

**BYLAWS**  
**TEMPLE UNIVERSITY SCHOOL OF MEDICINE (TUSM)**  
**JANUARY 1, 2003, AMENDED JULY 8, 2009**

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**ARTICLE I. PREVAILING AUTHORITY OF UNIVERSITY POLICIES**

The term “University Policies” shall refer to any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his (her) authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.

In the event of any conflict or contradiction between these bylaws or any action taken by any school or college under the authority of these bylaws, on the one hand, and any University Policy now in effect or adopted in the future, on the other hand, then the pertinent provision or provision of these bylaws or the action taken pursuant thereto shall be superceded by the pertinent University Policy.

**ARTICLE II. FACULTY**

**A. Membership**

The Faculty shall consist of all persons who hold academic appointments in one or more of the departments of the School of Medicine. The Faculty shall include:

1. Persons appointed by the president of Temple University as faculty of the School of Medicine, whether such appointment is with or without tenure.
2. Persons appointed by the dean of the School of Medicine.
3. Persons appointed to emeritus/a status by the president of Temple University.

**B. Faculty Appointment Tracks and Titles**

1. Persons appointed by the president of Temple University as faculty of the School of Medicine hold “Presidential Track appointments.” These are salaried appointments. Titles for faculty appointed on the Presidential Track are Professor, Associate Professor, Assistant Professor, and Instructor.
2. Persons appointed by the dean to the faculty of the School of Medicine hold “Dean's Track appointments.” These appointments may be salaried or unsalaried.

3. Titles for Dean's appointment faculty are Professor, Associate Professor, Assistant Professor and Instructor, and may be accompanied by the prefix Adjunct, Visiting, Research, and/or Clinical. The precise titles for Dean's appointment faculty shall be created from time to time by the Dean, after consultation with the School of Medicine's Faculty Senate and with the approval of the President.

**C. Organization**

1. The Faculty shall be organized into departments for academic and administrative purposes. Full time salaried faculty members collectively shall constitute the collegial assembly known as the Medical Faculty Senate.
2. A Chairperson shall direct each academic department. At the discretion of the Chairperson, departments may be organized into sections, directed by Section Chiefs. Sections may be organized into divisions, directed by Division Chiefs.

**ARTICLE III. TUSM DEAN**

- A. The President of the university appoints the dean of TUSM in conformance with such guidelines as the President may from time to time promulgate.
- B. The Dean of TUSM shall report to and be accountable to the President or his/her designee, and shall serve at the pleasure of the President.
- C. The Dean of TUSM is the chief executive officer and the chief academic officer of TUSM. The Dean's duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean's position description that may be issued by the President from time to time, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.
- D. The Dean of TUSM shall exercise such authority as may be delegated to him/her by university policies.
- E. The Dean of TUSM shall be responsible for the administration of the TUSM budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.

- F.** The Dean of TUSM shall be an ex officio member of all standing committees of TUSM except those that relate to faculty appointments, promotion and tenure.

#### **ARTICLE IV. TUSM ORGANIZATION**

##### **A. TUSM Administration and Staff**

The Dean shall be responsible for supervising the School of Medicine's administration and, subject to applicable University policies and within the School of Medicine's authorized budget, may appoint associate deans, assistant deans, department chairpersons, and other academic and administrative personnel to assist in those administrative activities.

##### **B. Department Chairpersons**

###### **1. Appointment**

- (a)** The appointment of department chairpersons is at the discretion of the Dean. Chairpersons serve at the pleasure of the Dean. Consistent with the Faculty Handbook, Section XI, chairpersons are appointed for initial terms not to exceed five years, but may be considered for subsequent reappointment. When a vacancy occurs, the Dean shall define the process to be used in filling that vacancy.

###### **2. Responsibilities and Authority**

Each department chairperson:

- (a)** shall be directly accountable to the dean;
- (b)** shall be responsible for the administration of his/her department;
- (c)** shall hold regular meetings of the department to present pertinent information and to discuss issues that may include, among others, department policies, educational, research and service programs, long-range objectives and current problems, and shall make written reports following each department meeting, addressing items discussed at the meeting;
- (d)** shall recruit and recommend to the Dean the appointment of faculty and other personnel; where required, the Dean

shall recommend the appointment of designated faculty to the President;

- (e) shall be responsible for his/her department's role in carrying out the educational programs that are the responsibility of School of Medicine faculty;
- (f) shall be responsible for the implementation of all university and school policies and regulations applicable to the department;
- (g) shall prepare the departmental budget to be submitted to the dean annually including recommendations for compensation of both faculty and non-faculty personnel;
- (h) shall be responsible for the budgetary control of his/her department and for the allocation of space within his/her department;
- (i) shall recommend faculty appointments, promotions, tenure, and study leaves to the dean;
- (j) shall organize the department in a way that best serves the needs of the department and school, and provides for appropriate consultation with department faculty.

**C. TUSM Medical Faculty Senate (collegial assembly)**

1. Each full-time salaried faculty member of TUSM shall be a voting member of the Medical Faculty Senate (MFS).
2. The MFS shall meet at least annually. Additional meetings may be held at the discretion of the Dean or by petition of twenty-five percent of the members of the MFS. Ten days' advance notice shall be given to faculty members of the school of all meetings of the MFS, except that the Dean may call emergency meetings as necessary.
3. The MFS may recommend to the Dean revisions to the bylaws and other policies. The Dean recommends bylaw revisions to the President for approval.
4. The MFS shall be requested by the Dean to elect faculty to serve on designated TUSM committees.

5. The Dean shall be the presiding officer (Chair) of the MFS. The MFS may elect a Vice-Chair to preside in the Dean's absence, and will elect a secretary to record and maintain minutes of the meetings of the MFS.
6. The MFS may recommend academic plans, policies, and programs to the Dean.
7. The Dean shall annually, at a regularly called meeting of the MFS, provide a State of the School of Medicine address or statement that sets forth the academic condition of the School of Medicine and outlines goals for the improvement of the School of Medicine's academic policies and programs.
8. Except when other rules have been adopted by the Dean after consultation with the MFS, Robert's Rules of Order (latest edition) shall guide the meetings of the MFS.

#### **D. Standing Committees**

##### **1. Dean's Advisory Committee**

The Dean is normally expected to obtain the advice of the Dean's Advisory Committee on the appointment of academic administrators, the formulation and revision of academic policies and programs and such other matters as the Dean may regard as important to academic excellence in the medical school.

The Dean may use the Dean's Advisory Committee as the School's personnel committee to provide advice about appointments to the faculty, recommendations for tenure and/or promotion, and compensation issues. Following consultation with the MFS, the Dean may constitute a separate personnel committee for these purposes or may do so if required by university policies.

When the Dean's Advisory Committee deliberates upon faculty promotion or tenure recommendations, neither the Dean nor any member of the candidate's department who is a member of the Tenure Committee of that department or of the School may participate in voting upon the promotion or tenure recommendation for that candidate.

The dean's advisory committee shall meet as often as necessary to address the issues submitted to it by the dean but not less often than quarterly.

Except when other rules are adopted by the Dean after consultation with the Dean's Advisory Committee, Robert's Rules of Order (latest revision) shall guide the work of the Dean's Advisory Committee.

**(a) Members shall include:**

- at least fifteen people, including twelve faculty members, the Dean as chairperson, and two students (one medical student and one graduate student, each in good standing); but a larger Committee, always consisting of an even number of faculty, may be constituted by the Dean after consultation with the MFS. The Dean's Advisory Committee shall be large enough to give appropriate representation to the academic disciplines within the school and to give appropriate consideration to diversity within the faculty.
- full-time members of the school's faculty. One-half of the faculty members of the Dean's Advisory Committee shall be composed of faculty nominated and elected by the MFS and one-half of the faculty members shall be appointed by the Dean;
- two student members of the Dean's Advisory Committee: one graduate student and one medical student. Both must be students in good standing. The Dean shall seek recommendations for student members from the Student Council in the case of medical students and the Graduate Students' Association in the case of graduate students.
- members of the adjunct faculty who serve at clinical or regional campuses and who have appointments with non-prefixed titles. One voting member from each of the clinical and regional campuses shall be appointed by the Dean or his/her designee.

**(b) Terms of Office:**

- Faculty members shall serve two-year staggered terms. The terms of the members initially appointed/elected under these bylaws shall be determined by lot. Faculty may be reappointed or reelected to the Dean's Advisory

Committee for one additional term. Students may serve for only one term.

- In the event of a resignation from the Committee prior to the end of one's term, the Dean shall appoint a member of the faculty, medical student or graduate student, as appropriate, to serve until the end of the academic year.

## **2. Curriculum Committee**

The Curriculum Committee will monitor the quality and effectiveness of existing academic programs, recommend new academic programs and recommend the discontinuation of programs that are no longer justified by academic need or cannot be budgetarily maintained. It shall evaluate the design, completeness, continuity, and integration of the curriculum and assign the responsibility for curricular areas to faculty or departments, as appropriate. It shall report its findings and recommend changes to the Dean, the Dean's Advisory Committee, and the MFS. It shall interpret the curriculum for faculty and students.

The Dean shall respond formally to the recommendations of the Curriculum Committee within six months of receipt of those recommendations by reporting his/her decisions or actions on those recommendations to the Curriculum Committee and to the MFS.

### **(a) Members shall include:**

- three basic science course directors (representing the six basic science departments), selected by the Dean;
- three clinical course directors (representing Pathophysiology, Doctoring, and the third-year required clerkships) selected by the Dean;
- two at-large members (one from the basic science faculty and one from the clinical faculty) elected by the MFS from nominees provided by its nominating committee;
- two medical students (one each from the second and third year classes) in good standing, nominated by the Student Council and appointed by the Dean; in addition, one medical student in good standing from each of the first and fourth year classes may be appointed as non-voting members;

- one Associate or Assistant Dean, who is responsible for the curriculum to serve in an ex officio capacity.
- Three adjunct faculty members who serve at either major clinical affiliates, clinical campuses or regional campuses and who have appointments with non-prefixed titles, with no more than one member from each site. These members will be selected by the Dean.

**(b) Chairperson and Chairperson-Designate**

- The Chairperson and Chairperson-Designate must be faculty members of the School of Medicine appointed on the Clinician Educator or Presidential Track and must hold the rank of Associate Professor or higher. The Chairperson serves a two-year term. The Curriculum Committee and the MFS provide nominees for the Chairperson and Chairperson-Designate. The Dean makes the final selection. The Chairperson-Designate is selected in the second year of the Chairperson's tenure. The Chairperson and Chairperson-Designate remain on the committee until their service as Chairperson/Chairperson-Designate is completed. Because of this, the size of the Curriculum Committee may vary. When feasible, the Chairperson shall alternate between clinical and basic science faculty.

**(c) Terms of Office**

- Faculty members shall serve for three-year staggered terms, and shall not serve for more than two consecutive terms. The student members shall serve for two-year terms.
- In the event of a resignation from the Committee prior to the end of one's term, the Dean shall appoint a member of the faculty or medical student, as appropriate, to serve until the end of the academic year.

**(d) Teaching Evaluation Subcommittee**

- A standing Teaching Evaluation Subcommittee of the Curriculum Committee will develop criteria for teaching excellence and methods to evaluate faculty consistently across all academic departments. These criteria will be used in support of faculty applications for reappointment, promotion and tenure. It will also assist in the creation of faculty development programs

designed to help the faculty achieve excellence in teaching.

- The chair of the Curriculum Committee will appoint the Teaching Evaluation Subcommittee. It will be comprised of four faculty members representing both basic science and clinical departments and one medical student. The chair of the Curriculum Committee will name the Chair of the Teaching Evaluation Subcommittee. Terms of office for faculty members are three years. Appointments will be staggered. Faculty members may be reappointed once. Medical students in good academic standing will be nominated by the Student Council and appointed for one-year terms. They may be reappointed once.

### **3. Resource and Budget Committee.**

A Resource and Budget Committee will consult with the Dean about the formulation of the school budget and steps to be undertaken to expand the school's resources through grants, contracts, gifts and other external funding sources.

#### **(a) Members shall include:**

- two faculty members from the basic science; departments, excluding the Department of Pathology; one elected by the MFS and one appointed by the Dean;
- four faculty members from the clinical departments, including the Department of Pathology, two elected by the MFS and two appointed by the Dean;
- the Dean or his/her representative;
- the chief financial officer of the school or his/her representative.

#### **(b) Chairperson**

- The Dean shall serve as chairperson.

#### **(c) Terms of Office**

- The term of office is three years except for the first time the committee is assembled. For the pre-clinical and clinical

members, one each shall serve a three-year term, two-year term and a one-year term. Faculty members shall not serve for more than two consecutive terms.

- In the event of a resignation from the Committee prior to the end of one's term, the Dean shall appoint a member of the faculty to serve until the end of the academic year.

#### **4. Committee on Graduate Students, Faculty and Programs**

A Committee on Graduate Students, Faculty and Programs will consult with the Dean about policies for admission to graduate programs, standards for defining good standing and regular progress for students in graduate programs, programs of assistance to graduate students in considering appropriate career objectives, and programs to assist graduate teaching assistants to become effective teachers. The committee will also recommend criteria for membership in the graduate faculty and for eligibility to teach graduate courses. It will assure that graduate faculty standards conform to University policies relating to graduate faculty and are consistent for all academic departments within the school. It will review the credentials of persons applying or reapplying for graduate faculty membership to assure that they meet School and University requirements.

This Committee shall serve as the Promotion, Appeal and Grievance Committee for graduate students. It will make recommendations about student promotions and hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance. The committee shall make recommendations to the Dean on each appeal or grievance. The Committee shall follow all University and all School policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance.

##### **(a) Members shall include:**

- seven members of the graduate faculty, one representing each degree-granting department or program, selected by the respective departments/programs;

- two at-large members of the medical school graduate faculty, elected by the MFS from nominees proposed by its nominating committee;
- at least one of these nine members of the Graduate Faculty should also be a member of the Graduate Board of the University.
- one graduate student in good standing elected by the graduate students.
- the Associate/Assistant Dean for Graduate Studies

**(b) Chairperson**

- The Chairperson will be elected annually from among the membership. The Associate/Assistant Dean for Graduate Studies shall not serve as Chairperson.

**(c) Terms of Office**

- At-large faculty are appointed to three-year staggered terms. They may serve no more than two consecutive terms.
- Students shall be appointed for two-year terms and may not be reappointed.
- In the event of a resignation from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty, as appropriate, to serve until the end of the academic year.

**5. Tenure Committee**

The Tenure Committee will serve to review applications for tenure and to make recommendations about specific applications for tenure. This committee shall be a mandatory committee if a separate promotion and tenure committee is required by University policies, in which case the composition and conduct of the committee shall follow those Policies. The procedures and recommendations of the tenure committee must conform to the University's tenure and promotion policies and criteria and any duly adopted school tenure policies. The tenure committee must give due consideration to tenure and promotion guidelines that may be issued by the President or his/her designee setting forth the documentation and assessment that the President will seek in

formulating his/her recommendations to the Board of Trustees about tenure and for awarding promotions in rank. Decisions related to tenure are the responsibility of the University's Board of Trustees whereas decisions related to promotions of presidential faculty rest with the University President.

The Tenure Committee will make its recommendations to the Dean's Advisory Committee which will recommend approval or disapproval to the Dean in each case.

Where a faculty member is being simultaneously recommended for promotion and tenure, the Tenure Committee shall be the responsible reviewing body for both recommendations. Documentation relative to the candidate's qualifications is to be assembled by the candidate, the candidate's departmental Tenure Committee and the candidate's Chairperson. Although the candidate has the primary responsibility to ensure that all required documentation has been collected, the departmental Tenure Committee, the departmental Chairperson and the Medical School Tenure Committee have an obligation to inform the candidate when the required documentation is not complete. The Medical School Tenure Committee shall review the candidate's file at an initial meeting, and may address any questions it has to the Departmental Tenure Committee or request additional information.

**(a) Members shall include:**

- four faculty members, two from basic science departments and two from clinical departments, holding tenure, elected by the tenured voting members of the MFS from nominees proposed by its nominating committee;
- three faculty members, holding tenure, appointed by the dean.

**(b) Chairperson**

- Each year the Committee shall elect its chairperson from among its members having at least one year of experience on the Committee.

**(c) Terms of Office**

- Members serve 3 year staggered terms. An individual may be re-elected/re-appointed. No member shall serve more than two consecutive terms. In the event of a resignation from

the Committee prior to the end of one's term, the Dean shall appoint a tenured member of the faculty to serve until the end of the academic year. The unexpired term is then filled by whichever body had elected/appointed the member who resigned.

**(d) Procedures**

- All members of the Tenure Committee voting on a particular candidate must have been present for all meetings and discussions concerning the candidate.
- No deliberations or tenure decisions can be made without a quorum of five voting members present.
- Neither the Dean nor any member of the candidate's department who is a member of the Tenure Committee may participate in the discussions of that candidate or in voting upon the tenure recommendation for that candidate.
- The candidate must be informed of the Committee's recommendation, including negative comments or opinions, or the basis for negative statements, prior to submission of the Committee's recommendation to the Dean. The candidate may respond to the Committee's recommendation, or to information underlying its recommendation, in writing. In such a case, the candidate's response must be included in the candidate's dossier.
- The candidate may ask a faculty member to act as an advocate to address the committee concerning his/her qualifications and to be present to answer questions from the committee, or the candidate may elect to address the committee himself/herself. Neither the faculty advocate nor the candidate himself/herself may be present during any deliberations of the committee, nor may they vote on the application for tenure.
- The Committee shall establish written guidelines for its procedures, to ensure uniformity and continuity with University and School of Medicine policies.

**6. Faculty Appointments and Promotions Committee**

A Faculty Appointments and Promotions Committee will review and make specific recommendations about all new applications for

appointment at the level of Associate Professor and Professor and all applications for promotion except as noted in Paragraph IV. 5. above (Tenure Committee). The procedures and recommendations of the appointments and promotions committee must conform to the University's policies and criteria and any duly adopted school appointments and promotions policies. The Faculty Appointments and Promotions Committee must give due consideration to appointments and promotions guidelines that may be issued by the President or his/her designee setting forth the documentation and assessment that the President will seek in formulating his/her decisions.

The Faculty Appointments and Promotions Committee will make its recommendations to the Dean's Advisory Committee which will recommend approval or disapproval to the Dean in each case.

Where a faculty member is being simultaneously recommended for promotion and tenure, the Tenure Committee shall be the responsible reviewing body for both recommendations.

**(a) Members shall include:**

- six faculty members, three from basic science departments and three from clinical departments, elected by the MFS from nominees proposed by its nominating committee;
- three faculty members appointed by the Dean.
- Three members of the adjunct faculty holding appointments with non-prefixed titles, from either major affiliates, clinical campuses or regional campuses, with no more than one member from a single site. These members will vote only on new appointments to the adjunct faculty or on promotions of current members of the adjunct faculty.

**(b) Chairperson**

- The Chairperson shall be elected annually by the committee from among the members having at least one year of experience on the Committee.

**(c) Terms of office**

- Members serve 3 year staggered terms. No member shall serve more than two consecutive terms. In the event of a resignation from the Committee prior to the end of one's

term, the Dean shall appoint a member of the faculty to serve until the end of the academic year. The unexpired term is then filled by whichever body had elected/appointed the member who resigned.

**(d) Quorum**

- No deliberations or tenure decisions can be made without a quorum of five voting members present.

**7. Student Promotion, Appeal and Grievance Committee**

The Dean shall constitute a Student Promotion, Appeal and Grievance Committee to make recommendations about student promotions and to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance. The committee shall make recommendations to the Dean on each appeal or grievance. The Student Appeal and Grievance committee shall follow all University and all School policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance.

**(a) Members shall include:**

- four faculty members in the basic science departments, two elected by the MFS from nominees proposed by its nominating committee and two appointed by the dean;
- four faculty members in the clinical departments, two elected by the MFS from nominees proposed by its nominating committee and two appointed by the dean;
- two medical students in good academic standing, one from the second and one from the third year class, recommended by the Student Council and appointed by the Dean;
- the Assistant/Associate Dean for Medical Education, who shall serve ex officio.

**(b) Chairperson**

- The Chairperson shall be appointed each year by the Dean from among the Committee membership

**(c) Terms of Office**

- The term of office for faculty members is three years. Faculty members may be re-elected/reappointed without limitation of term.
- Medical students may serve for two consecutive years, those appointed in their second year of medical school reappointed to serve in their third year of medical school.
- In the event of a resignation from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty or medical student, as appropriate, to serve until the end of the academic year.

**8. Medical Student Admissions Committee**

The committee shall consist of members of the full time faculty and other qualified individuals who shall recommend to the dean the student applicants to be admitted, and the policies governing admissions. The Dean's Advisory Committee shall approve the policies governing admissions.

**(a) Members shall include:**

- a minimum of twelve faculty members, appointed by the Dean; when possible, one faculty member should be a member of the Graduate Study Committee with knowledge of the MD/PhD program; both basic science and clinical departments should be represented;
- two medical students in good standing, nominated by Student Council and appointed by the Dean;
- the Associate or Assistant Dean in charge of admissions;
- one member of the adjunct faculty who holds an appointment with a non-prefixed title from each clinical and regional campus

**(b) Chairperson**

- The Associate or Assistant Dean of Admissions shall serve as chairperson.

**(c) Terms of office**

- Faculty shall serve four-year rotating terms and may be reappointed.
- Students shall serve for two-year terms and may not be reappointed.
- In the event of a resignation from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty or medical student, as appropriate, to serve until the end of the academic year.

**9. Research Committee**

The committee shall consist of faculty who shall recommend to the Dean research policies for the school and the allocation of research funds that may be made available to the school. They shall also evaluate applications for grants if so requested by the dean and shall recommend faculty for awards in recognition of outstanding scholarly or research activities.

**(a) Members shall include**

- only faculty members who are actively involved in research;
- four faculty members, two from basic science and two from clinical departments, elected by the MFS;
- three faculty members appointed by the dean;
- The Associate or Assistant Dean who is responsible for research or other member designated by the Dean to represent that office, ex officio.

**(b) Chairperson**

- The chairperson is elected annually by the members of the Research Committee from among the members with at least one year of experience on the Research Committee. The Associate or Assistant Dean or other member designated by the Dean to represent that office shall not be the chairperson. The chairperson may be reelected.

**(c) Terms of Office**

- Members serve three-year staggered terms. A member may be re-elected, but no member shall serve more than two consecutive terms.
- In the event of a resignation from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty who is active in research to serve until the end of the academic year.

**10. Continuing Medical Education (CME) Advisory Committee**

The CME Advisory Committee provides guidance regarding compliance with the requirements of the Accreditation Council on Continuing Medical Education (ACCME). It also serves as an advocate for CME activities, in general, and the Office for CME. It recommends new directions for CME programs and other continuing education offerings sponsored or jointly sponsored by the Office of CME.

**(a) Members shall include:**

- four to six faculty members;
- up to five members of the adjunct faculty who hold appointments with non-prefixed titles, from either major affiliates, clinical campuses or regional campuses, with no more than one member from a single site.
- The Assistant/Associate Dean for CME, ex officio;
- Up to four representatives of other organizations or constituencies who may contribute to the work of the committee (e.g., Library, Quality Assurance, CME Consortium, psychology)

**(b) Chairperson**

- The Chairperson is elected by the Committee membership.

**(c) Terms of Office**

- Members serve three year staggered terms.
- Each member may be re-appointed twice.
- The Committee Chairperson is elected to a one-year term and may be re-elected for a total period not to exceed four years.
- In the event of a resignation from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty or other individual, as appropriate, to serve until the end of the academic year.

**11. Committee on the Status of Women Faculty**

The Committee on the Status of Women Faculty coordinates and promotes activities and programs that promote the professional development of women in medicine at all levels: faculty, administration, residents and students. It also coordinates and monitors, through the curriculum committee, the integration of women's health and gender related issues into the curriculum and promotes and supports initiatives which foster leadership development in women faculty. For gender-related issues, it provides liaison with the medical school administration.

**(a) Members shall include:**

- four faculty members, two from basic science departments and two from clinical departments, selected by the MFS from nominees proposed by its nominating committee;
- four faculty members appointed by the dean;
- the Associate or Assistant Dean responsible for gender-related issues.

**(b) Chairperson**

- The committee shall elect a chairperson and chairperson-elect, in alternate years deriving from a basic science and a clinical department, respectively. The Associate or Assistant Dean responsible for gender-related issues shall not be the chairperson.

**(c) Terms of Office**

- The term of office for the faculty members shall be four years. Members shall be eligible for re-appointment.
- Chairpersons shall be elected for a four-year term; the first two years as chairperson-elect and the second two years as chairperson.
- In the event of a resignation from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty to serve until the end of the academic year.

**E. Ad Hoc Committees**

1. Search Committees for Department Chairpersons and other ad hoc committees shall be appointed by the Dean after consultation with interested parties and, as appropriate, the Dean's Advisory Committee. As appropriate, the committees shall include graduate and/or medical student member(s).

**2. Faculty Responsibility Committee**

The Dean, in consultation with the Dean's Advisory Committee, shall appoint an ad hoc Faculty Responsibility Committee to investigate serious allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. No member of the Faculty Responsibility Committee should be appointed from the same department as the faculty member who is subject to investigation. The Faculty Responsibility Committee shall have no fewer than five members.

The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have an opportunity to

present written or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies upon such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.

The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence, oral, written, or tangible, submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation or to carry out University Policies. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary, and University Counsel shall endeavor to give reasonable assistance if possible. The faculty member may seek assistance of legal counsel.

The Faculty Responsibility Committee shall report its findings and recommendations to the dean. The report should provide a full statement of its deliberations, findings, conclusions and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents and any other written or tangible evidence upon which the committee relied. Within thirty days or as soon thereafter as is practicable, the Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the Temple University Faculty Senate Personnel Committee and to the President or his/her designee.

## **F. Student Bodies**

### **1. Medical Students**

(a) **Membership** shall include all students enrolled for the

M.D. degree.

**(b) Requirements**

For promotion and graduation, each student must satisfy the academic requirements and meet the standards of professionalism and code of conduct as stated in written university policies, which are applicable to the medical school, and in accordance with medical school policies announced by the Dean and approved by the Dean's Advisory Committee.

**(c) Student Rights, Disciplinary Procedures, and Honor System**

These shall be as stated in written University and Medical School policies.

**(d) Student Governance**

Student body governance, including the election and/or appointment of officers and student representatives shall be as stated in the Constitution and Bylaws of Student Council as ratified by the student body. The Constitution and Bylaws of Student Council must be consistent with written University policies and the Bylaws of Temple University School of Medicine. In order to be binding, the Dean must approve any article or section that states or implies a commitment or responsibility on the part of Administration or Faculty.

**2. Graduate Medical Students (Residents and Clinical Fellows)**

These are individuals who hold a professional doctoral degree and who are pursuing education and training in a program usually leading to certification by a medical or surgical specialty board. The traditional titles of resident, clinical fellow, and house officer recognize the student/trainee/physician role of these individuals. The requirements shall be as specified in the policies of the appropriate administrative bodies.

**3. Graduate Students (M.S. and Ph.D. Candidates)**

These are students who are candidates for graduate degrees (M.S., Ph.D.) in one of the departments or programs of the School of

Medicine. These students are officially enrolled in the Graduate School of Temple University and must meet all the requirements specified by that School. Student rights, disciplinary procedures, and student governance shall be as stated in written University policies.

**4. Postdoctoral Fellows**

These are individuals, usually with a doctoral degree, who are involved in research or training in a basic science or clinical department but who are usually not enrolled formally for an additional degree or for certification by a medical specialty board.

**5. Current Registrants in Continuing Education Programs**

These are licensed physicians pursuing educational programs for furtherance of their education, to maintain licensure, or to maintain board certification.

**ARTICLE V: REVISIONS OR AMENDMENTS TO BYLAWS**

The Dean may recommend revisions or amendments to these Bylaws after consultation with the MFS or the Dean's Advisory Committee. Recommended revisions shall be forwarded to the President or his/her designee. University counsel to assure conformity to university policies will review recommended revisions or amendments. After review by University Counsel, the President or his/her designee may approve revisions or amendments and set the date upon which they will become effective.

In all cases, the dean shall review the bylaws of his/her school approximately every five years and, after consultation with the MFS, may recommend revisions or amendments to the bylaws.

