; e) one Faculty of basic science departments nominated by the Committee

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on Committees and from a department different from that in (d); f) Associate Dean for Management; g) Dean. All members shall be voting members.

### **Committees Reporting Their Current Decisions to the Senate**

#### **Curriculum Committee**

The purpose of this committee shall be to approve and manage all aspects of the curriculum, to make recommendations to the Senate concerning broad areas of educational philosophy and policy, and to monitor and ensure fulfillment of the quality of educational programs. The Associate Dean for Educational Programs shall be a member of the committee without voting privilege.

#### **Faculty-Student Relations Committee**

The purpose of this committee shall be to foster better relations and ensure adequate communication between students and Faculty members. The committee shall coordinate the student advisory system. The committee also shall include student members chosen by the student body. The Associate Dean for Student Affairs shall be a member of the committee.

#### **Graduate Medical Education Committee**

The purpose of this committee shall be to oversee all programs in graduate medical education sponsored by the Medical School. The committee shall examine adequacy of the clinical environments and structure according to the guidelines for General Requirements of the ACGME. The committee shall perform relevant internal reviews of each training program to assess its compliance with both the institutional requirements and relevant program requirements of the ACGME. The committee shall serve as a forum for discussion of graduate medical education issues to include not only clinical environments but resident quality of life, recruitment, specialty choice and outcome. The membership of the Committee on Graduate Medical Education shall be recommended from among the Faculty members who are program directors of an approved residency or fellowship, other members of the Faculty and members of the house staff chosen by the President and Vice President of the House Staff Association. The Associate Dean for Educational Programs shall be a member with voting privilege.

The Graduate Education Committee on Quality Assessment shall be a subcommittee of the GME Committee and shall function to receive and review reports and cases in which the patient care rendered by UT-HHSC Medical School resident physicians is called into question to the extent that the resident physician's residency program should be notified and remedial action taken. This subcommittee is a peer-review committee established pursuant to Texas law and shall function under its own bylaws, which are approved by the Senate. The Associate Dean for Educational Programs shall be a member with voting privilege.

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### **Graduate Student Education Committee**

The purpose of this committee is to serve as an oversight and planning body for coordination of graduate biomedical education at the Medical School. The Committee shall coordinate all aspects of graduate student education, including plans for recruitment and retention of graduate students and postdoctoral fellows as well as the curriculum for graduate student education. The committee shall consider ways to coordinate and/or consolidate programs into broad, basic themes. It shall provide input into the allocation of additional support for research in the School's interdisciplinary programs as well as for the allocation of resources to support the graduate programs. It shall have close coordination with the Graduate School of Biomedical Sciences. The committee shall have representation from all of the graduate programs of the Medical School.

### **Continuing Medical Education Committee**

The purpose of this committee is to promote continuing education activities by Faculty members of this School, to support efforts to provide our own students with life-long education, and to act as a sounding board for the Office of Continuing Education with regard to appropriate topics for Continuing Education Programs. The Dean or designee shall be a member of the committee with voting privilege.

### **Amendment of These Bylaws**

Amendment of these Bylaws may be proposed by a petition signed by twenty-five percent of all full-time Faculty members, or by a majority vote of the entire membership of the Council or by a majority vote of the entire membership of the Senate. The properly proposed amendment shall be sent to the Senate and, upon approval by two-thirds of the members present at a meeting at which there is a quorum, the proposed amendment of the Bylaws shall then be submitted to the Faculty members at least thirty (30) days prior to a regular Faculty meeting or a Faculty meeting called for the purpose of considering the amendment. Ratification of the amendment shall require a two-thirds vote of the Faculty members present at a meeting of the Faculty at which there is a quorum.

### **Adoption of These Bylaws**

The provisions of these Bylaws shall be presented to the Senate and, upon approval by two-thirds of the members present at a meeting at which there is a quorum, shall be submitted to the Faculty for ratification. These proposed Bylaws shall be circulated to all Faculty members at least thirty (30) days prior to a Faculty meeting. These Bylaws shall become effective upon their adoption by a vote of two-thirds of the Faculty members present at a Faculty meeting at which there is a quorum, and following approval by the Dean, the President and the Executive Vice-Chancellor for Health Affairs of The University of Texas System.

Amended May 6, 1999 (Approved by UT System 7/29/99)