

**BYLAWS**  
**LEWIS KATZ SCHOOL OF MEDICINE AT TEMPLE UNIVERSITY (LKSOM)**

**ISSUED: JANUARY 1, 2003**

**AMENDED: JULY 8, 2009;**

**JULY 8, 2012;**

**OCTOBER 5, 2016;**

**JULY 30, 2018**

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

The term “University Policies” shall refer to (1) 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other hand, then the pertinent provision or provisions of these bylaws or the action taken pursuant thereto shall be superseded by the pertinent University Policy.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 or centers of LKSOM. The Faculty is comprised of:

1. Persons appointed by the President of Temple University as faculty of LKSOM, whether such appointment is with or without tenure.
2. Persons appointed by the Dean of LKSOM as faculty to non-tenure tracks which may reside in either departments or centers of the School.
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 LKSOM hold “Tenure Track appointments.” These are salaried appointments. Titles for faculty appointed on the Tenure Track are Professor, Associate Professor, Assistant Professor, and Instructor.
2. Persons appointed by the Dean to the faculty of the School of Medicine hold “Non-Tenure Track appointments.” These appointments may be salaried or unsalaried.
3. Titles for Non-Tenure Track appointment faculty are Professor, Associate Professor, Assistant Professor and Instructor, and may be accompanied by

the modifiers Adjunct, Visiting, Research, and/or Clinical. The precise titles for Non-Tenure Track faculty shall be created from time to time by the Dean, after consultation with LKSOM's Medical Faculty Senate (MFS) and with the approval of the President.

**C. Organization**

1. The Faculty shall be organized into departments and centers/institutes for academic and administrative purposes. In general, "departments" and "centers" indicate organizational structures within LKSOM; whereas "institutes" indicate organizational structures that extend beyond LKSOM. Full time salaried faculty members holding appointments on either the tenure or non-tenure tracks collectively shall constitute the collegial assembly known as the MFS.
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.
3. A Director shall direct each duly approved Center or Institute. At the discretion of the Director, Centers/Institutes may be organized into programs, led by Program Directors.

**ARTICLE III. LKSOM DEAN**

- A. The President of the University appoints the Dean of LKSOM in conformance with such guidelines as the President may from time to time promulgate.
- B. The Dean of LKSOM 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 LKSOM is the chief executive officer and the chief academic officer of LKSOM. The Dean's duties and responsibilities are defined by any pertinent policies of the University 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 University Board of Trustees or the President.
- D. The Dean of LKSOM shall exercise such authority as may be delegated to him/her by University policies.
- E. The Dean of LKSOM shall be responsible for the administration of the School budget that may be adopted by the University Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.
- F. The Dean shall support the MFS in carrying out their duties as set forth in the MFS bylaws, including requesting the MFS to elect faculty to serve on designated standing LKSOM committees and providing an annual State of the School of Medicine

address or statement that sets forth the academic condition of LKSOM and outlines goals for the improvement of the academic policies and programs.

#### **ARTICLE IV. LKSOM ORGANIZATION**

##### **A. LKSOM Administration and Staff**

The Dean shall be responsible for supervising LKSOM's administration and, subject to applicable University policies and within the LKSOM authorized budget, shall appoint Senior Associate Deans, Associate Deans, Assistant Deans, Department Chairpersons, Center/Institute Directors and other academic and administrative personnel to assist in those administrative activities.

##### **B. Academic Departments/Centers/Institutes**

1. Academic Departments/Centers/Institutes are established by the Dean from time to time with the approval of the President and the University Board of Trustees.
2. Each academic department/center/institute shall be administered by a Department Chairperson or Center Director. Chairpersons/Directors serve at the pleasure of the Dean. Chairpersons/ Directors are appointed for initial terms not to exceed six 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.
3. **Responsibilities and Authority**

Each Department Chairperson/Center Director:

- (a) shall be directly accountable to the Dean;
- (b) shall be responsible for the administration of his/her Department/Center/Institute;
- (c) shall hold regular meetings of the Department/Center/Institute faculty to present pertinent information and to discuss issues that may include, among others, Department /Center/Institute or School policies, educational, research and service programs, long-range objectives and current problems. Chairpersons of larger Departments/Centers/Institutes which have been divided into Sections/Programs may elect to have regular meetings with the Sections Chiefs/Program Directors rather than with the entire faculty, with the expectation that the chiefs will meet with their section/program faculty to present and discuss matters from the Section Chiefs'/Program Directors' meetings at regular intervals;
- (d) shall recruit and recommend to the Dean the appointment of faculty and other personnel;

- (e) shall be responsible for his/her Department's/Center's/Institute's role in carrying out the programs that are the responsibility of LKSOM faculty;
- (f) shall be responsible for the implementation of all University and School policies and regulations applicable to the Department/Center/Institute;
- (g) shall prepare the Department/Center/Institute 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/Center/Institute and for the allocation of space within his/her Department/Center/Institute;
- (i) shall recommend faculty appointments, promotions, tenure, and study leaves to the Dean and pertinent LKSOM committee for review and processing;
- (j) shall organize the Department/Center/Institute in a way that best serves the needs of the Department/Center/Institute and School, and provides for appropriate interaction with Department/Center/Institute faculty and between its faculty and leadership;
- (k) shall be responsible for the career development and mentoring of their faculty.

**C. LKSOM Medical Faculty Senate (Collegial Assembly)**

The rules and regulations governing the organization and activities of the MFS are set forth in the bylaws of that organization and describe the voting membership, officers, committees and the activities of that body.

**D. Standing Committees**

All members of standing committees shall have the right to vote except as noted below. Faculty elected by the MFS must include those faculty who self-nominate.

The Dean is a non-voting *ex officio* member of all standing committees except where expressly excluded from membership. Each committee shall establish its own procedures.

**1. Dean's Advisory Committee**

The Dean is normally expected to obtain the advice of the Dean's Advisory Committee on the school budget, formulation and revision of academic policies and programs, appointment of academic administrators and such

matters as the Dean may regard as important to academic excellence in the medical school. 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.
- One-half of the faculty members of the Dean's Advisory Committee shall be composed of faculty elected by the MFS and one-half of the faculty members shall be appointed by the Dean. Both the faculty appointed by the Dean and the faculty elected by the MFS will have equal representation from basic science and clinical departments.
- 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.
- One member of the adjunct faculty from each of the clinical and regional campuses shall be appointed by the Dean or his/her designee. These appointments shall be in addition to the one half of the full-time faculty on the committee, appointed by the Dean.

**(b) Terms of Office:**

- Faculty members shall serve two-year staggered terms. 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 departure 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. **Faculty Appointments and Promotions Committee**

The 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. D. 3. Below (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 for approval or disapproval in each case to the Dean.

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.
- six 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.
- The Dean shall not be a member of this committee.

### **(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 departure 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 departs from the committee.

**(d) Quorum and Procedures**

- No deliberations or decisions on appointments or promotions can be made without a quorum of seven voting members present.
- No member of the candidate's department who is a member of the Departmental Tenure Committee who has already voted on the tenure decision at that level may participate in the discussions of that candidate or in voting upon the tenure recommendation for that candidate.

**3. Faculty Tenure Committee**

The Tenure Committee will serve to review applications for tenure and to make recommendations about specific applications for tenure and of promotion in academic rank, if the request for tenure and promotion occur in the same academic year. 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 an independent recommendation in each tenure case and the Committee's recommendation is forwarded to the Dean.

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 LKSOM Tenure Committee have an obligation to inform the candidate when the required documentation is not complete. The LKSOM 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.

- five faculty members, holding tenure, appointed by the Dean.
- The Dean shall not be a member of this committee.

**(b) Chairperson**

- Each year the Committee shall elect its chairperson from among its members having at least one year of experience on the Committee. The Committee shall also elect an alternate chairperson to administer meetings in which the chair person may have a conflict of interest with the candidate(s) under review.

**(c) Terms of Office**

- Members serve 3 year staggered terms. An individual may be re-elected/re-appointed, but no member shall serve more than two consecutive terms. In the event of a departure 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) Quorum and 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.
- No member of the candidate's department who is a member of the Departmental Tenure Committee who has already voted on the tenure decision at that level 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 LKSOM policies.

#### 4. **Graduate Program Committee**

The LKSOM Graduate Program Committee (LKSOM-GPC) is an interdisciplinary group providing oversight to all of the graduate level programs within the Lewis Katz School of Medicine leading to the granting of PhD, MS and MA degrees. Currently approved graduate programs at LKSOM include PhD and MS in Biomedical Sciences (BMSC), MA in Urban Bioethics (UBTH), and MS in Medical Sciences-Physician Assistant (PA). The number of graduate programs may be modified from time to time with approval of the Graduate School and Board of Trustees of Temple University (TU). The responsibilities of the LKSOM-GPC include but are not limited to: providing general leadership for each graduate program; interfacing with the Graduate School of the University; maintaining consistency of the academic activities within each graduate program; and maintaining the overall well-being of all graduate programs.

The LKSOM-GPC will also recommend criteria for membership in the medical school graduate faculty and for eligibility to teach graduate courses. It will assure that medical school graduate faculty meet medical school and University requirements, that medical school graduate faculty standards conform to TU policies and that those standards are consistent within the school. The LKSOM-GPC will review and recommend for approval by the Graduate School of the University any proposals for new graduate programs, and modifications to the academic requirements and content of any approved graduate program that are requested by its respective Curriculum Committee (see below).

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

- two medical school graduate faculty members from each of the approved graduate programs, appointed by the Dean;
- three at large members of the medical school graduate faculty, elected by the MFS. The Associate Dean for Graduate Studies and the Associate Dean for Graduate and MD/PhD Programs will serve *ex officio*

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

- The Associate Dean for Graduate Studies and Special Programs and the Associate Dean for MD/PhD and Graduate programs will Co-Chair.

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

- Medical school graduate faculty appointed by the Dean serve three year staggered terms and may be reappointed.

- Medical school graduate faculty elected by MFS shall be elected for three year terms and may serve two consecutive terms.
- In the event of a departure from the LKSOM-GPC prior to the end of one's term, the Dean may appoint a member of the faculty, representing the same group as that of the person resigning, to serve the unexpired term.

## 5. **Graduate Programs' Admissions Committees**

Each Graduate Program will have their own Admissions Committee. Each Admissions committee shall recommend directly to the Graduate School student applicants to be admitted to their respective Graduate Programs with the exception of students requiring waiver of a Graduate School admissions requirement. All waivers of Graduate School admissions requirements must first be approved by both Associate Deans. Committee members will participate in recruitment activities as determined by the Chairperson.

**(a) Members may vary in number depending on the size and scope of each graduate program but at a minimum each Graduate Program Admissions Committee shall include:**

- a minimum of five graduate faculty involved in the teaching of that graduate program, appointed by the Dean;
- two at large medical school graduate faculty elected from the MFS;
- the Associate Dean for Graduate Studies and/or the Associate Dean for Graduate and MD/PhD Programs will serve *ex officio*, without vote.
- The Dean shall not be a member of this committee.

**(b) Chairperson**

- The Chairperson will be appointed by Dean.

**(c) Terms of Office**

- LKSOM graduate faculty appointed by the Dean serve three year staggered terms and may be reappointed.
- At large faculty will be appointed for three year terms but maybe appointed to no more than two consecutive terms.
- In the event of a departure from the Committee prior to the end of one's term, the Dean may appoint a member of the group which the person resigning represents to serve the unexpired term.

6. **Graduate Programs' Committees on Curriculum**

Each Graduate Program will have their own Curriculum Committee. Each Curriculum Committee will be responsible for evaluating the quality and effectiveness of their respective curriculum. Responsibilities include, but are not limited to, modifications to curricular requirements and content. The committee will recommend the addition or discontinuation of courses and the integration of curriculum changes with the requirements of their respective degree program and the Graduate School. Recommendations of each graduate program Curriculum Subcommittee will be presented to the LKSOM-GPC for approval.

(a) **Members may vary in number depending on the size and scope of each graduate program but at a minimum each Graduate Program Committee on Curriculum shall include:**

- a minimum of five graduate faculty members involved in the teaching of that graduate program, appointed by the Dean;
- two at-large members of the medical school graduate faculty elected by the MFS;
- two graduate students from that graduate program who are in good academic standing, appointed by the Dean;
- the Associate Dean for Graduate Studies and/or Associate Dean for MD/PhD and Graduate Programs, *ex officio*, without vote.
- The Dean shall not be a member of this committee.

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

- The Chairperson will be elected annually from the graduate faculty membership on the committee. Neither of the Associate Deans shall serve as Chairperson.

(c) **Terms of Office**

- Graduate faculty appointed by the Dean serve three year staggered terms and may be reappointed.
- Medical school graduate faculty elected by MFS shall be elected for three year terms and may serve two consecutive terms.
- Graduate student members shall serve one year term and may serve 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 or a graduate student, as appropriate, to serve the unexpired term.

7. **Graduate Programs' Committees on Student Performance**

Each Graduate Program will have their own Student Performance Committee. Each Student Performance Committee will monitor the academic, research and

clinical performance as appropriate of students in their respective Graduate Programs. Student academic appeals and grievances will be heard by their respective Graduate Program Student Performance Committee. The committee will make its recommendations to the Associate Dean Co-Chairs of the LKSOM-GPC. The committee will follow all medical school and TU policies and procedures. Students will be referred to other TU offices where those offices have jurisdiction over the subject of the student's appeal or grievance. Other responsibilities include but are not limited to: monitoring academic standing of students consistent with their respective Graduate Programs and University policies.

**(a) Members may vary in number depending on the size and scope of each graduate program but at a minimum each Graduate Program Subcommittee on Student Performance shall include:**

- a minimum of three graduate faculty members involved in the teaching of that graduate program, appointed by the Dean;
- one at-large medical school graduate faculty elected from the MFS;
- one graduate student from that graduate program who are in good academic standing, appointed by the Dean;
- the Associate Dean for Graduate Studies and/or the Associate Dean for MD/PhD and Graduate Programs, *ex officio*, without vote.
- The Dean shall not be a member of this committee.

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

- The Chairperson will be elected annually from the graduate faculty committee membership. The Associate Deans shall not serve as Chairperson.

**(c) Terms of Office**

- Graduate faculty appointed by the Dean serve three year staggered terms and may be reappointed.
- LKSOM graduate faculty elected by MFS shall be elected for three year terms and may serve two consecutive terms.
- Graduate students shall serve for one year term and may serve two consecutive terms.
- In the event of a departure from the subcommittee prior to the end of one's term, the Dean shall appoint a member of the group which the resigning person represents to serve the unexpired term.

**8. MD/PhD Program Advisory Committee**

This group will consult with the Dean or the Dean's designee about the policies and procedures of the MD/PhD. Program. Responsibilities of the committee include, but are not limited to, recruitment, interview and

admission of MD/PhD. students in conjunction with the MD Admissions Committee; review of MD/PhD student progress; maintenance of the MD/PhD student handbook; and an ongoing review of the MD/PhD Program.

**(a) Members shall include:**

- two representatives from each of the Biomedical Sciences Graduate Program clusters (areas of concentration) appointed by the Dean;
- two clinical faculty members appointed by the Dean;
- one member of MD Admissions Committee appointed by the Chairperson of the Medical School Admissions Committee;
- one MD/PhD student in good academic standing, in at least the PhD portion of the program appointed by the Dean;
- the Associate Dean for Graduate and MD/PhD Programs;
- the Associate Dean for Graduate Studies and the Associate Dean for Medical School Admissions, *ex officio*

**(b) Chairperson**

- The Associate Dean for Graduate and MD/PhD Programs shall serve as the Chairperson of this committee

**(c) Terms of Office**

- The representatives from the Biomedical Sciences Graduate Program clusters and the MD Admissions committee are appointed to three year staggered terms and may be reappointed.
- Student is appointed for one-year term and may be reappointed one time.
- In the event of a departure from the Committee prior to the end of one's term, the Dean or his/her designate may appoint a member of the faculty, as appropriate, to serve the unexpired term

**9. Post Baccalaureate Program Advisory Committee**

This group will consult with the Dean or the Dean's designee about the policies and procedures of the Post Baccalaureate Program. Responsibilities of the committee include, but are not limited to review of Post-Baccalaureate Program curriculum and student performance; maintenance of the student handbook; and the overall well-being of the Program.

**(a) Members shall include**

- three basic science medical school faculty members appointed by the Dean

- two clinical medical school faculty members appointed by the Dean
- two College of Science and Technology (CST) faculty members appointed by the Dean
- two prior students with one from the ACMS track and one from the BCMS track of the Program appointed by the Dean
- the Director of the Post Baccalaureate Program *ex officio*, without vote
- the Senior Associate Dean for Education *ex officio*, without vote

**(b) Chairperson**

- The Director of the Post Baccalaureate Program.

**(c) Terms of Office**

- The representatives from the basic science, clinical and CST faculty are appointed to three year staggered terms and maybe reappointed.
- Students are appointed for one-year terms.
- In the event of a departure from the Committee prior to the end of one's term, the Dean or his/her designate may appoint a member of the faculty, as appropriate, to serve the unexpired term

**10. Medical Education Curriculum Committee**

The Curriculum Committee has the authority and responsibility for the oversight, management and review of the education program leading to the MD degree. The Curriculum Committee is responsible for monitoring the quality and effectiveness of the program as well as evaluating the design, completeness, continuity and integration of the curriculum and assigning the responsibility for curricular topics to faculty or Departments/Centers/Institutes, as appropriate. The Curriculum Committee conveys its findings and recommendations to the Dean. The Dean, as the Chief Academic Officer, acts on the recommendations of the Committee.

The Curriculum Committee shall constitute standing subcommittees as necessary in order to effectively fulfill its responsibilities.

The Curriculum Committee will be co-chaired by a member of the faculty and the Senior Associate Dean, Education. Each subcommittee will be co-chaired by a member of the faculty and one of the education deans (or student affairs deans as appropriate). Faculty members serving on the Curriculum Committee and its subcommittees are appointed by the Dean, or the Dean's designee, from those faculty nominated (including self-nominations) or are elected by the Medical Faculty Senate as indicated below, unless otherwise specified.

**(a) Members of the Curriculum Committee shall include:**

- The faculty co-chair of each subcommittee;
- A student representative in good academic standing from each of the second and third year classes, nominated by Student Government Association (SGA) and appointed by the Dean;
- The education deans who are *ex officio* and non-voting members;
- The Senior Associate Dean, Graduate Medical Education;
- The Director of the Health Sciences Library;
- The Senior Associate Dean, Health Equity, Diversity and Inclusion;
- A faculty representative from the Diversity Council;
- Two department chairs; one from a basic science department and one from a clinical department;
- Two course directors; one from each phase of the curriculum;
- Two faculty members (one basic science and one clinical) elected by the Medical Faculty Senate;
- Two faculty representatives from a clinical or regional campus or major clinical affiliate, not to exceed one per site.

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

- The Chairperson and Chairperson-Designate must be full-time faculty members of LKSOM and must hold the rank of Associate Professor or higher. The Chairperson serves a two-year term. The Dean appoints the Chairperson from nominees by the Curriculum Committee and the Medical Faculty Senate. The Chairperson-Designate is selected in the second year of the Chairperson's term. The Chairperson will remain on the committee following his/her term for one additional year as immediate past Chairperson. When feasible, the Chairperson shall alternate between clinical and basic science faculty. Appropriate effort will be attributed to the chair based on the current method for faculty effort allocation.

**(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 as voting members for a two-year term.
- In the event of a departure from the Committee prior to the end of one's term, the Dean shall appoint a faculty member or medical student, as appropriate, to serve until the end of the academic year.

(d) **Ad hoc Committees or Task Forces**

- The Curriculum Committee has the authority to constitute Ad hoc Committees or Task Forces as needed to address specific curricular issues.

11. **Medical Student Admissions Committee**

The committee shall consist of members of the full time faculty and other qualified individuals who have sole authority in selecting student applicants to be admitted to the MD program. The committee shall make recommendations regarding the policies governing admissions to the Curriculum Committee and ultimately to the Dean's Advisory Committee and the Dean for approval.

(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; the Senior Associate Dean for Education, the Senior Associate Dean for Health Equity, Diversity and Inclusion and Associate Dean for Student Affairs will also serve;
- 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.
- The Dean shall not be a member of this committee.

(b) **Chairperson**

- The Chairperson will be appointed by the Dean for a term of one year, renewable up to five years.

(c) **Terms of Office**

- Faculty shall serve three-year rotating terms and may be reappointed.
- Students shall serve for two-year terms and may not be reappointed.
- In the event of a departure 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.



12. **Medical Student Academic Standards and Promotions Committee**

The Medical Student Academic Standards and Promotions Committee to makes recommendations about student promotions, disciplinary actions, and other matters affecting a student's academic degree program and/or academic performance. The committee shall make recommendations to the Senior Associate Dean for Education. The Student Academic Standards and Promotions Committee shall follow all University and all School policies and procedures.

**(a) Members shall include:**

- four basic science faculty members two elected by the MFS and two appointed by the Dean;
- four clinical faculty members, two elected by the MFS 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; a medical student from the first year will be appointed mid-year as a non-voting member; a fourth year student will remain on the committee as a non-voting member.
- the Senior Associate Dean for Education, who shall serve *ex officio*, without vote
- The Dean shall not be a member of this committee.

**(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 departure 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.
- If the Committee must meet at a time when it is impossible to convene a quorum, the Dean may appoint alternate members on an ad hoc basis.

**13. Medical Student Learning Environment and Appeals Committee**

The Committee works to improve the learning environment by addressing student concerns about mistreatment; it also hears student appeals of grades and promotional and disciplinary decisions. The committee makes recommendations to the Dean, whose rulings are final. If the Committee must meet at a time when it is impossible to convene a quorum, the Dean may appoint alternate members on an ad hoc basis. The committee shall follow all University and all LKSOM 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 basic science faculty members two elected by the MFS and two appointed by the Dean;
- four clinical faculty members two elected by the MFS 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; a medical student from the first year will be appointed mid-year as a non-voting member; a fourth year student will remain on the committee as a non-voting member;
- the Associate Dean for Student Affairs, who shall serve as a non-voting *ex officio* member;
- the Associate Dean for Clinical Education will serve as a non-voting *ex officio* member.
- The Dean shall not be a member of this committee.

**(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 departure 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.

**14. Conflict of Interest Committee**

The committee is charged with examining conflicts of interest and commitment related to research, clinical care, fiduciary responsibilities, education and employment and shall meet only with LKSOM counsel in attendance. The jurisdiction of the committee includes all faculty with the exception of the Dean, all students of LKSOM, GME employees of TUHS and employees of LKSOM who engage in research. The committee makes their findings and recommendations for management to the Dean or his designee. The Dean's disclosures and determination of any conflicts are referred to the Vice President of Research Administration and University Counsel. The committee will meet at least quarterly.

**(a) Members shall include:**

- four basic science faculty members, two elected by MFS and two appointed by the Dean;
- four clinical faculty members, two elected by MFS and two appointed by the Dean;
- a member of TU counsel shall be present at meetings;
- the Senior Associate Dean or the Associate Dean of Research;
- a representative from the University Office of Research;
- the Director of COI at LKSOM *ex officio*;
- the Associate Dean of Faculty Affairs/Designated Institutional Official;
- the Senior Associate Dean of Faculty Affairs may attend as a non-voting member.
- The Dean shall not be a member of this committee

**(b) Chairperson**

- The Institutional Official will serve as the chair.

**(c) Terms of Office**

- The faculty will serve 3 year terms that are staggered.
- In the event of departure from the committee before the term has expired, the Dean may appoint a replacement.

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

The CME Advisory Committee serves as an advocate for the Section of Continuing Medical Education, helps establish, monitor and review strategic goals and plans, recommends new programs and directions, and assists in the evaluation of current programs including review of outcomes assessments. It

may have access to clinical performance and patient safety data provided directly or indirectly from clinical records or from individuals responsible for monitoring such items. It ensures that all CME activities are in compliance with the requirements of the Accreditation Council on Continuing Medical Education and other accrediting bodies to which the Section may relate.

**(a) Members shall include:**

- five members of the LKSOM faculty, appointed by the Dean, at least one of whom shall be a residency program director;
- the Chief Medical Officer of Temple University Hospital;
- the Chief Medical Officer of another hospital within the Temple University Health System;
- the Assistant/Associate Dean for CME, *ex officio without vote*.

**(b) Chairperson**

- The Chairperson shall be a member of the LKSOM faculty, named by the Dean. This position is in addition to the members named above.

**(c) Terms of Office**

- Members serve three year staggered terms.
- Each member may be re-appointed twice.
- The Committee Chairperson is named to a three-year term and may be re-named once for a total period not to exceed six years.
- In the event of a member's departure from the Committee prior to the end of that member's term, the Dean may appoint an individual in that same membership category to complete the unexpired term.

**16. Diversity Council**

The Diversity Council will advise the Senior Associate Dean of Health Equity, Diversity and Inclusion on issues regarding promotion of diversity within LKSOM as a whole, including but not limited to students, faculty and administration. The Council will coordinate with other offices and committees in areas related to their charge.

**(a) Members shall include:**

- four faculty members, at least one from basic science and one from clinical departments, elected by the MFS.
- at least four faculty members, at least one from basic science and one from clinical departments, appointed by the Dean;

- Senior Associate Dean of Health Equity, Diversity and Inclusion (HEDI) will serve as an *ex officio* member without vote, and Associate Dean of Health Equity, Diversity and Inclusion and the Director for Diversity and Inclusion will serve as *ex officio* members;
- a student member from one of the Graduate Programs selected by the Associate Dean of Graduate Education;
- three medical student members nominated by SNMA, LSMA and LGBT and Allies groups with alternates to serve as their designees when student representatives are unable to attend;
- two residents (not from the same Department) nominated by the Assistant Dean of GME;
- one fellow nominated by the Assistant Dean of GME;
- the Assistant Dean of GME will serve *ex officio*;
- one post-doctoral fellow nominated by the Senior Associate Dean of Research;
- two community representatives solicited by the Senior Associate Dean of HEDI from local community groups;
- one administrative staff nominated by the Senior Associate Dean of HEDI

**(b) Chairperson**

- The committee will select a chairperson. The Senior Associate Dean and the Associate Dean of HEDI may not serve as chair.
- The Chair shall be elected to a three year term and may be re- elected

**(c) Terms of Office**

- The term of office for faculty members will be for three years with staggered terms. The faculty member may be re-elected or reappointed.
- The term of office for student members will be for one year. They may be reappointed.

**17. 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 Senior Associate Dean of Research will serve as an *ex officio* and non-voting member. The Associate Dean of Research will also serve as an *ex officio* member

**(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. Neither the Senior Associate Dean of Research nor the Associate Dean of Research shall 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 departure 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.

**18. 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:**

- five faculty members, at least two from basic science departments and at least two from clinical departments, selected by the MFS

from nominees proposed by its nominating committee. The slate of candidates compiled by the MFS must include those faculty who self-nominate for membership on the committee;

- five faculty members appointed by the Dean at least two from basic science departments and at least two from clinical departments;
- the Senior Associate Dean of Health Equity, Diversity and Inclusion.

**(b) Chairperson**

- Chairpersons shall be elected for a four-year term; the first two years as chairperson-elect and the second two years as chairperson.

**(c) Terms of Office**

- The term of office for the faculty members shall be four years. Members shall be eligible for re-appointment.
- In the event of a departure 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**

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). Each search committee will include a member from the Diversity Council as a voting member.

**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. Not more than one 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 a full and fair 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 LKSOM, and in accordance with 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 LKSOM 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 LKSOM. 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 LKSOM. 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.

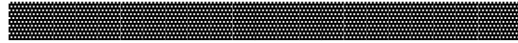
**5. Current Registrants in Continuing Education Programs**

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. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity to university policies. 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.



*July 8, 2009 revisions: permitted adjunct faculty to serve of designated standing committees. Approved by President.*

*July 8, 2010 revision: New composition and charge to Standing Committee on CME. Approved by interim President.*

*Oct 5, 2016 revision: New committees, institutes and graduate student programs added. Approved by the President*

*May \_\_, 2018 revision: New language to Medical Education Curriculum Committee added. Approved by the President*