



**THE UNIVERSITY OF NORTH DAKOTA
SCHOOL OF MEDICINE AND HEALTH SCIENCES
BYLAWS**

Approved by FAC - April 29, 1992
Revised by Executive Committee of FAC - October 19, 1992
Revised by FAC - November 7, 1994
Revised by FAC - September 11, 1995
Revised by FAC - May 1, 1996
Revised by FAC - November 4, 1996
Revised by FAC - April 3, 2000
Approved by FAC - July 27, 2011
Approved by FAC - May 5, 2014
Revised by FAC – May 4, 2015
Revised by FAC-May 2, 2016
Revised April 21, 2017

PREAMBLE

The School of Medicine and Health Sciences (hereinafter referred to as the School) is an integral part of the University of North Dakota and is organized to utilize academic and community resources for the education of students, faculty, physicians, and other health-related personnel. The use of statewide facilities for medical and health sciences education requires the development of a governance structure unique to the University of North Dakota. The Bylaws contained herein are designed to provide the basic charter by which the School shall function within the scope of its authority and responsibilities as defined by the State Board of Higher Education policies and North Dakota University Systems procedures.

ARTICLE I - NAME OF ORGANIZATION

The name of the organization shall be the University of North Dakota School of Medicine and Health Sciences.

ARTICLE II - MISSION

The mission is to educate and prepare North Dakota residents as physicians, medical scientists and other health professionals for service to the people of North Dakota and the nation, and to advance medical and biomedical knowledge through research.

ARTICLE III - ORGANIZATION**Section One - The Faculty**

The general term faculty includes both voting and nonvoting faculty within the School.

Subsection One - Voting Faculty

Voting membership of the Faculty shall be those persons holding the rank of Professor, Associate Professor, Assistant Professor, Instructor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor, Research Professor, Research Associate Professor, or Research Assistant Professor.

Subsection Two - Nonvoting Faculty

Nonvoting members of the faculty are adjunct faculty, visiting professors, research associates, research assistants, post-doctorate fellows, teaching fellows, and teaching assistants.

Subsection Three - Responsibilities of the Faculty

The faculty shall:

- a. Establish and maintain a medical curriculum designed to educate physicians for the practice of medicine.
- b. Establish and maintain undergraduate, graduate, and continuing education programs in the biomedical and health sciences.
- c. Maintain and support standards of teaching, service, and research that meet or exceed accreditation standards, as applicable.
- d. Assist in the development and support of programs of medical and health sciences education in association with community hospital programs, for the benefit of residents of the state of North Dakota in keeping with the community-based concept of a statewide medical school.
- e. Collectively and individually fulfill all the responsibilities of faculty to students, colleagues, and the University of North Dakota as specified in its Faculty Handbook.

Section Two - The Administration

The administration shall consist of the Dean, all associate and assistant deans, all departmental chairs, and any other administrative officers appointed by the Dean. All associate and assistant deans and other administrative officers appointed by the Dean, with the exception of departmental chairs, shall be considered members of the Dean's staff.

Subsection One - The Dean

The Dean of the School shall be the principal officer responsible for the overall direction, development, evaluation and support of all School activities.

Subsection Two - Responsibilities of the Dean

- a. The Dean shall be directly responsible to the Vice President for Health Affairs for the development of policy, programs and administrative procedure for the School and its affiliates.
- b. The Dean shall be responsible for all resources and academic programs of the School.
- c. The Dean may appoint associate and assistant deans and other personnel to assist in the efficient execution of the duties of the Office of the Dean.
- d. The Dean shall establish an organizational structure to carry out the mission of the School and shall publish annually a corresponding table of organization.
- e. The Dean may establish ad hoc committees as necessary for the administration of the School.
- f. The Dean shall make appointments to the standing committees pursuant to the Standing Committees' document of the Bylaws.
- g. The Dean shall submit to the faculty, at least annually, comments and recommendations concerning the state of the School.
- h. Said state of the school report shall be part of a meeting of the faculty of the School called the Faculty Assembly, constituted to discuss matters related to the School.

Subsection Three - Departmental Chair

- A. The chair of each academic department of the School shall be appointed by the Dean and may be reappointed for unlimited additional terms. The chair shall serve at the discretion of the Dean in accordance with the School's guidelines. The chair shall be evaluated at least annually according to the School's guidelines which shall be in compliance with guidelines set by the University and the State Board of Higher Education.

- B. The Dean may appoint search committees for departmental chairs. If a search committee is established, the following procedure will be in effect: In arriving at the slate of members, the Dean (or Dean's representative) shall first meet with the respective department to understand its perspective concerning teaching responsibilities, research needs, service commitments and other concerns. The Dean will then select a committee that is representative of faculty, students, resident and staff concerns. The search committee chair may be appointed by the Dean. As instructed by the Dean, the search committee shall forward to the Dean recommended candidates for the position.

Subsection Four - Duties and Responsibilities of the Chairs

Duties and responsibilities include but are not limited to the following.

The Chairs shall:

- a. Be directly responsible to the Dean for all administrative and academic programs involving their department(s) and for the welfare of their faculty pursuant to activities of teaching, research and service.

- b. Be responsible for the preparation of an annual report to the Dean on programs of their respective department(s) and, in collaboration with the Office of the Dean, for the preparation of a departmental annual budget.

- c. Be responsible for the use and proper care of the University facilities assigned to or acquired by their departments.

- d. At least annually report to their department faculty and staff on policy and other matters that affect their departments.

- e. Be responsible for ensuring appropriate supervision, evaluation, and documentation of performance of faculty within their department(s).

- f. Be responsible for the recruitment, support and development of a high quality faculty and staff for teaching, scholarly and creative activity, and service.
- g. Ensure that department members have the opportunity to participate in departmental policy decisions affecting their welfare and that of their department.
- h. Be responsible for keeping adequate records of all significant departmental activities and events. All such records are the property of the School and must be maintained in accordance with UND policies.

Subsection Five - Faculty

- 1. The faculty shall meet at least annually at a time and place set by the Dean of the School.
- 2. The faculty shall receive an annual report from the Dean and the Faculty Academic Council (FAC) on the State of the School. The Dean shall circulate a written agenda to all Faculty members at least one week prior to a scheduled meeting. Such a gathering will be called the Faculty Assembly.
- 3. Electronic means may be used, where appropriate, to enable the annual meeting to be held simultaneously in multiple sites.
- 4. The Dean, or the Dean's designee, shall serve as the presiding officer at all meetings of the Faculty Assembly.
- 5. Meetings of the faculty may be called by the Dean or by petition of at least 30 voting members of the Faculty.
- 6. The voting Faculty is the sole body empowered to approve the Bylaws of the School and to ratify amendments to the Bylaws.

Section Three - Faculty Academic Council

- A. Duties and responsibilities of the Faculty Academic Council:
 - 1. The Faculty Academic Council shall consider, approve and recommend academic policy for the School upon recommendations from its Standing

Committees or upon its own initiative. Final authority for action on the recommendation of FAC shall reside with the Dean.

2. FAC shall provide oversight of its Standing Committees and the performance of their assigned functions.
3. FAC shall communicate its actions to all members of the faculty.

B. Membership:

Voting members of the Faculty Academic Council, each with one vote, shall consist of the following:

1. Each department chair
2. Members-at-large:

Elected members-at-large are to represent the interests of the School as a whole rather than individual departments and shall consist of:

- a. Seven (7) Biomedical Sciences Faculty;
 - b. Three (3) Clinical Sciences Faculty; and
 - c. Three (3) Health Sciences Faculty
3. Nonvoting membership: The Dean, Senior Associate Dean for Medicine and Research, Associate Dean for Education and Faculty Affairs, and the Associate Dean for Student Affairs shall be nonvoting, advisory members. Elected students, from the student body, shall consist of one Basic Sciences Graduate Student, one Clinical Sciences Graduate Student, one Health Sciences Student and the President of the Medical Student Council.
 4. The Faculty Academic Council will have both a Chair and a Chair-Elect, elected from the voting membership of the council.
 - a. At the first meeting of the Faculty Academic Council in the new academic year:
 - i. The Chair will convene the meeting and conduct the elections.

- ii. A new Chair-Elect will be elected from the voting membership of the council. In the event that the new Chair-Elect is in the 3rd year of an elected 3-year appointment, their appointment to the council will be automatically extended by one year.
 - b. In the event that the Chair cannot fulfill the term, the Chair-Elect will advance to Chair and a new Chair-Elect will be elected. Likewise, if the Chair-Elect cannot fulfill the term prior to assuming the role as Chair, a new Chair-Elect will be elected.
 - c. Both the Chair and Chair-Elect will have full voting rights on all matters that are brought before the committee.
 - d. The Chair-Elect will work with the Chair during the academic year to become familiar with the workings of the committee and to prepare for assuming the role of Chair.
 - e. Responsibilities of the Chair-Elect include:
 - i. Attend all meetings of the council.
 - ii. Assist the Chair in developing the agenda for upcoming meetings and reviewing the minutes of previous meetings.
 - iii. Confer with the Chair as requested to assist the Chair with matters of academic policy that are brought before the council.
 - iv. In the event that the Chair cannot attend the meeting, serve in place of the Chair.
- C. Terms and Conditions:
- 1. The Chair of FAC shall be elected annually by the Council membership.
 - 2. The Faculty Academic Council shall meet at least quarterly during the academic year. Additional meetings may be held at the request of the Council Chair, by a minimum of five council members or by the Dean.
 - 3. A quorum for transaction of business at any meeting of the Faculty Academic Council shall consist of a simple majority of council members.

Members must be present, physically or by audio and/or video link, to be included in the quorum. Voting by proxy shall not be permitted.

4. A written agenda and all supporting documents shall be distributed to all members of the Faculty Academic Council at least three working days prior to any meeting.
5. Votes taken during the meeting of the Faculty Academic Council may be recorded roll call votes on the request of a voting member.
6. The Faculty Academic Council shall keep minutes of each meeting and copies of said minutes shall be posted electronically to the faculty within two weeks of the meeting.
7. Policy decisions approved by the Faculty Academic Council and agreed to by the Dean will be posted electronically and entered into a permanent policy register, which will be kept in the administrative Office of the Dean and which will be available for review by any member of the faculty.
8. The voting faculty shall elect representatives to the Faculty Academic Council for terms to begin July 1st of the next calendar year.
9. Voting for representatives to the Faculty Academic Council shall be by individual ballot on nominees proposed by the Nominating Committee. Only members of the voting faculty may be nominated. Ballots are to be dispersed by May 1st of each year to the voting faculty.
10. All representatives to the Faculty Academic Council shall be elected by a plurality vote.
11. Elected terms will be for three (3) years and no one person can serve more than two consecutive terms without a one year hiatus. Students shall serve one-year terms.

D. Standing Committees of the Faculty Academic Council:

The Faculty Academic Council shall establish Standing Committees and ad hoc committees (as necessary) to support the Mission of the School. The document entitled "Standing Committees" is incorporated by reference into these Bylaws.

1. At least a simple majority of members of Standing Committees established under these Bylaws shall be elected by vote of the voting faculty, unless otherwise indicated in the "Standing Committees" document.
2. The chair of each committee shall be selected by members of the committee unless otherwise specified in the document entitled "University of North Dakota School of Medicine and Health Sciences Standing Committees".
3. Unless otherwise specified, committee members shall serve staggered three-year terms and shall be eligible for further service. No person may serve beyond two full consecutive terms without a minimum of a one-year hiatus. If a committee member cannot serve the full term, the Dean shall select a person to serve until the next general election of standing committee members.
4. Medical, graduate and undergraduate students in the School may be appointed by the Dean to committees established by the Faculty Academic Council, as specified in the "Standing Committees" document.
5. Standing Committees of the Faculty Academic Council shall keep minutes of each meeting and copies of said minutes shall be forwarded to the Dean's office. The Dean's Office shall make these minutes available to members of the faculty as allowed by applicable federal and state law and University of North Dakota policy.
6. The chair or designee of each Standing Committee shall present a written report of the committee's actions to the Faculty Academic Council at least annually and shall be available at the meeting(s) for answering questions.
7. Standing Committees shall meet initially upon the call of the appropriate Associate Dean, and thereafter upon the call of the Chair or a simple majority of the committee members. Normally, at least two weeks' notice shall be given to all members prior to each meeting.
8. A quorum of any Standing Committee shall be defined as a simple majority of the voting committee membership.
9. The committee chair may request the Dean to replace a member of the committee who fails to regularly attend meetings.

- E. Ad hoc committees of the Faculty Academic Council:
1. Ad hoc committees may be appointed by the Faculty Academic Council for specific purposes and for a limited period of time that will not exceed 12 months unless re-established by vote of the Faculty Academic Council.
 2. Upon completion of their task, or at intervals specified in their charge, an ad hoc committee shall issue a report to the Faculty Academic Council.
 3. Ad hoc committees shall keep minutes of their meetings and shall report to the Faculty Academic Council.
 4. A quorum shall be defined as a simple majority of the voting membership of the committee.
- F. The Faculty Academic Council shall be responsible for assuring that the Standing Committees fulfill their responsibilities under the Bylaws of the School.

Section Four – Referral and Appeals Procedures

1. Appeals:
 - A. Any faculty member(s) wishing to challenge a specific action of the Faculty Academic Council shall submit to the Council a written petition stating their objection and proposed remedy, endorsed by 20 of the voting faculty.
 - B. An ad hoc appeals committee of the Faculty Academic Council consisting of three members will meet with the faculty member(s) within ten working days to discuss the issue.
 - C. If the issue is not resolved satisfactorily, a special meeting of the Faculty Academic Council will be held within 20 working days to address the issue. If the issue is not satisfactorily resolved at this level it will be referred to the next Faculty Assembly meeting.
2. Referrals:

Any faculty member(s) may refer an issue to the Faculty Academic Council, either through the Chair or a member of the Council, with a written petition signed by five members of the voting Faculty.

ARTICLE V - PARLIAMENTARY PROCEDURE

All meetings of any body or committee authorized by these Bylaws shall operate under the most recent edition of The Sturgis Standard Code of Parliamentary Procedure.

ARTICLE VI - INCONSISTENCY

In case of any inconsistency between these Bylaws and the University of North Dakota and North Dakota University System procedures, the policies, rules or regulations of the North Dakota State Board of Higher Education or the laws of the State of North Dakota, said Board policies, rules or regulations or state law shall govern. Any matter pertaining to the operation of the School not covered by these Bylaws shall be governed by: The University of North Dakota Faculty Handbook; The University of North Dakota policies: the policies, rules or regulations of the North Dakota State Board of Higher Education; the laws of the State of North Dakota, as may be appropriate.

ARTICLE VII - AMENDMENTS, INTERPRETATION AND/OR IMPLEMENTATION**Section One - Amendments**

- A. Any member of the faculty may propose an amendment to the Bylaws by submitting a written petition signed by at least 20 members of the voting faculty. The amendment may be withdrawn at any time with a majority of the faculty members who signed the petition agreeing to do so.
- B. Any amendment so proposed, with supporting documentation, shall be submitted to the Bylaws Committee for discussion.
- C. The Bylaws Committee shall consider the proposed amendment within 30 calendar days of receipt of the proposed amendment.
- D. At the discretion of the membership of the Bylaws Committee, the amendment petitioner may be invited to participate in the discussion. The proposed amendment and Bylaws Committee recommendation shall be submitted to the Faculty Academic Council at its next scheduled meeting.
- E. The Faculty Academic Council shall submit the amendment along with its recommendation to the voting faculty for a vote.
- F. The proposed amendment, with supporting material and ballot, shall be submitted to the voting faculty within ten working days of the recommendation of the Faculty Academic Council.
- G. Returned ballots must be recorded no more than 30 calendar days after the ballots and supporting documentation are distributed to the voting faculty.
- H. Approval by two-thirds of the voting members of the faculty voting is required for an amendment to be accepted.

- I. The Bylaws Committee will meet within ten (10) working days following approval to incorporate an approved amendment into the Bylaws.

Section Two - Interpretation

The final authority to interpret these Bylaws shall reside in the Faculty Academic Council.

Section Three - Effective Date

Any changes to these Bylaws shall become effective 30 calendar days after approval by the faculty.

Section Four - Terminology

Any change in the wording of the Bylaws that is purely editorial shall be incorporated into the Bylaws without a vote by the faculty.

**UNIVERSITY OF NORTH DAKOTA
SCHOOL OF MEDICINE AND HEALTH SCIENCES**

STANDING COMMITTEES

Approved by FAC-April 29, 1991
Revised by Executive Committee of FAC-October 19, 1992
Revised by FAC-November 7, 1994
Revised by FAC-September 11, 1995
Revised by FAC-May 1, 1996
Revised by FAC-November 4, 1996
Revised by FAC-October 28, 1997
Revised by FAC-June 8, 1998
Revised by FAC - March 19, 2001
Revised by FAC – June 7, 2004
Approved by FAC-September 26, 2011

PREAMBLE

All committees described in this document are Standing Committees of the Faculty Academic Council (FAC). The current edition of The Sturgis Standard Code of Parliamentary Procedure shall govern all Standing Committees of the School of Medicine and Health Sciences (SMHS). All committees, if appropriate, shall recommend policy. All committees shall assist the Dean in maintaining compliance with regulatory requirements and accreditation standards, as indicated and as appropriate. A review of said compliance shall be accomplished at least annually. Chairs of Standing Committees shall meet as a group at least two times per year to report on and coordinate activities of their respective committees.

ADMISSIONS COMMITTEE

Admissions for the Basic Sciences, Clinical Sciences and Health Sciences graduate students and undergraduate students are handled by the departments or programs based on their policies in conjunction with the policies of the University of North Dakota, its Graduate School and applicable accreditation standards.

- A. Charge for Medical Students:
 - 1. The Committee shall process, screen, and recommend for admission applicants to become medical students in the School of Medicine and Health Sciences, utilizing the admissions policies and procedures approved by the Faculty Academic Council and the Dean.
 - 2. The Committee will recommend policy on admission standards and procedures to the Faculty Academic Council and the Dean. The Committee will ensure compliance with all applicable Liaison Committee in Medical Education (LCME) admissions standards.

- B. Line of Reporting: The Committee will report all actions and recommendations to the FAC and the Dean.

- C. Membership:
 - 1. Voting membership: The voting membership of the Committee shall be 12 members.
 - a. Four members of the Basic Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. Two members appointed by the Dean.
 - b. Four members of the Clinical Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. Two members appointed by the Dean.
 - c. Four members from the student body.
 - i. Two second year students elected by their class and approved by the Dean.
 - ii. Two fourth year students elected by their class and approved by the Dean.

 - 2. Nonvoting Membership/Advisory: The Associate Dean for Student Affairs and Admissions.

3. Alternate List: The Admissions Committee shall maintain an alternate committee member list of faculty and students. If a regular member of the Committee cannot serve, a replacement will be found from the alternate list.
- D. Terms/Conditions:
1. Committee members, other than students, shall serve three year terms. Student members shall serve one year terms.
 2. No person may serve more than two full consecutive terms without a minimum of a one-year hiatus.
 3. The Chair shall be elected by the Committee membership.
 4. Vacancies shall be filled by the Dean until the next general election of Standing Committee members.

COMMITTEE ON PROMOTION AND TENURE

- A. Charge: The Committee on Promotion and Tenure (CPT) will:
1. Develop policy and procedure in the form of CPT Guidelines for conducting periodic performance reviews and recommendations for promotion and tenure of faculty of the SMHS. Such policies will be based upon guidance from the University Faculty Handbook. The Faculty Academic Council must approve proposed policies developed by CPT before they may be promulgated.
 2. Ensure that every department develops promotion and tenure guidelines for their faculty consistent with the SMHS CPT Guidelines.
 3. Approve all departmental guidelines for promotion and tenure of faculty to ensure comparable processes throughout the School and conformity with university and system rules, policies and procedures.
 4. Approve departmental guidelines for promotion of faculty in the community title series. Departmental reviews and recommendations for promotion in the community title series do not require additional review by the School's CPT.
 5. Review and make recommendations on tenure using only the approved criteria established by the submitting department.
 6. Review and make recommendations on promotion using only the approved criteria established by the submitting department.

7. Review all non-community title series faculty appointments to the SMHS and make recommendations regarding their consistency with the approved departmental guidelines for those positions.
 8. All faculty have the right to challenge recommendations regarding promotion and/or tenure following the procedure specified in UND's Faculty Handbook found at:
<http://www.und.nodak.edu/dept/registrar/senate/FacultyHandbook/>.
- B. Lines of Reporting:
1. The CPT will send all recommendations for the establishment of School policies and procedures for promotion and tenure to FAC for approval.
- C. Membership:
1. Voting Membership: The voting membership of the Committee shall consist of nine members of the academic faculty title series:
 - a. Three members of the Basic Science Scholar faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - b. Three members of the Clinician Scholar faculty.
 - i. Two members nominated and elected at-large.
 - ii. One members appointed by the Dean.
 - c. Three members of the Educator Scholar faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 2. Membership Eligibility: The nine voting members shall hold rank at the Associate Professor or Professor levels:
 - a. At least three members shall be tenured faculty.
 - b. Chairpersons are not eligible for membership.
 3. Nonvoting Membership/Advisory: The Associate Dean for Education and Faculty Affairs.
- D. Terms/Conditions:
1. Committee members shall serve three-year terms.
 2. No person may serve more than two full consecutive terms without a minimum of a one-year hiatus.
 3. The Chair shall be elected by the Committee membership.

4. Vacancies shall be filled by the Dean until the next general election of Standing Committee members.

COMMITTEE ON RESOURCES FOR EDUCATION

- A. Charge: The Educational Resources Committee shall: Recommend policy regarding educational resources that affect the academic and research programs of the School of Medicine and Health Sciences, including formulation of policy regarding collections, services, use, access and availability of written and electronic library reference, and instructional materials. The Committee should engage in long range planning to meet the current and future needs of the users.
- B. Line of reporting: The Educational Resources Committee will report all actions and recommendations to FAC.
- C. Membership:
 1. Voting Membership: The voting membership of the Committee shall be 13 members.
 - a. Two members from the Biomedical and Health Sciences Curriculum Committee; one representing Basic Sciences and one representing Health Sciences.
 - b. One member from the College of Nursing and Professional Disciplines, selected by the Dean of Nursing.
 - c. Director or his/her designee of the Simulation Lab.
 - d. The Chief Information Officer or his/her designee.
 - e. Director of the Library or his/her designee.
 - f. Three students, one from each of the Basic Sciences, Clinical Sciences and Health Sciences areas. Each student will be appointed by the Dean or Dean's designee.
 - g. One representative from Education Resources, appointed by the Assistant Dean for Medical Curriculum.
 - h. One representative from the Indians into Medicine (INMED) Program, appointed by the Director of INMED.
 - i. One representative from the Medical Curriculum Committee, elected by that Committee.
 - j. One additional representative appointed by the Dean.
 2. Nonvoting Membership/Advisory: Associate Dean for Teaching and Learning

- D. Terms/Conditions:
1. The Chair shall be elected by the Committee membership.
 2. The Committee shall meet at least quarterly.
 3. Vacancies shall be filled by the Dean until the next general election of Standing Committee members.

RESEARCH COMMITTEE

- A. Charge: The Research Committee shall:
1. Develop and recommend policy and guidelines for the conduct of research in biomedical, educational and clinical sciences.
 2. Formulate strategies and approaches to prioritize investment of institutional research resources, recommend policies for priorities in research and methods to support interdisciplinary and translational research and support mentorship of faculty.
- B. Line of Reporting: The Research Committee will report all actions and recommendations to FAC.
- C. Membership:
1. Voting Membership: The voting membership of the Committee shall be twelve members, who have research activity, peer-reviewed publications and/or peer-reviewed research funding.
 - a. Seven members nominated and elected at-large.
 - b. Five members shall be appointed by the Dean.
 2. Nonvoting Membership/Advisory: The Senior Associate Dean for Medicine and Research, and Assistant Dean for Research, and the Associate Dean for Education and Faculty Affairs.
- D. Terms/Conditions:
1. Committee members shall serve three-year terms.
 2. No person may serve more than two full consecutive terms without a minimum of a one-year hiatus.
 3. The Chair shall be elected by the Committee membership.
 4. Vacancies shall be filled by the Dean until the next general election of Standing Committee members.

MEDICAL CURRICULUM COMMITTEE

- A. Charge: The Medical Curriculum Committee (MCC) shall:
 - 1. Be responsible for oversight of the overall design, management and evaluation of the undergraduate medical education curriculum.
 - 2. Establish subcommittees as necessary to comply with LCME standards and guidelines for student academic performance.

- B. Education Resources shall assist in providing expertise in curricular design, pedagogy and evaluation methods.

- C. Line of Reporting: The MCC will report all actions and recommendations to FAC.

- D. Membership:
 - 1. The chair shall be elected by the committee membership.
 - 2. There shall be a chair-elect position available, but not required, who will work with the current chair of MCC. This position is elected by the current MCC committee members and shall serve one-year. This position becomes chair of MCC automatically the following year.
 - 3. Committee members, other than students, shall serve three-year terms.
 - 4. No one person may serve more than two full consecutive terms without a minimum of a one-year hiatus.
 - 5. Vacancies shall be filled by the Dean until the next general election of standing committee members.
 - 6. Where and when a member legitimately represents more than one constituency, that member may serve two corresponding roles on the committee.
 - 7. All subcommittee chairs shall serve as non-voting members on MCC and thus represent MCC on each of the respective subcommittees.
 - 8. Voting Membership: The voting membership shall be 11 members.
 - a. Four members of the Basic Science faculty.
 - i. Three members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - b. Four members of the Clinical Science faculty.
 - i. Three members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - c. One member appointed by the INMED Director.
 - d. Two members of the Medical School Student Body.

- i. One member and an alternate elected by the second year class to serve during their 2nd and 4th years.

9. Nonvoting Members/Advisory:

- a. Chair of MCC
- b. Chair of BSCS
- c. Chair of EASRS
- d. Senior Associate Dean for Medicine and Research
- e. Associate Dean for Education and Faculty Affairs
- f. Associate Dean for Student Affairs and Admissions
- g. Assistant Dean for Medical Curriculum

E. Terms/Conditions:

- 1. Committee members, other than students and standing appointments of chair, shall serve three-year terms.
- 2. No one person may serve more than two full consecutive terms without a minimum of a one-year hiatus.
- 3. Vacancies shall be filled by the Dean until the next general election of Standing Committee members.
- 4. The Chair shall be elected by the Committee membership.

BIOMEDICAL AND HEALTH SCIENCES CURRICULUM COMMITTEE

A. Charge: The Biomedical and Health Sciences Curriculum Committee (BHSCC) shall:

- 1. Review and approve new courses, course deletions, course changes, changes of title of degree, changes in program requirements, requests for program suspension or termination, and requests for new academic programs for all SMHS undergraduate curricula and graduate curricula under the jurisdiction of the UND School of Graduate Studies.
- 2. Submit approved curricular changes to the University Graduate Committee and/or the University Curriculum Committee in accordance with university policies and procedures for curriculum changes.

B. Line of Reporting: The BHSCC will report all committee actions to FAC.

C. Membership:

1. Voting Membership: The voting membership shall be nine members.
 - a. Four members of elected at-large from among the health sciences faculty. At least one must be a member of the graduate faculty.
 - b. Two members of the graduate faculty elected at-large from among the biomedical sciences faculty.
 - c. One member of the clinical sciences elected at-large from among the clinical sciences faculty.
 - d. One basic sciences graduate student nominated and elected at-large from the basic sciences student body.
 - e. One clinical sciences graduate student nominated and elected at-large from the clinical sciences student bod.
 - d. One health sciences graduate student, nominated and elected at-large from the health sciences graduate student body.
 2. Nonvoting Members/Advisory: The Associate Dean for Education and Faculty Affairs and the Associate Dean for Health Sciences.
- D. Terms/Conditions:
1. Committee members, other than students, shall serve three-year terms. Students shall serve one-year terms.
 2. No person may serve more than two full consecutive terms without a minimum of a one-year hiatus.
 3. Vacancies shall be filled by appointment by the Dean until the next general election of Standing Committee members.
 4. The Chair shall be elected by the Committee from among its membership.

GRADUATE MEDICAL EDUCATION COMMITTEE

- A. Charge: The Graduate Medical Education Committee (GMEC) shall:
 1. Provide oversight of all graduate medical education programs within the School of Medicine and Health Sciences.
 2. Ensure that all graduate medical education programs are in compliance with their accrediting organizations, including the Accreditation Council for Graduate Medical Education (ACGME).
- B. Line of Reporting: The GMEC shall report all actions and recommendations to FAC

and the Dean.

C. Membership:

1. Voting Membership: Voting members shall reflect the number of residency programs sponsored by the School, shall comply with the requirements of the ACGME and shall be composed of at least the following:
 - a. The Designated Institutional Official (DIO), appointed by the Dean. The DIO shall be the Chair of the Committee.
 - b. The program director from each of its ACGME-accredited programs or assistant/associate program director when program director is absent.
 - c. One resident/fellow or one resident/fellow alternate of each ACGME-sponsored residency/fellowship program, elected by the residents/fellows of each program.
2. Nonvoting Membership/Advisory:
 - a. Senior Associate Dean for Medicine and Research
 - b. The program coordinator of each sponsored residency program.
 - c. Associate or Assistant Deans, as appointed by the Dean.
 - d. One member representing each major participating site will be offered the opportunity to serve on GMEC, appointed by the chief executive of the participating site.

D. Terms/Conditions:

The GMEC shall meet at least quarterly and keep written minutes.

MEDICAL STUDENT ACADEMIC PERFORMANCE COMMITTEE

- A. Charge:
1. The Medical Student Academic Performance Committee (MSAPC) shall be responsible for holding hearings concerning issues of leave of absence, suspension, dismissal, probation and remediation of medical students. In arriving at recommendations concerning suspension, dismissal and remediation, MSAPC will be guided by the Guidelines for Student Performance and Due Process and by the guidelines and policies recommended by MCC and FAC.
- B. Line of Reporting:
1. MSAPC will report decisions arising from hearings concerning individual medical students to the Dean and Associate Dean for Student Affairs and Admissions.
 2. MSAPC will report annually to FAC general summaries of actions.
 3. MSAPC may send MCC suggestions for changes in policies and guidelines concerning standards for student academic performance.
- C. Membership: The voting membership of the Committee shall be 10 members.
1. Voting Membership:
 - a. Three members of the Basic Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - b. Three members of the Clinical Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - c. Four members of the medical student body, one appointed from each class.
 2. Nonvoting Membership/Advisory: The Associate Dean for Student Affairs and Admissions.
- D. Terms/Conditions:
1. Committee members, other than students, shall serve three-year terms. Students, appointed in their first year of medical school, shall represent their class until graduation.
 2. No person may serve more than two full consecutive terms without a minimum of a one-year hiatus.
 3. The Chair shall be elected by the Committee membership.

4. Vacancies shall be filled by the Dean until the next general election of Standing Committee members.

BYLAWS COMMITTEE

- A. Charge: The Bylaws Committee shall:
 1. Review the structure of the Bylaws, including the Standing Committees document, on at least an annual basis to ensure that they comply with the requirements of the State, the University and accrediting organizations, and to ensure that they reflect the needs and functions of the SMHS.
 2. Meet to address any concerns at any time at the request of the Faculty Academic Council or any Standing Committee.
- B. Amendments to the Bylaws, approved by the Faculty Academic Council and by the Faculty will be forwarded to the Committee for inclusion into the existing Bylaws. The Bylaws Committee shall advise the Faculty Academic Council on resolving conflicts or omissions in the current Bylaws.
- C. Line of Reporting: The Bylaws Committee will forward its recommendations concerning the Bylaws to FAC.
- D. Membership:
 1. Voting membership: The voting membership of the Bylaws Committee shall be nine members.
 - a. Three members of the Basic Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - b. Three members of the Clinical Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - c. Three members of the Health Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 2. Nonvoting Membership /Advisory: Associate Dean for Education and Faculty Affairs.
- E. Terms/Conditions:
 1. Committee members shall serve three-year terms.

2. No person may serve more than two full consecutive terms without a minimum of a one-year hiatus.
3. The Chair shall be elected by the Committee membership.
4. Vacancies shall be filled by the Dean until the next general election of Standing Committee members.

NOMINATING COMMITTEE

- A. Charge for Nominating Committee:
 1. The Committee shall prepare a list of qualified nominees for each available position on the Faculty Academic Council and the Standing Committees of the School. Such a list shall contain at least two nominees for each position and shall include all qualified self-nominated faculty. The Committee shall ensure insofar as possible that candidates represent the diversity of the faculty.
- B. Line of Reporting: The Committee shall report to FAC.
- C. Membership:
 1. Voting Membership: The Nominating Committee of the FAC shall consist of nine voting members:
 - a. Three members from the Basic Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - b. Three members from the Clinical Sciences faculty.
 - i. Two members nominated and elected at-large.
 - ii. One member appointed by the Dean.
 - c. Three members from the Health Sciences faculty.
 - i. Two members nominated and elected by the Health Sciences faculty.
 - ii. One member appointed by the Dean.
 - d. With the exception of the Biomedical Sciences Department, no more than one member of the Nominating Committee in each of the three categories may come from any one department, center or program. For faculty who have multiple affiliations, the Nominating Committee requests faculty self-identify their category (Basic Sciences, Clinical Sciences, Health Sciences) and the Nominating Committee will review the category the faculty member selects in order to best serve the functions of the committee and the school at-large. All terms of office shall

commence July 1 of the next academic year following election.

- e. Vacancies during a term shall be filled by the Dean, until the next regular election by the voting faculty, at which time a person will be elected to fill the remainder of the term of office.
- f. The Nominating Committee shall elect a member to serve as chairperson at its first meeting, with such chairperson elected on a yearly basis.

- 2. Nonvoting Membership/Advisory: The Dean of the SMHS.

D. Terms/Conditions:

- 1. Committee members shall serve staggered three-year terms and shall be eligible for further service if re-elected; no person may serve more than two consecutive terms.
- 2. The list of nominees shall be completed by April 1 of each year and submitted to the Dean at such time, to be used in the annual election by the voting faculty.
- 3. Ballots for the election of the Faculty Academic Council and the Standing Committees shall be submitted to the voting faculty no later than May 1.