

THE
ORGANIZATION
OF THE FACULTY

UIC

**UNIVERSITY OF ILLINOIS
COLLEGE OF MEDICINE AT PEORIA**

**Approved by the UICOM-P Executive Committee
January 23, 2012**

**Approved by the UICOM-P Faculty
MAY 21, 2012**

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**MISSION STATEMENT
UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE PEORIA**

The mission of the University of Illinois College of Medicine Peoria is to improve healthcare in our community by serving as a leader in education, research and patient care.

The vision is to lead collaboration to improve health.

I. THE FACULTY

A. Definition and Voting Rights:

The voting faculty of the University of Illinois College of Medicine at Peoria (hereafter referred to as UICOM-P) shall consist of the following ranks: Professor, Associate Professor, Assistant Professor, and Instructor. When the terms “Adjunct,” “Research” and “Clinical” are used in conjunction with these academic ranks, they do not abridge the voting privileges of the faculty member. When the term “Visiting” is used in conjunction with these ranks, the academic rank shall be accorded voice but no vote.

B. Rights, Privileges, and Responsibilities:

The faculty and its rights, privileges, and responsibilities are defined in the revised Statutes of the University of Illinois (November 2006) in Articles III and IV.

C. Meetings:

1. The Regional Dean (hereafter referred to as “Dean”) shall convene, at least once a year, a meeting of the faculty (ordinarily in the spring of each academic year) to hear reports, to elect members of the Committee on Committees, to propose subjects for consideration by the UICOM-P Executive Committee and to review for approval/disapproval any major policy changes recommended by the UICOM-P Executive Committee.
2. Special Meetings:
 - a. Call
 - (1) Special meetings of the Faculty may be called by the Dean, by the Executive Committee, or by resolution made and approved in a regular meeting of the Faculty.
 - (2) Upon receipt of a written petition of 20 or more members of the Faculty entitled to vote, the Dean shall call a special meeting of the Faculty. Such meeting shall be held within twenty days.
 - (3) A petition for a special meeting shall include the proposed agenda and/or resolution(s) to be proposed, together with supporting documentation. One person among the signatories thereto shall be designated as the party for such consultations concerning scheduling and arrangements as may be required.
 - b. Notice

The notice provisions for a special meeting shall be the same as for a regular meeting, including the provisions for distribution of the agenda, with the following exceptions:

- (1) All notices of special meetings shall be plainly marked “Special Meeting.”
- (2) Should a situation require immediate action, the Dean, with the consent of a majority of the Executive Committee, may designate a special meeting as an emergency meeting; notices of an emergency meeting must be delivered to departmental offices not less than 48 hours before the hour set for such meeting and must be plainly marked “Emergency Meeting.”

c. Agenda

The agenda items for special meetings shall be confined to the items listed on the call for the meeting, and the discussions and actions at such a meeting shall be limited thereto.

d. Quorum

At special Faculty meetings at least 25 members entitled to vote must be present for final action to be taken on a main motion.

e. Other Procedural Matters

Other provisions for voting, balloting, and observers shall be the same for special meetings as for regular meetings.

3. The Dean shall report in writing to each member the agenda of any such meeting of the faculty at least five business days prior to the meeting.
4. Robert’s Rules of Order unless otherwise suspended shall govern the conduct of all meetings. In a properly called meeting of the faculty, the quorum shall consist of those who attend the meeting.
5. All meetings of the faculty are designated as open meetings. The Dean has the prerogative to call the meeting into executive session.
6. Students who are members of standing committees shall enjoy all the privileges of the faculty at these annual meetings except the right to vote.
7. Others attending meetings of the faculty do not enjoy the privilege of the floor unless so granted by the Dean or with the consent of a majority vote of members in attendance.

8. The Office of the Dean shall be responsible for recording and distributing the minutes of faculty meetings.
9. Parliamentarian
 - a. The Dean shall appoint annually the Parliamentarian for the Faculty.
 - b. The Parliamentarian shall advise the Dean and the Faculty on questions of parliamentary procedure.

II. THE EXECUTIVE COMMITTEE OF THE FACULTY OF THE UICOM-P:

A. Function:

The UICOM-P Executive Committee shall:

1. Serve as the representative elected body of the faculty and act for the faculty when no faculty meeting is called;
2. Receive reports from the standing committees;
3. Ratify all academic policy proposals from the standing committees;
4. Periodically review the charge of each of the standing committees;
5. All meetings of the Executive Committee are designated as open meetings unless the Chair calls the meeting into executive session.
6. Others attending meetings of the Executive Committee do not enjoy the privilege of the floor unless so granted by the Chair or with the consent of a majority vote of members in attendance.

B. Composition and Election of Members:

1. Composition:

- a. The Dean, who is *ex-officio* and who shall serve as Chair. The Dean shall not exercise vote during meetings of the Executive Committee except when necessary to break tie votes.
- b. A Chair *pro tempore*, elected by the Executive Committee each year at its first meeting, to preside when the Chair is unable to do so.
- c. Chairs/Heads of the various Departments.

- d. Directors of designated programs.
- e. Elected members from the voting faculty. The number to be elected shall be equal to the number of Chairs/Heads of the Departments and Directors of designated programs. Service on the Executive Committee shall be for a term of two years, one half of the members being elected each year.
- f. One student representative (with vote). The student may be excused by the Chair from discussions of a sensitive or confidential nature.

2. Election:

- a. The mechanism for the election of members of the faculty (exclusive of the Dean and Chairs/Heads of Departments and Directors of designated programs) shall be as follows:

A preliminary ballot listing all the voting members of the faculty shall be sent to all voting members of the faculty. They will vote for the ultimate number of representative eligible for election to the UICOM-P Executive Committee. This vote shall be conducted by mail. Twice the ultimate number to be elected shall appear on a second ballot which is to be distributed at the annual meeting of the faculty. Inclusion on this second ballot shall be determined by popular vote obtained in the first ballot; the names will appear in alphabetical order. A secret ballot shall be conducted during the annual meeting, and the number eligible who receive the highest number of votes shall be declared the elected representatives to the UICOM-P Executive Committee for the following two years beginning July 1. The remaining names shall serve as substitutes.

The file for the election of the UICOM-P Executive Committee shall be available to any member of the faculty for their inspection. Elected members shall serve no more than two consecutive terms.

Vacancies in the elected membership which sequentially occur shall be filled from the list of substitutes who have the next highest number of votes.

Absence by a member from three consecutive meetings of the UICOM-P Executive Committee shall be cause for dismissal from the Committee.

- b. The mechanism for election of the student representative shall be chosen by the students.

C. Duties and Prerogatives of the Chair:

1. The Chair shall schedule meetings of the UICOM-P Executive Committee at least at bimonthly intervals. The agenda shall be prepared and circulated to all members of the UICOM-P Executive Committee at least five business days in advance of the meeting.
2. At the annual faculty meeting the Chair shall make available to the faculty for review and approval or disapproval all major policy changes recommended by the UICOM-P Executive Committee.
3. The Chair shall propose to the UICOM-P Executive Committee such special or *ad hoc* committees (including committee membership) as he/she believes necessary for the conduct of the affairs of the UICOM-P.
4. The Chair may appoint members *ex officio* to the UICOM-P Executive Committee. Members *ex officio* shall serve without vote.
5. The Office of the Dean shall be responsible for recording and distributing minutes of the UICOM-P Executive Committee and shall keep the records of this Committee. These records shall be available for review by the faculty.
6. The Chair shall not exercise vote during meetings of the Executive Committee except when necessary to break tie votes.
7. The Chair has the prerogative to call the meeting into executive session.

D. Meetings:

1. A quorum shall consist of one-half of the voting membership of the UICOM-P Executive Committee, excluding the Chair.
2. Robert's Rules of Order, unless otherwise suspended, shall govern the conduct of all meetings.
3. For any specific meeting, a Chair/Head may designate a substitute. In such cases, the Dean should be notified at least 48 hours in advance of the meeting.
4. For any specific meeting, an elected member may request a substitute. In such case, the Dean should be notified at least 48 hours in advance of the meeting. The substitute will be the faculty member who, on the second ballot described in Section II.B.2.a., paragraph 2, received the highest number of votes among those candidates not elected to regular membership. If this individual cannot attend the meeting, the Dean will continue the selection process by progressively working downward among this pool of candidates until a substitute is identified. If more than one regular member cannot attend a meeting, each substitute will be similarly selected from this pool of candidates.

5. Substitutes shall enjoy all the privileges of the floor including voting. In the case of faculty promotions, the eligibility of the substitute to vote will be determined by the substitute's faculty rank.

E. The Subcommittee of the UICOM-P Executive Committee:

1. Function:

The Subcommittee shall act for the UICOM-P Executive Committee on matters delegated to it by the UICOM-P Executive Committee.

2. Composition:

The Subcommittee of the UICOM-P Executive Committee shall be composed of eight of its members. Annually, four are to be elected by the UICOM-P Executive Committee and four are to be appointed by the Dean. Membership on the Subcommittee of the UICOM-P Executive Committee is contingent upon membership on the UICOM-P Executive Committee.

F. Election to the Executive Committee of the College of Medicine at Chicago (COM):

1. Eligibility and Membership:

UICOM-P Executive Committee members at or above the rank of Assistant Professor whether qualified or unqualified by terms "clinical" or "research" and who have indicated a willingness to serve are eligible. Those individuals selected to serve agree to attend all meetings of the COM Executive Committee.

UICOM-P has four members elected annually to the COM Executive Committee. An equal number of alternates is also elected.

2. Election Procedure:

Immediately following election of the UICOM-P Executive Committee, members will be canvassed by the Dean's Office to determine their willingness to serve on the Executive Committee of COM. A ballot will be prepared of all interested members of the UICOM-P Executive Committee and mailed to all UICOM-P voting faculty with a cover letter. Ballots are to be returned within 10 days of mailing to be valid. Those four individuals receiving the highest number of votes will be the elected members of the COM Executive Committee. Those four individuals receiving the next highest number of votes will be the alternate members.

III. STANDING COMMITTEES:*

**When the word "Committee" is used, it refers to the Committee of the local teaching site. College Committees will be referred to as such.*

A. Policies and Procedures:

1. A list of nominations for elected membership on standing committees, including the designation of Chair, shall be prepared annually by the Committee on Committees. Prior to the nominations, the Committee on Committees shall canvass all members of the voting faculty to elicit expressions of availability and interest in special areas.

Additional nominations to the slate may be made by the UICOM-P Executive Committee. The roster of committees shall be approved by the majority of the Executive Committee at its meeting in July with the term of office to begin in August.

2. The Dean may appoint members *ex officio* to standing committees who shall be without vote.
3. Nominations for membership of students on standing committees shall be made by a mechanism to be determined by the student body.
4. Committees which have continuing responsibilities shall meet at regular intervals. Committees with responsibilities of a periodic nature shall meet upon the call of the Chair.
5. The Chair (or his/her designee) of standing committees shall be a nominee to like College committees.
6. Members of the faculty and other persons may be called upon for consultation. They may be asked by the Chair of the parent committee (with the concurrence of the committee) to serve on special subcommittees.
7. The Dean shall be a member *ex officio* of all committees and as such shall receive notices of all meetings and copies of the minutes of all meetings.
8. The Chair and members of each standing committee shall receive at the time of his/her election a statement of the charges to that committee as recorded in this document, including any amendments and revisions, and a copy of the Mission Statement and Strategic Plan of the UICOM-P.
9. The business of standing committees, except the Subcommittee of the UICOM-P Executive Committee and the Committee on Student Promotions, shall be open to the faculty of UICOM-P. The business of standing

committees, except the UICOM-P Executive Committee and Subcommittee of the UICOM-P Executive Committee and the Committee on Student Promotions shall be open to the students. It is understood, however, that committees may hold executive sessions. Meetings of standing committees shall not be open to the general public.

B. Committees and Charges:

1. Committee on Committees:

a. Roster:

The membership of the Committee on Committees shall consist of five voting members of the faculty and shall be nominated annually by the Dean. Additional nominations to the slate may be made by the voting faculty at their annual meeting. If no additional nominations are made, the slate may be approved by motion. If additional nominations are offered, members of the faculty will cast a ballot for the number of positions open for election. The election will be by plurality with the individuals with the greatest number of votes being elected in order of their total number of votes. The Chair shall be elected from among its members. The Chair or his/her designee shall be a nominee to the appropriate College Committee.

b. Charge:

For those standing committees for which members are to be elected, the Committee on Committees shall submit nominations for membership and chairmanship to the faculty.

2. Committee on Instruction and Appraisal:

a. Roster:

The Committee on Instruction and Appraisal will include members from the following categories:

- 1) The Chair/Head or a designee of the Department of Cancer Biology and Pharmacology, representing the discipline of Pharmacology; and the Chair/Head or a designee of the Department of Medicine, representing the discipline of Infection and Immunity;
- 2) The Chair/Head or a designee of the Department of Pathology;
- 3) The Chair/Head or designee of the Departments of Family and Community Medicine, Medicine, Neurology, Obstetrics and Gynecology, Pediatrics, Psychiatry and Behavioral Medicine, Radiology and Surgery;

- 4) A faculty member responsible for Clinical Skills;
- 5) Two M-2 students, with one vote collectively;
- 6) Two M-3 students, with one vote collectively;
- 7) Two M-4 students, with one vote collectively;
- 8) The Assistant Dean for Faculty Development or a designee, without vote;
- 9) The Assistant Dean for Pre-clinical Education and Evaluation and the Assistant Dean for Clinical Curriculum and Evaluation, both without vote;
and
- 10) The Associate Dean for Academic Affairs, without vote.

The Chair shall be appointed by the Dean and shall be with vote. The appointment of the Chair shall not be exclusive of the above membership.

Committee members will select members from among themselves to represent the UICOM-P at the College of Medicine Committee on Instruction and Appraisal.

b. Charge:

The Committee on Instruction and Appraisal shall:

- 1) Ensure periodic comprehensive review of the educational programs of the M-2, M-3, and M-4 years;
- 2) Receive recommendations regarding medical student educational policies, including evaluation and approval of new courses in the M-2, M-3, and M-4 years;
- 3) Encourage, when appropriate, development of unique curricular endeavors appropriate to the environment of the UICOM-P.
- 4) Evaluate the effectiveness of the UICOM-P curriculum and the appraisal instruments used to monitor student progress through that curriculum. The committee shall assign the responsibility and authority for testing and setting grade levels to the academic departments, appropriate committees, or clinical units responsible for the course;
- 5) In cooperation with the other campus units, establish the minimum competencies expected for all graduates of the College of Medicine and

monitor the effectiveness of the curricular and appraisal experiences and instruments to provide and certify these competencies;

- 6) Ensure that the curriculum offered and appraisal instruments used meet requirements for Liaison Committee on Medical Education accreditation;
- 7) Regularly review and recommend to the Executive Committee for ratification the instructional, evaluation, and appraisal policies for undergraduate medical education;
- 8) When appropriate, work with other Campus Units in a cooperative/collaborative manner in instructional efforts best served by collaborate effort; and
- 9) Maintain a liaison with the College Committee on Instruction and Appraisal.

3. Committee on Faculty Fellowships and Awards:

a. Roster:

Members of the Committee on Faculty Fellowships and Awards shall be nominated by the Committee on Committees and shall consist of no less than five members of the faculty. Additional nominations to the slate may be made by the Executive Committee at the meeting at which it approves the committee appointments. If no additional nominations are made, the slate may be approved by motion. If additional nominations are offered, members of the Executive Committee will cast a ballot for the number of positions open for election. The election will be by plurality with the individuals with the greatest number of votes being elected in order of their total number of votes.

b. Charge:

The Committee on Faculty Fellowships and Awards shall:

- 1) Inform the faculty of available fellowships and awards;
- 2) Solicit nominations for faculty fellowships and awards;
- 3) Make nominations for awards to the Dean in the absence of such nominations from other sources;
- 4) Forward nominations to the Dean regarding faculty fellowships and awards.

4. Committee on Research:

A, Roster:

Members of the Committee on Research shall be nominated by the Committee on Committees and shall consist of no less than five members of the faculty. Additional nominations to the slate may be made by the Executive Committee at the meeting at which it approves the committee appointments. If no additional nominations are made, the slate may be approved by motion. If additional nominations are offered, members of the Executive Committee will cast a ballot for the number of positions open for election. The election will be by plurality with the individuals with the greatest number of votes being elected in order of their total number of votes.

c. Charge:

The Committee on Research shall:

- 1) Advise the Dean regarding ways in which medical student, resident, and faculty research may be encouraged and facilitated through strategic initiatives;
- 2) Establish appropriate liaison with the Committee on Research of the other sites of the University of Illinois at Chicago College of Medicine.

5. Committee on Student Awards and Scholarships:

a. Roster:

Members of the Committee on Student Awards and Scholarships shall be nominated by the Committee on Committees and shall consist of no less than five members of the faculty. Additional nominations to the slate may be made by the Executive Committee at the meeting at which it approves the committee appointments. If no additional nominations are made, the slate may be approved by motion.

If additional nominations are offered, members of the Executive Committee will cast a ballot for the number of positions open for election. The election will be by plurality with the individuals with the greatest number of votes being elected in order of their total number of votes.

b. Charge:

The Committee on Student Awards and Scholarships shall:

- 1) Inform the students and faculty of available fellowships and awards;

- 2) Solicit recommendations for student fellowships and awards;
- 3) Make nominations for awards to the Dean in the absence of such nominations from other sources;
- 4) Forward recommendations to the Dean or College Committee as appropriate regarding student fellowships and awards.

6. Committee on Student Promotions:

a. Roster:

Members of the Committee on Student Promotions shall be nominated by the Committee on Committees and shall consist of no less than five members of the faculty and one appointed student representative with voting rights from each class: M2, M3, and M4. Additional nominations to the slate may be made by the Executive Committee at the meeting at which it approves the committee appointments. If no additional nominations are made, the slate may be approved by motion. If additional nominations are offered, members of the Executive Committee will cast a ballot for the number of positions open for election. The election will be by plurality with the individuals with the greatest number of votes being elected in order of their total number of votes.

b. Charge:

The Committee on Student Promotions shall:

- 1) Develop and implement guidelines by which student progress will be determined in keeping with policies and standards established by the College Committee on Student Promotions;
- 2) Review the results of certifying or progressional assessments from Departments/Disciplines and the recommendations and comments from individual members of the faculty and such other information which it believes necessary to judge a student's performance;
- 3) Make a specific recommendation on each student to the University of Illinois at Chicago College of Medicine Committee on Student Promotions
- 4) Report all recommendations at least twice per academic year to the UICOM-P Executive Committee.
- 5) Maintain a liaison with the College Committee on Student Promotions

7. Committee on Faculty Appointments, Promotion and Tenure:

a. Roster:

The committee will consist of five voting members. At least three of these members will be at the rank of professor, and the remaining members will be at least at the rank of associate professor. The committee will elect its own chair. Members shall be appointed by the Dean from among tenured faculty after consultation with the Committee on Committees.

b. Charge:

The Committee on Faculty Appointments, Promotion and Tenure shall:

- 1) Review and make recommendations concerning the College criteria for appointment to or promotion within the academic ranks;
- 2) Review and approve the procedures by which recommendations for appointment and promotion will be forwarded to the Dean;
- 3) Review and take action on the basis of adherence to prescribed process, criteria, standards, and format on recommendations for appointment and promotion of faculty to associate professor and professor ranks in the Academic (RT), Academic (CT), and Research and Clinical Discipline Tracks and for the awarding of tenure. Such actions will be reported to the Dean and to the Executive Committee and will be forwarded to the Office of the Dean at the Chicago site.

8. Committee on Clinical and Adjunct Appointments and Promotions:

a. Roster:

The committee shall consist of five voting members. At least three of those members will be at the rank of professor, and the remaining members will be at least at the rank of associate professor. Members shall be appointed by the Dean from among the faculty after consultation with the Committee on Committees.

b. Charge:

The Committee on Clinical and Adjunct Appointments and Promotions shall:

- 1) Review and make recommendations concerning the College criteria for appointment or promotion within the academic ranks;
- 2) Review and approve the procedures by which recommendations for appointment or promotion will be forwarded to the Dean;

- 3) Review and take action on the basis of adherence to the prescribed process, criteria, standards, and format on recommendations for appointment and promotion of faculty to associate professor and professor ranks in the Clinical and Adjunct Tracks. Such actions will be reported to the Dean and to the Executive Committee and will be forwarded to the Office of the Dean at the Chicago site.

IV. Amendment and Revision of Bylaws:

A. Amendment

1. Amendment of or addition to these Bylaws may be made at any regular meeting of the Faculty by two-thirds vote of the members present and voting, provided that the notice and agenda requirements detailed by Article I, Section C.3 have been met.
2. Proposal for amendments of or addition to these Bylaws may be made by any voting member.

B. Revision

At least every five years the Dean shall appoint a committee to examine the Bylaws and propose such revisions as seem desirable.