



QUILLEN
COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

JAMES H. QUILLEN COLLEGE OF MEDICINE BY-LAWS

The Faculty and Administration of the James H. Quillen College of Medicine (hereafter referred to as College or College of Medicine) are to provide and foster an academic environment in which to train and educate students of medicine, provide graduate education in the basic medical sciences, conduct research in the biomedical sciences, and provide related services to this region. The mission of the school and specific objectives of the College are outlined in the College of Medicine Strategic Plan, which is updated periodically.

The By-Laws of the College of Medicine are formulated to address these objectives where the special charge and nature of the College necessitates organization, procedures or requirements different from or in addition to those of the University. This document has been formulated in agreement with the policies set forth in the Faculty Handbook of East Tennessee State University and is subject to approval by the President and to the authority of the Board of Trustees. The By-Laws establish the structure and operating procedures for the College of Medicine and are applicable to all faculty of the College. These By-Laws cannot supersede or conflict with the ETSU Faculty Handbook or ETSU Board Policies.

ARTICLE I.
The Faculty

- 1.0 Membership: For the purposes of these By-Laws alone, the Faculty of the College of Medicine shall consist of all individuals holding full-time, clinical, research, visiting, adjunct, and volunteer appointments.

Geographic full-time faculty, hereafter called full-time Faculty, are those who are primarily responsible to the College of Medicine for their activities in teaching, research and clinical services. Full-time faculty shall consist of all full-time College of Medicine appointments holding the rank of Professor, Associate Professor, Assistant Professor, or Instructor.

Other medical college faculty shall be designated as clinical, visiting, adjunct, and research. Clinical designates a practicing health professional, part-time or full-time, which has responsibilities in teaching, research, patient care, or community service. Rank includes: Clinical Professor of, Associate Clinical Professor of, Assistant Clinical Professor of, and Clinical Instructor in. Visiting designates faculty who normally are based at other institutions of higher education and who temporarily transfer to ETSU. The title is applicable for full-time or part-time service. Rank includes: Visiting Professor of, Visiting Associate Professor of, Visiting Assistant Professor of, and Visiting Instructor in. Adjunct designates faculty who are actively involved in teaching, clinical, or research activities in a designated department of the College of Medicine, but whose primary appointment is in another department of the College or University or for individuals outside the University who contribute significantly to departmental activities. Ranks include: Adjunct Professor of, Adjunct Associate Professor of, Adjunct Assistant Professor of, Adjunct Instructor in. Research designates a person who is appointed to participate in research on a full-time or part-time basis. Ranks include: Research Professor of, Research Associate Professor of, Research Assistant Professor of, and Research Instructor in.

Volunteer faculty are also critical to fulfilling the educational mission of the College. Volunteer faculty are those who receive no compensation from the university for their services. Volunteer faculty will be appointed after review of credentials and approval by the appropriate department chair, Executive Associate Dean for Academic and Faculty Affairs and the Dean. Volunteer faculty members do not have voting privileges in College of Medicine elections or College of Medicine faculty meetings. Voting privileges of volunteer faculty within departments will be determined by a vote of the full-time faculty of the department. Volunteer faculty may not participate in departmental promotion and tenure committee decisions.

Only full-time Faculty, plus other faculty designees approved by majority vote of the Faculty Advisory Council, shall have voting privileges. All Faculty members should attend meetings of the Faculty and may have the privileges of the floor.

- 2.0 Responsibilities: The Faculty...

2.1 is responsible for the development of excellence in education, research, health care, and other scholarly activity.

- 2.2 may consult with the Dean regarding policies, goals of the College, and the welfare of the Faculty, including the organization, policies, and performance of teaching, research, and service functions.
- 2.3 shall formulate and evaluate admissions requirements and curricula of the College.
- 2.4 shall be responsible for student promotion and shall recommend the granting of the degree, Doctor of Medicine.
- 2.5 shall define the competencies to be achieved by its medical students through medical education program objectives and is responsible for the detailed design and implementation of the components of a medical curriculum.
- 2.6 shall serve on committees.
- 2.7 shall have such other roles, responsibilities, and privileges as are set forth in the ETSU Faculty Handbook and Board of Trustees regulations and guidelines.
- 2.8 may organize itself, subject to the policies and procedures of the University, the Board of Trustees, and this document, in a manner appropriate to the accomplishment of its duties.

3.0 Meetings:

- 3.1 Regular Meetings: A meeting of the Faculty shall ordinarily be held quarterly.
- 3.2 Special Meetings: Special meetings of the Faculty may be called by the Dean, the Administrative Council, the Faculty Advisory Council, or on petition of at least 25 percent of the Faculty.
- 3.3 Presiding Officer: The Dean or his designated representative shall preside.
- 3.4 Minutes: Minutes of the meetings are to be taken by member(s) of the Dean's staff. The minutes shall be distributed to faculty of the College of Medicine within fourteen days of the meeting. A permanent file of such minutes shall be maintained in the Dean's Office.
- 3.5 Parliamentarian: The Dean may appoint a parliamentarian from a slate of nominees recommended by the Faculty Advisory Council.
- 3.6 Quorum: Twenty-five members of the full-time Faculty shall constitute a quorum.
- 3.7 Rules: Meetings and voting shall be conducted according to Robert's Rules of Order, Revised. A simple majority of the voting Faculty members present may require an electronic referendum of the entire voting Faculty on any question to be verified by the Presiding Officer.

- 3.8 Reports: Reports of pertinent issues from Standing and Special Committees, the Administrative Council, the Faculty Advisory Council, and the Dean's Office shall be presented at Faculty meetings.
- 3.9 Agenda: The Dean will ordinarily be responsible for the agenda, although he may delegate this responsibility to the Executive Associate Dean for Academic Affairs. Any Faculty member may contribute items to the agenda by notifying the Dean in writing.

ARTICLE II.
Faculty Advisory Council

1.0 Membership:

- 1.1 The Faculty Advisory Council shall consist of one member of the full-time Faculty, exclusive of the Department Chair, from each of the clinical science departments, five members, exclusive of the Department Chair, from the Biomedical Sciences department and one member from Learning Resources and Section of Medical Education. The Dean of the College of Medicine and the Executive Associate Dean for Academic Affairs shall serve as an ex-officio member of the Faculty Advisory Council.
- 1.2 Election of Council members shall be held by the full-time Faculty of each department, excluding the Chair. Any qualified member of the Faculty for at least one year and holding the academic rank of Assistant Professor or above shall be eligible for election. The full-time Faculty of a department shall elect a replacement to fill an unexpired term. Names of the members of the Faculty Advisory Council shall be reported to the College of Medicine Faculty.
- 1.3 The term in office is for three years. A member shall be eligible for a consecutive term, and is eligible for reelection one year after service of two consecutive terms. An exception may be made in the case of a member filling less than one year of an unexpired term, in which case the member may be reelected twice, with due observance of all other qualifications.
- 1.4 The membership roster shall be maintained by the Dean's Office. The Dean's Office shall notify the Departments of term expirations.

2.0 Officers: The officers of the Faculty Advisory Council shall be a Chair, a Vice-Chair, and a Secretary chosen from the elected membership of the Council. The term of each is one year and no one may serve consecutive terms in any of the three offices. Upon completion of one year of service, an officer is eligible to serve during the ensuing year in either of the other two offices.

3.0 Purpose and Responsibilities: The Faculty Advisory Council...

- 3.1 may advise the Dean on matters pertinent to the function and welfare of the College of Medicine.
- 3.2 may recommend policies to the Dean on subjects of concern to the College of Medicine.
- 3.3 may call meetings of the Faculty

- 3.4 may prepare items to be included on the agenda of Faculty Meetings.
- 3.5 shall serve as a mechanism for formal communications between the Faculty and the Dean where major problems involving a faculty member have not been resolved by usual administrative procedures. Upon request of the Dean, the Council shall investigate these matters and present its findings and recommendations to the Dean. Grievances or problems related to tenure, promotion or dismissal, as well as matters not resolved to the individual's satisfaction by the Council and the Dean may be referred to the University Faculty Grievance Committee for its consideration.
- 3.6 may call upon other members of the Faculty and appoint ad hoc committees to assist the Council in the performance of its duties.
- 3.7 shall recommend to the Dean names of faculty to serve on committees
- 3.8 shall supervise elections in the College of Medicine
- 3.9 may organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.

4.0 Meetings:

- 4.1 The Faculty Advisory Council shall ordinarily meet monthly and on call of the Chair or the Dean for special meetings. Meetings of the Council shall be open to members of the Faculty upon request. The Council may vote to hold executive sessions, limited to its members and other invited persons.
- 4.2 The agenda for Council meetings shall be prepared by the Officers of the Council and distributed to members before the meeting.
- 4.3 A simple majority of the Council shall constitute a quorum.

5.0 Records and Reports:

- 5.1 Complete minutes of all meetings of the Faculty Advisory Council shall be kept for the future use of the Council and the Dean.
- 5.2 Minutes of each meeting shall be distributed to members of the Council prior to the next meeting. They will be posted to the College of Medicine website within two weeks of approval for general faculty access.

6.0 Elections in the College of Medicine:

- 6.1 College of Medicine elections shall be handled in a fair and equitable manner by the Faculty Advisory Council.
- 6.2 In all elections, all votes shall have the same weight, with election to a position by a simple majority. The Faculty Advisory Council shall decide ties by lot.
- 6.3 Voting may be by paper or electronic ballot.
- 6.4 The Faculty Advisory Council shall report to the Faculty of the College of Medicine the names of the candidates elected.

ARTICLE III.
The Administrative Council

- 1.0 Membership: The Administrative Council shall be composed of the Chairs of various academic departments, the Dean of the College of Medicine, and the Associate Deans of Academic Affairs, Clinical Affairs, Finance and Administration, Graduate Medical Education and Student Affairs.

- 2.0 Officers: The Dean or the Dean's representative shall serve as Chair of the Administrative Council.

- 3.0 Purpose and Responsibilities: The Administrative Council...
 - 3.1 provides the avenue for formal communication between departmental chairs and the Dean of the College of Medicine.
 - 3.2 shall advise the Dean regarding the formulation of general policies governing conduct of operations of the College of Medicine and evaluation of the effectiveness of such policies.
 - 3.3 may submit recommendations on matters affecting the interest of the College of Medicine to the Dean for his action.
 - 3.4 may call meetings of the Faculty.
 - 3.5 may prepare items to be included in the agenda of the Faculty meetings.
 - 3.6 shall consider matters referred to it by the Faculty Advisory Council, the Faculty, and the Dean.
 - 3.7 may consult with the Dean concerning his recommendation for appointments including that of department chairs, associate deans, assistant deans, interim chairs, and other key administrative personnel.
 - 3.8 may call upon other members of the Faculty and appoint ad hoc committees to assist the Group in the performances of its duties.
 - 3.9 may organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.
 - 3.10 may review specific policy actions with broad institutional impact.

4.0 Meetings:

- 4.1 The Administrative Council shall ordinarily meet monthly and at other times upon call of the Dean.
- 4.2 Agenda for Administrative Council shall be prepared by the Dean and shall be distributed to the members before each meeting. Agenda items may be submitted to the Dean by members of the Administrative Council.
- 4.3 A simple majority of the Administrative Council shall constitute a quorum.

5.0 Records and Reports:

- 5.1 Minutes of all meetings of the Administrative Council shall be kept by the Dean's Office for future use.
- 5.2 Specific actions of the Administrative Council will be recorded in the minutes.
- 5.3 Minutes of each meeting shall be posted on the Dean's Office website within fourteen days of the meeting.

ARTICLE IV.
The Units of the College

- 1.0 Departments:
 - 1.1 The Department Chairs shall be responsible for the administration of educational, research, resource allocation, and professional service functions of the department, and shall be the representative of the department.
 - 1.2 Each department shall hold regular meetings to transact business of the department and discuss activities of concern to the College. Departmental policies shall be consonant with College policies in letter and spirit.
 - 1.3 The process of Promotion and Tenure will follow policies stated in the ETSU Faculty Handbook.
 - 1.4 When a position of Department Chair becomes vacant, the Dean shall recommend to the President the appointment of an interim chair.
 - 1.5 When a position of Department Chair becomes vacant, a search shall be conducted in compliance with the ETSU Faculty Handbook to consider candidates.
- 2.0 Other Units: Other units shall be administered in accordance with the same principles as those governing departments.
- 3.0 Addition or Deletion of Units: The addition or deletion of departments or other units shall be accomplished in accordance with applicable policies of the Board of Trustees.

ARTICLE V.

The Dean

- 1.0 The Executive Officer of the College of Medicine shall be the Dean, appointed according to the University protocol with authority as delegated from the President, and the Board of Trustees. The Dean shall be a regular member of the Faculty, subject to limitations as set forth in the ETSU Faculty Handbook, and as Dean of the Faculty, shall be its representative spokesman and interpreter.
- 2.0 The responsibilities of the Dean shall include Faculty recruitment and appointments; educational and research programs; placement, and student affairs; budget making; fiscal management; space utilization and equipment; and other activities that strengthen the educational, research, and professional service functions of the College.
- 3.0 The Dean shall recommend Faculty appointments and promotions through the Vice President for Health Affairs to the President after consultation with appropriate members of the Faculty. The Dean shall appoint Faculty committees in consultation with the Faculty Advisory Council, except those elected by the voting Faculty as provided elsewhere. The Dean shall recommend individuals for the position of Associate and Assistant Deans and other administrative positions after consultation with the Faculty and Administration.
- 4.0 The Dean may assign specific administrative duties to Associate and Assistant Deans and may delegate executive authority to them. The Dean shall make known to the Faculty the principal areas of responsibility of the Associate and Assistant Deans.
- 5.0 Review of Departments may be requested by the Faculty of the Department, the Chair, or the Dean when deemed appropriate. The Dean shall appoint a Committee to study the department under review. The Committee will proceed with a review process, evaluating teaching, research clinical and other aspects and submit a written report to the Dean after the completion of the review.
- 6.0 Evaluation of the executive unit of the College of Medicine shall be conducted regularly per University policy (PPP-59). The President of the University may also conduct a non-periodic review, following University procedure, when it is determined to be appropriate.

ARTICLE VI.
Committees

- 1.0 General Statement: There shall be Standing and Special Committees with appropriate representation from biomedical science, clinical science and support service areas. Each committee will develop a statement of purpose and procedural guides. Due process will be followed where applicable. Student input may be sought. Permanent records of the committee's purpose, guidelines, and deliberations shall be available for review by the Faculty. Each committee shall have a Chair, a Secretary, and such other officers as may be designated by the appointing authority. Vacancies on a committee shall be filled through the process designated by the authority which created the Committee.
- 2.0 Types of Committees:
- 2.1 Standing Committees
- 2.11 Types
- Affiliation Partnership Council
 - Admissions Committee
 - Continuing Medical Education Advisory Committee
 - Diversity and Inclusion Council
 - Faculty Advisory Council
 - Financial Aid and Scholarship Committee
 - Institutional Committee on Graduate Medical Education
 - Learning Resources Advisory Committee
 - Medical Student Education Committee
 - Promotion and Tenure Committee
 - Student Promotions Committee
 - Committee on Gender and Special Issues
- 2.12 Appointments: The Dean shall make appointments to standing committees after considering recommendations by the Faculty Advisory Council. The constituency representation shall be in accordance with guidelines established within the College of Medicine.
- 2.13 Membership: The members shall ordinarily serve a term of three years, so staggered that not more than one-third of the committee will be changed each year.

- 2.14 Reports: A report will be rendered in writing to the Dean's Office upon request by the Dean, the Faculty, or the Faculty Advisory Council, or on the Committee's own initiative.
- 2.15 Elections: Election for Faculty-elected committees will be conducted by the Faculty Advisory Council.

2.2 Special Committees

- 2.21 Special committees may be created by the Dean, the Administrative Council, the Faculty Advisory Council, or Faculty. They will be given their charge by the appointing authority.
- 2.22 The officers and the term of office may be designated by the appointing authority or made continuous until the task is complete.
- 2.23 Reports will be handled as per Standing Committees (2.14).

ARTICLE VII.
Students

1.0 Medical Students

1.1 Responsibilities

Students are expected to be aware of and comply with the policies outlined in the College of Medicine Catalog and the Board of Trustees Student Policies.

1.2 Rights

Students may elect class officers and representative to the Organization of Student Representatives. Students may serve on committees. Students have the right to due process as outlined in College and University policies.

2.0 Graduate Students

2.1 Responsibilities

Graduate students are expected to be aware and comply with matters pertaining to the university's graduate school policies as outlined in the ETSU Graduate Catalog. Graduate students are also expected to follow the policies and procedures of the Biomedical Science Graduate Program which is under the auspices of the Dean of the College of Medicine.

2.2 Rights

Graduate Student rights and due processes regarding academic policies and workplace health and safety are described in the ETSU Graduate Catalog.

3.0 Resident/Fellow Physicians

3.1 Responsibilities

Residents/fellows are expected to comply with GME policies and procedures of the College of Medicine, the individual residency/fellowship and the health care facilities to which they are assigned.

3.2 Rights

Residents/fellows are encouraged to serve as members of committees in the different hospitals. Residents/fellows have a right to be represented on the Resident Leadership Committee by a member from their residency/fellowship program. They have the right to due process as outlined in College and University policies.

ARTICLE VIII
Amendments

- 1.0 Procedure: Amendments to these By-Laws may be introduced at regular or special meetings of the Faculty. If a resolution to amend is passed by a simple majority of members present, the Presiding Officer shall present the amendment(s) in writing to the Faculty within fourteen days. The Faculty Advisory Council shall conduct the electronic referendum thirty days later.

Web site: <http://www.etsu.edu/com/dean/documents/bylaws.pdf>

Source: Faculty Meeting January 1, 1984; February 20, 1985; November 21, 1985; March 20, 1991; April 4, 1995; October 18, 2002; December 12, 2002; February 19, 2014