SMHS Bylaws Committee  
February 7, 2020, 12:00pm  
SMHS Room E493, Video to Fargo  

In Attendance: Drs. Thad Rosenberger, Gary Schindler, Stephen Tinguely, Jay MacGregor, Jyotika Sharma, Kim Becker, Cindy Janssen, Bibhuti Mishra and Emily Henneman  
Absent:  
Others in Attendance: Ken Ruit, Judy Solberg and Mary Johnson  

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>SUMMARY</th>
<th>ACTION/FOLLOW-UP</th>
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<tr>
<td>Call to Order</td>
<td>Meeting was called to order by Dr. Thad Rosenberger</td>
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<tr>
<td>Approval of Meeting Minutes</td>
<td>Approval of Meeting Minutes 11/27/19, 1/6/20, and 2/3/20</td>
<td>A motion to approve the minutes from November 27, 2019, January 6, 2020 and February 3, 2020 meetings was made by Dr. Gary Schindler and seconded by Dr. Kim Becker. The motion passed unanimously.</td>
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<tr>
<td>Review and edit the following areas:</td>
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| Section Three – Committees  | Discussion held as to how Section Three – Committees should designate types of committees and reporting structures. | A motion was made by Dr. Gary Schindler, and seconded by Dr. Jyotika Sharma to update Section Three – Committees, Part B. Programmatic Committees. The motion passed unanimously.  
Motion as follows:  
Section Three – Committees  
B. Programmatic committees:  
The Programmatic committees shall have as their scope issues affecting one or... |
more programs within the school but not the entire school. The Programmatic Committees inform the FC of their activities, but are not a reporting committee of the FC. The membership of the Programmatic committees is constituted by the faculty of those programs except for the Graduate Medical Education Committee, whose membership will align with requirements of the Accreditation Council for Graduate Medical Education. Programmatic committees have oversight authority over their associated curricula and may determine academic policy specific to their program or department. These committees may change their charge, membership, and terms and conditions on their own authority without approval by the FC.

The FC, School-wide committees, and Programmatic committees shall have the authority to establish standing or ad hoc subcommittees as needed. When a subcommittee is established, the committee that establishes it shall define its charge, membership, and other operational details as required. The establishing committees shall maintain a record
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<tr>
<th>Section Four – Faculty Council (FC)</th>
<th>Discussion held concerning updates to language</th>
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A motion was made by Dr. Scinda Janssen, and seconded by Emily Henneman to update Section Four – Faculty Council (FC). The motion passed unanimously.

Motion as follows:

Section Four-Faculty Council (FC)

A. Duties and Responsibilities of the Faculty Council:

1. The Faculty Council (FC) shall ensure that the School meets its Purpose Statement.

2. The FC shall provide oversight of the School’s strategic plan.

3. The FC shall recommend School-wide policy to the dean upon recommendations from its committees or upon its own initiative in order to meet its charges and responsibilities. Final authority for action on the recommendation of FC shall reside with the dean.
4. The FC shall provide oversight over its committees and the performance of their assigned functions.

5. The FC shall communicate its actions to all members of the faculty.

6. The FC shall maintain easily accessible and up-to-date reporting of all activities and meeting minutes.

B. Membership:
1. Each department chair
2. 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 members;
   b. Three (3) Clinical Sciences faculty members, and
   c. Three (3) Health Sciences faculty members.
3. Non-voting membership: The dean and all associate and assistant deans. Elected students, from the student
body. shall consist of one (1)

basic sciences graduate

student, one (1) clinical

sciences graduate student,

one (1) health sciences

student and the president of

the second year Medical

Student Council.

4. The FC will have both a chair

and a chair-elect, elected

from the voting membership

of the Council.

5. At the first meeting of the FC

in the new academic year,

the chair will convene the

meeting and conduct the

election.

6. The chair-elect will be

elected from the voting

membership of the council.

In the event that the chair-
elect is in 3rd year of an

elected 3-year appointment,

their appointment to the

council will be automatically

extended by one year.

7. In the event that the chair

cannot fulfill the term, the

chair-elect will advance to

to chair and a replacement

chair-elect will be elected.

Likewise, if the chair-elect

cannot fulfill the term prior
to assuming the roles as
chair, a replacement chair-elect will be elected.
8. Both the chair and chair-elect will have full voting rights on all matters that are brought before the committee.
9. Responsibilities of the chair-elect include:
   a. Attend all FC meetings.
   b. Assist the chair in developing the agenda for upcoming meetings and reviewing the minutes of previous meetings.
   c. Confer with the chair as requested with matters of school-wide policy that are brought before the Council.
   d. In the event that the Chair cannot attend the meeting, serve in place of the chair.

C. Terms and Conditions off the FC:
1. The FC 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.
2. A quorum for transaction of business at any meeting of the FC shall consist of a simple majority of the council's voting members. Members must be present, physically or by electronic means, to be included in the quorum. Voting by proxy is not permitted.
3. A written agenda and all supporting documents shall be distributed to all members of the FC at least three working days prior to any meeting.
4. Votes taken during the meeting of the FC may be recorded as roll call votes on the request of a voting member.
5. School-wide policy decisions approved by the FC and endorsed by the dean will be posted electronically on the website.
6. The voting faculty shall elect representative to the FC for terms to begin July 1st following the election.
7. Voting for representatives to the FC 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
| Section Four – Faculty Council – Section D – Part 1 | Discussion held as to minor changes in Section D title and Bylaws comment | each year to the voting faculty. All representatives to the FC shall be elected by a plurality vote.

8. 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.

A motion was made by Dr. Gary Schindler, and seconded by Dr. Kim Becker to change Section D title and Bylaws comments. The motion passed unanimously.

Motion as follows:

D. School-wide Committees of the Faculty Council.

1. Bylaws
   a. Charge: The Bylaws Committee shall:
      i. Review the SMHS Bylaws formally on a biennial basis to ensure it reflects the needs and functions of the School.

      ii. Address any issues or concerns at any time at the request of the FC, any committee of the FC or based on a submitted written
proposing an amendment to the Bylaws.

iii. Incorporate into the Bylaws all amendments approved by the faculty.

iv. Incorporate into the Bylaws any purely editorial change in wording not requiring approval by the faculty.

v. Include amendments to the Bylaws, approved by the FC and by the voting faculty, into the existing Bylaws.

vi. Advise the FC on resolving conflicts or omissions in the current Bylaws.

b. Line of Reporting
   The Bylaws committee shall report all actions annually to FC and shall include information requested by FC. The committee shall send all recommendations to FC for review.

c. Membership:
   i. Voting membership:
      The voting membership of
| Section Four — Faculty Council — Section D — Part 2 | Discussion held as to minor edits to CPT with comments | the Bylaws Committee shall be nine members and include:

Three members of the basic sciences faculty. Two members nominated and elected at large. One member appointed by the Dean.

Three members of the clinical sciences faculty. Two members nominated and elected at large. One member appointed by the Dean.

Three members of the health sciences faculty. Two members nominated and elected at large. One member appointed by the Dean.

ii. Nonvoting membership: The Associate Dean for Education and Faculty Affairs.

A motion was made by Dr. Gary Schindler, and seconded by Dr. Kim Becker change Section D title and Bylaws comments. The motion passed unanimously. |
Motion as follows:

2. Committee on Promotion and Tenure

   a. Charge: The Committee on Promotion and (CPT) shall:

      i. Develop School-wide policy and procedure in the form of CPT Guidelines for conducting periodic performance reviews and recommendations for promotion and tenure of faculty of the School. Such policies shall be based upon guidance from the University Faculty Handbook. The FC must approve proposed School-wide policies developed by CPT before they may be promulgated.

      ii. Ensure that every department develops promotion and tenure guidelines for their faculty consistent with the School's CPT Guidelines.

      iii. Approve all departmental guidelines for promotions and tenure of faculty to ensure comparable processes.
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<th>throughout the School and conformity with university and system rules, policies and procedures.</th>
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<td>iv.</td>
<td>Approve departmental guidelines for promotion for 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.</td>
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<td>v.</td>
<td>Review and make recommendations on tenure using only the approved criteria established by the submitting department.</td>
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<tr>
<td>vi.</td>
<td>Review and make recommendations on promotion using only the approved criteria established by the submitting department.</td>
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<td>vii.</td>
<td>Review all academic, research, and teaching title series faculty appointments in the School and make recommendations regarding their consistency with the approved departmental guidelines for these positions.</td>
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b. Line of Reporting:
The CPT shall send all recommendations for the establishment of school-wide policies and procedures for promotion and tenure to FC for review. The CPT shall report its actions and activities annually and as requested to FC.

c. Membership:

i. Voting membership:
The voting membership of the Committee on Promotion and Tenure shall be nine members of the academic faculty title series and include:

  Three members of the Scientist scholar faculty. Two members nominated and elected at large. One member appointed by the Dean.

  Three members of the Clinical Scholar faculty. Two members nominated and elected at large. One member appointed by the Dean.

  Three members of the Educator Scholar faculty. Two members nominated and elected at large. One member appointed by the Dean.
Section Four – Faculty Council – Section D – Part 3

Discussion held as to minor edits to Committee on Resources for Education

ii. Membership Eligibility:
The nine voting members shall hold the rank at the Associate Professor or Professor levels. At least three members shall be tenured faculty. Chairpersons are not eligible for membership.

iii. Nonvoting membership:
The Associate Dean for Education and Faculty Affairs.

A motion was made by Dr. Scinda Janssen, and seconded by Emily Henneman to change Section D – Part 3 Committee on Resources for Education. The motion passed unanimously.

Motion as follows:

3. Resources for Education

a. Charge: The Committee on Resources in Education shall:
   i. Identify needs and recommend solutions regarding educational resources that affect the academic and research programs of the School and its stakeholders.
   ii. Engage in long range planning to meet current and
b. Line of Reporting:
The Committee on Resources in Education shall report all actions annually to FC and shall include information requested by FC. The Committee shall send all recommendations to FC for review.

c. Membership:
   i. Voting membership
      The voting membership of the Bylaws Committee shall be thirteen members and include:

      Two members from the Biomedical and Health Sciences Curriculum Committee; one representing basic sciences and one representing health sciences.

      One member from the College of Nursing and Professional Disciplines, selected by their Dean.

      Director of the Simulation Center, or designee

      Chief Information Officer, or designee
| Director of Library Resources, or designee |
| Three students, one from each of the basic sciences, clinical sciences and health sciences areas. Each student will be elected by their peers and appointed by the dean or dean's designee. |
| One representative from the Office of Education Resources, appointed by the Associate Dean for Teaching and Learning. |
| One representative from the Indians Into Medicine (INMED) program, appointed by the director of INMED. |
| One representative from the Undergraduate Medical Education Committee, elected by that committee. |
| One additional representative appointed by the dean. |

| ii. Nonvoting membership: The Associate Dean for Teaching and Learning |
Section Four - Faculty Council -
Section D - Part 4

Discussion held as to minor edits to Nominating Committee

iii. Terms/Conditions:
The committee shall meet at least quarterly.

A motion was made by Dr. Gary Schindle, and seconded by Dr. Kim Becker to change Faculty Council Section D - Part 4 Nominating Committee. The motion passed unanimously.

Motion as follows:

4. Nominating Committee
   a. Charge: The Nominating Committee shall:
      i. Prepare a list of qualified nominees for each available voting position on the FC. School-wide committees, and Programmatic committees. Such a list shall contain at least two nominees for each position and shall include all qualified self-nominated faculty.
      ii. Ensure insofar as possible that candidates represent the diversity of the faculty.
      iii. Hold and manage faculty elections to select qualified individuals to fill those voting positions in the FC. School-wide committees, and Programmatic committees.
b. Line of Reporting:
The nominating committee shall report its actions and activities annually and as requested to the FC. The committee shall send all recommendations for the establishment of School-wide policies and procedures to FC for review.

c. Membership:
i. Voting membership:
The voting membership of the Nominating Committee shall consist of nine voting members and include:

Three members of the basic science faculty. Two members nominated and elected at large. One member appointed by the Dean.

Three members of the clinical sciences faculty. Two members nominated and elected at large. One member appointed by the Dean.

Three members of the health sciences faculty. Two members nominated and elected at large. One member appointed by the Dean.

ii. Nonvoting membership:
The Dean of the SMHS.

iii. For faculty that have multiple affiliations, the nominating
| Section Four - Faculty Council - Section D - Part 5 | Discussion held as to minor edits to Research Committee | 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.

iv. Terms/Conditions

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.

Election ballots shall be submitted to the voting faculty no later than May 1.

A motion was made by Dr. Gary Schindler, and seconded by Dr. Jyotika Sharma to change Research Committee Section D - Part 5. The motion passed unanimously.

Motion as follows:

5. Research Committee |
a. Charge: The Research committee shall:

i. Develop and recommend school-wide policy and guidelines for the conduct of research in biomedical, educational, and clinical sciences.

ii. Formulate strategies and approaches to prioritize investment of institutional research resources, recommend School-wide 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 shall report its actions and activities annually and as requested to the FC. The Committee shall send all recommendations for the establishment of School policies and procedures to the FC for review.

c. Membership:

i. Voting membership:
The voting membership of the Nominating Committee
shall consist of twelve voting members, who have research activity, peer-reviewed publications, and/or peer-reviewed research funding. Seven members nominated and elected at large.

Five members appointed by the Dean.

ii. Nonvoting memberships:
The Senior Associate Dean for Medicine and Research, and the Associate Dean for Education and Faculty Affairs.

A motion was made by Dr. Scinda Janssen, and seconded by Emilia Henneman to change Procedures for School-wide committees of the FC Section E. The motion passed unanimously.

Motion as follows:

E. Procedures for School-wide committees of the FC:

1. At least a simple majority of Voting members of committees established under these bylaws
2. The chair of each committee shall be elected by the voting faculty.

3. Unless otherwise specified, committee member's 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 one-year hiatus. If a committee member cannot serve the full term, the FC chair in consultation with the Dean shall select a person to serve until the next general election of committee members.

4. Medical, graduate and undergraduate students in the School may be appointed by the Dean to committees established by the FC. Committees shall keep minutes of each meeting and said minutes shall be forwarded to the Dean's office. The Dean's Office shall post these minutes to the School's website.

5. The chair, or designee, of each committee shall present a written report of the committee's actions to the FC at
Section Four — Faculty Council — Section F

Discussion held as to minor edits to Programmatic Committees

least annually and shall be available at the meeting(s) for answering questions.

7. Committees shall meet initially upon the call of the appropriate advisory administrative officer, 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 committee shall be defined as a simple majority of the voting committee membership.

9. A committee chair may request that the FC chair replace a member of the committee who fails to regularly attend meetings.

A motion was made by Dr. Bibhuti Mishra, and seconded by Dr. Kim Becker to change the Programmatic Committees. The motion passed unanimously.

Motion as follows:

F. Programmatic Committees:

1. Undergraduate Medical Education Committee (UMEC)
   The UMEC in collaboration with the dean shall oversee the
undergraduate medical education program. The UMEC has full authority over the design, management, implementation and assessment of its curriculum. The UMEC shall establish policy in order to carry out the charge of the committee and to meet LCME accreditation requirements.

2. Biomedical and Health Sciences Curriculum Committee
The biomedical and health sciences curriculum committee will oversee the biomedical and health sciences undergraduate and graduate programs' curriculum requests pursuant to University policy and procedure.

3. Graduate Medical Education Committee
The graduate medical education committee will oversee graduate medical education. The graduate medical education committee shall have authority to oversee and determine policy for all aspects of the graduate medical education program in accordance with the Accreditation Council for Graduate Medical Education guidelines.
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<tr>
<th>Section Four – Terminology</th>
<th>Discussion held as to removal of Section Four – Terminology from Bylaws document</th>
<th>A motion was made by Dr. Stephen Tinguil, and seconded by Dr. Kim Becker to delete Section Four-Terminology from the Bylaws document. The motion passed unanimously.</th>
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<tr>
<td>Adjournment: 1:00 PM</td>
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<td>Next Meeting:</td>
<td>TBD</td>
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Thad Rosenberger, Ph.D., Chair

Date