

GOVERNANCE DOCUMENT
OF THE
UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

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GOVERNANCE OF THE UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

PREAMBLE

The University of Massachusetts Medical School (UMMS) consists of the School of Medicine, the Graduate School of Biomedical Sciences, the Graduate School of Nursing and other schools, programs, and relationships that may exist at a given time. Its mission is as follows: "The mission of the University of Massachusetts Medical School is to serve the people of the Commonwealth through programs of national distinction in health sciences education, research, public service and clinical care."

The faculty, the students and the administration, are the components of the university to which this governance policy relates. The purpose of this University of Massachusetts Medical School Governance document is three-fold. First, the Governance Document describes the administrative organization of the campus. Second, the Governance Document establishes a governing body and oversight advisory committee framework in which academic faculty and student affairs policy and program decisions are processed within the University of Massachusetts Medical School. Third, the Governance Document provides a committee structure by which the faculty as a whole and representatives of the faculty participate in the policy- and decision-making processes of the campus, and by which faculty are informed of critical deliberations and decisions.

Each school on this campus promulgates its own bylaws and governance documents, under the general principles set forth in this document and by the Board of Trustees Statement on University Governance (DOC. T73-098). Changes to school bylaws require approval by the faculty of that respective school, the Chancellor or his/her designee for Academic Affairs and the Board of Trustees.

ARTICLE I: UMMS ORGANIZATION

A. Introduction

An Act of the Great and General Court of Massachusetts in 1962 created the University of Massachusetts School of Medicine and established the first state-supported School of Medicine to provide the opportunity for Massachusetts residents to study medicine at an affordable cost. The School of Medicine accepted its first class in 1970, the University of Massachusetts teaching hospital opened in 1976, the Ph.D. Program in Medical Sciences (renamed the Graduate School of Biomedical Sciences in 1986) began in 1979, and the Graduate School of Nursing was created in 1985. In 1998 the clinical operations were separated from the University and merged with the Memorial Health Care System to form a new entity, UMass Memorial Health Care, which maintains close academic and fiscal ties with the University of Massachusetts Medical School and supports its mission as the primary facility for the education of health professionals in the University of Massachusetts System.

B. Unit of the University System

The University of Massachusetts Medical School is the health science campus of the University of Massachusetts and is subject to the jurisdiction of the Board of Trustees and the President of the University of Massachusetts.

C. Schools

The University of Massachusetts Medical School consists of the School of Medicine, the Graduate School of Biomedical Science (whose governance bylaws can be found in T86-085), the Graduate School of Nursing (whose bylaws can be found in T91-028A), and such other schools as may be developed.

D. Academic Departments and Programs

Academic Departments and programs are administrative subdivisions of a school organized for the purpose of conducting instruction, research and service consistent with the school, campus and university Policies. The faculty of a department or program shall be responsible for these activities and shall have power to determine such matters as do not affect relationships with other departments or schools. Faculty status can only be conferred by an academic department. Faculty working in Programs are granted academic appointments in an appropriate academic department based on their area of academic interest, with the consent of the chair and the Personnel Action Committee of that academic department. [Details as to the process for conferring academic appointments can be found in the T95-022, the Academic Personnel Policy for the Medical School, or documents that replace this policy].

E. Interdepartmental Programs

Faculty members in different departments may organize interdepartmental programs around common teaching, service and/or research interests. The establishment and operation of such programs shall conform to Medical School guidelines.

F. Centers and Institutes

Centers and Institutes are organizational units created to implement academic and training programs, clinical or community service, or research activities that cannot ordinarily be accommodated within existing departmental structures. Like programs, Centers and Institutes cannot award degrees, and cannot make official recommendations on faculty appointments. Rather, faculty associated within Centers and Institutes must have appointments in academic departments that are then responsible for recommendations regarding promotions and tenure.

- 1. Center** – A Center is a distinct and free-standing unit of substantial size. Centers may engage in a wide variety of research, public service, and instructional activities, typically in areas of broad concern. Centers are frequently interdisciplinary and embrace ideas and personnel from various departments and schools. Ordinarily, Centers on the Worcester campus report to the Chancellor or his/her designee.
- 2. Institute** – An Institute is ordinarily a subordinate unit within an existing department, school or program whose department head/chair, director or dean has management oversight and appointing authority. Institutes should make a significant contribution to the major academic unit of which they are a part.

G. Hospital and Clinics

With the separation of the Clinical System and subsequent merger between the Clinical System of the University of Massachusetts Medical School with Memorial Health Care, the University Hospital and clinics became part of a newly merged entity, UMass Memorial Health Care. This entity maintains a commitment to the academic and research missions of the University of Massachusetts Medical School and supports educational and patient-care activities at the University, Memorial and Hahnemann

campuses and at affiliated hospitals and health care facilities. In addition to these clinical facilities, the University has contractual and affiliate arrangements with other hospitals and health care facilities for educational and patient-care activities.

ARTICLE II: EXECUTIVE AUTHORITY

Executive authority within the Medical School shall reside in the Chancellor and in those officers to whom the board of Trustees, the President and the Chancellor have delegated certain responsibilities and privileges. Executive authority within the Schools shall reside in the Deans and in those officers to whom the Board of Trustees, the President, the Chancellor, and the Deans have delegated certain responsibilities and privileges.

ARTICLE III: THE FACULTY

A. Duties

The primary duties of the faculty are teaching, research and service. Acceptance of appointment to the faculty obligates faculty members to assume a share of faculty responsibilities for the governance of the institution and for the performance of faculty duties, as determined by the needs of the institution, the expertise of the individual faculty member and the nature of the faculty appointment (e.g. salaried or unsalaried, full time or part time).

B. Primary Responsibility

By virtue of its competence in and responsibility for education, research, patient care and community service, the Faculty of the University of Massachusetts Medical School, through its governing bodies, shall exercise primary responsibility as defined in Trustee Document T73-098 for making recommendations relative to academic matters and faculty status within the University of Massachusetts Medical School. When appropriate, the Faculty of the University of Massachusetts Medical School, through its governing bodies and their committees, will contribute to long-range planning, preparation of budget requests and the allocation of available resources.

C. Membership

For purposes of this governance document, the Faculty of the University of Massachusetts Medical School shall include all persons with academic appointments in the School of Medicine, the Graduate School of Nursing, the Graduate School of Biomedical Sciences and such other schools as might be created over time, whether these individuals are full or part-time, whether or not receiving remuneration from the Medical School, and whether or not primarily located at the Medical School, at one of the hospitals affiliated with UMass Memorial Medical Center, or at other sites *with* academic affiliations. This membership can only be conferred by the University of Massachusetts Medical School, on the recommendation of its department chairs (or deans in schools without departments) using processes described in the Academic Personnel Policy of the University of Massachusetts Medical School (T95-022 or subsequent policies that are approved to replace this policy).

D. Meetings

The faculty-at-large (designated for these purposes as the full and part time academically-salaried faculty, as defined by the Academic Personnel Policy for the Worcester campus, T95-022 or subsequent approved policies that replace it) shall meet as needed for the purposes of exchange of information, discussion and advice regarding any and all matters pertaining to the University of Massachusetts Medical School and its programs.

1. Meetings of the faculty may be called at any time by the Chancellor, the Dean of one of the schools, the Chair of the Faculty Council, the Chair of the Executive Council or, upon petition, by any 20 members of the faculty. Resolutions for reconsideration arising out of such faculty meetings shall require either 45 votes or a three-fifths majority if more than 75 members of the faculty are present.
2. The Chair of the Faculty Council shall preside at all general faculty meetings.
3. The Secretary of the Faculty Council shall prepare the agenda, which shall include all items submitted by the President, the Chancellor, the Dean of one of the schools, and any member of the faculty or student body.
4. All faculty members shall receive notification of the time, place, and agenda of all faculty meetings from the Secretary of the Faculty Council at least five working days in advance.
5. The Secretary of the Faculty Council shall also serve as Secretary for general faculty meetings and shall prepare minutes of all meetings and distribute them to all members of the faculty, the Deans of the various schools, the Chancellor and the President.

E. Organization by Departments

Except for schools which have not yet developed subdivisions, the primary organization of the faculty will be by departments established according to academic disciplines. Departments may create departmental divisions based on recognized subspecialties within the department's academic discipline. Establishment of new academic departments or consolidation of or realignment of existing departments shall fall within the area of primary responsibility of the faculty, subject to approval by the Dean of the relevant school, the Chancellor and the President.

1. Activities of Department Chairs

The departmental chair, upon authority delegated by the Dean, shall be responsible for the operation of the department both with regard to its internal organization and its relationship with the school as a whole, and for maintaining standards of excellence in teaching, scholarship, patient care and service. He/she shall further have the responsibility to inform, seek advice from, and represent the interests of the departmental faculty.

2. Governance of departments

It shall remain the prerogative of the departments under the leadership of the chair to establish their own procedures of governance consistent with the provisions of this document and Trustees' policies.

3. Selection, review and replacement of Chairs

- a. **Non-clinical departments.** Those academic departments without clinical responsibilities fall solely under the purview of the Dean. The chair of these academic departments shall be appointed by the Dean in accordance with the following procedures:
 - i. When a vacancy in the chairmanship of a non-clinical department occurs, the Dean shall consult with the Diversity and Equal Opportunity Office, the faculty of the affected relevant department, the Faculty Council and other appropriate members of the university community in deciding the composition of the search committee. The Dean

shall then appoint and charge the search committee to conduct a search for a new chair. The search committee shall conduct a search, and interview candidates, narrowing the list to a group invited for a second visit. During subsequent visits of these preferred candidates, a joint group representing the Council on Equal Opportunity and Diversity and the Women's Faculty Committee shall interview the candidates and report their findings to the Dean. The Search Committee shall then submit to the Dean the names of candidates, who the search committee believes are qualified for the appointment. After consultation with the Executive Council and with the faculty of the department, the Dean shall make the appointment. Notwithstanding any provision to the contrary, the Dean, after consultation and the members of the department and campus governance leadership as appropriate, may designate an individual as acting chair until such time as the vacancy is filled in accordance with the procedures stated above.

- ii. Subject to the appointment provisions of Doc. T95-022 or subsequent policies, an appointment as departmental chair will be for an initial five-year term, with annual renewals possible thereafter. At five year intervals, a visiting committee comprised of three outside experts, one chosen by the departmental chair, one chosen by the Dean, and one mutually agreed upon by both, shall be invited to make such a review. Such visiting committees shall submit their evaluations to the departmental chair, the Dean, the chair of the Executive Council, and the chair of the Faculty Council. Upon an unfavorable recommendation from the visiting committee, the Dean may make a series of recommended changes. If the departmental chair disagrees, the Dean shall appoint an ad hoc Committee of five faculty members to review the merits of the case. Two members of the committee shall be chosen by the departmental chair, two shall be chosen by the Dean, and one mutually agreed upon by both shall serve as chair of the committee. At any time during the five-year term of appointment, the Dean may, for due cause, initiate the same review process. The final decision to reappoint or replace a departmental chair, however, shall be the prerogative of the Dean.

In the event the Dean makes a judgment that a full search process is not necessary to fill the chair of a non clinical department, the Dean will discuss the proposed appointment with the members of the department and campus governance leadership as appropriate. A joint group representing the Council on Equal Opportunity and Diversity and Women's Faculty Committee shall meet with the candidate and report its findings to the Dean. The Dean will then decide whether or not to appoint the candidate as chair.

- b. **Clinical departments** [N.B. The language below regarding the process for replacing clinical department chairs is consistent with a legal agreement that was approved in 2001 by both UMMS and UMMHC regarding the hiring and firing of clinical chairs. In that document, the Chancellor was listed as the decision-maker for UMMS. Going forward, it is the intent of the Chancellor to delegate authority relating to clinical department chairs to the Dean of the School of Medicine in the same manner as described above for basic science chairs. However, the description of the hiring/firing process will not reflect this delegation in light of the agreement between the parties (UMMS and UMMHC)]. When a vacancy in the chair of a department occurs in a clinical academic departments, the Chancellor will appoint a search committee with the approval of the Chief Executive Officer of U Mass Memorial Health Care (CEO of UMMHC). The search committee will be comprised of individuals who will be representative of both the Academic and Clinical Systems and such

other groups as may be deemed appropriate. In deciding the composition of the search committee, the Chancellor shall normally consult with the Diversity and Equal Opportunity Office, the faculty of the affected department, the Faculty Council and other appropriate members of the university community. The Chancellor with the advice and consent of the CEO shall then appoint and charge the search committee to conduct a search for a new chair. The search committee shall initiate a search and interview candidates, narrowing the list to a group invited for a second visit. During subsequent visits of these preferred candidates, a joint group representing the Council on Equal Opportunity and Diversity and the Women's Faculty Committee shall interview the candidates and report their findings to the Chancellor. The Search Committee shall then submit to the Chancellor the names of candidates who the search committee believes are qualified for the appointment. The Chancellor will appoint the chair with the advice and consent of the CEO. The Chancellor and the CEO will jointly agree upon the recruitment package to be offered to any candidate for the position of department chair. Notwithstanding any provision to the contrary, the Chancellor, with the advice and consent of the CEO of UMMHC and after consultation with the members of the department and campus governance leadership as appropriate, may designate an individual as acting chair until such time as the vacancy is filled in accordance with the procedures stated above.

- i.* The Chancellor and the CEO will jointly undertake an annual performance review of the chairs of each department and provide a written assessment of this performance to the chair. The Chancellor and CEO will agree upon the annual compensation package for chairs.
- ii.* Appointment as departmental chair will be for an initial five-year term, with annual renewals possible thereafter. Every five years (or at such other time as may be requested by the Chancellor or the CEO) an outside review shall be conducted of the performance of the Department to assure academic, clinical and administrative excellence. Such review shall be conducted by a panel of three individuals with one selected by the Chancellor, one selected by the CEO and one selected by the Chair. Such visiting committees shall submit their evaluations to the departmental chair, the Chancellor, the chair of the Executive Council, and the chair of the Faculty Council. In establishing a cycle of reviews, the Chancellor and CEO shall divide the clinical departments so that the reviews are initially spread out over a five year period.
- iii.* The Chancellor and CEO will, if practicable, endeavor to remediate any problems uncovered in an individual annual evaluation or a department five year review if in their view such remediation is in the best interest of the Department and institutions.
- iv.* Clinical department chairs serve at the pleasure of the Chancellor and the CEO. The Chancellor and CEO acting jointly, may place a chair on probation or summary suspension at any time, if in their view such action is in the best interests of the institutions.
- v.* The CEO shall summarily suspend a department chair, pending implementation of a termination process, upon notice of loss of professional license, loss of clinical privileges, loss of participating provider status in Medicare or Medicaid and loss of Federal DEA registration (where relevant).
- vi.* If the Chancellor and the CEO agree that the service of any individual as Chair should be terminated, they shall inform the Chair in writing of his or her termination as Chair. Such action shall not otherwise change the faculty or medical staff status of such

- individual. An individual so removed as Chair who desires to leave the institution shall be given a severance package of one year's base salary or notice of not less than one year. The Chancellor and the CEO may, at their election, provide such severance as a lump sum payment, continued employment for the one year period or a combination of payment and continued employment equal to one year.
- vii.* If the Chancellor and CEO do not agree on the termination of a Chair, they shall meet as expeditiously as practicable with two trustees from the Board of the University of Massachusetts appointed by the President of the University and two trustees from the Board of UMass Memorial appointed by its Chairman of the Board. At such meeting, the Chancellor and the CEO will each explain their reasons why the Chair should or should not be removed. The participants in the meeting shall make every effort to come to an agreement on the issue of the removal of the Chair. If the decision, agreed to by both the Chancellor and the CEO is that the Chair should be removed, they will so inform the Chair in writing as provided in the preceding paragraph.
 - viii.* If after the trustees' meeting the Chancellor and the CEO continue to disagree as to the termination, then the Chancellor and CEO shall jointly inform the Chair in question that he shall be on probation for one year and explain the terms of the probation, including but not limited to any required remedial meetings and reports.
 - ix.* In the event that the Chancellor and CEO continue to be in disagreement after the probationary year, either may initiate the removal of the Chair for cause by delivering to the Chair by hand or certified mail a written notice proposing termination together with the reasons for such termination. The Chair may submit a written notice to the CEO and the Chancellor contesting the termination. If such a written notice is not received within ten days after the Chair was provided with the written termination notice, the proposed termination shall be implemented as provided for above as if both the Chancellor and CEO had been in agreement. If the Chair contests the termination, the process shall proceed by the appointment of a panel to evaluate the proposed termination. The initiating (Chancellor or CEO) party and the Chair shall each select an individual from outside the institutions to sit on such a visiting panel to review whether or not cause exists for the termination. These two visiting panel members shall jointly select a third member to join the visiting panel. The visiting panel shall meet with the Chancellor, the CEO and the Chair and such other individuals as the panel shall request, and review such materials as the Chancellor, the CEO and the Chair may choose to submit or that the panel shall request. The visiting panel shall deliberate and determine whether or not reasonable cause exists to terminate the Chair. The decision of the visiting panel shall be binding on all parties.
 - x.* The termination process above applies only to the administrative position of department chair. In the event the department chair is an employee of UMass Memorial Medical Group, any action taken by the CEO, after an individual is no longer in the position of chair, to terminate the employment of the former department chair shall be governed by the terms of the former chair's employment contract. Any action taken by the Chancellor to terminate the employment of, or remove tenure of, the former department chair shall be governed by the applicable Medical School policies and procedures, and former chair's employment contract.
 - xi.* After a department chair has been removed in accordance with the process set forth above, the Chancellor and CEO may jointly appoint an interim department chair. In the

event the CEO and the Chancellor shall fail to agree upon the appointment of an interim department chair, then a four (4) member subcommittee of the Board of Trustees of UMass Memorial shall appoint the interim department chair. The Chancellor and the CEO shall each designate two (2) trustees to serve on such subcommittee.

In the event the Chancellor makes a judgment that a full search process is not necessary to fill the chair of a clinical department, the Chancellor will discuss the proposed appointment with the members of the department and campus governance leadership as appropriate and with the CEO of UMMHC. A joint group representing the Council on Equal Opportunity and Diversity and Women's Faculty Committee shall meet with the candidate and report its findings to the Chancellor. The Chancellor, with the advice and consent of the CEO will then decide whether or not to appoint the candidate as chair.

F. Selection, review and replacement of Deans

1. When a vacancy in a Deanship occurs, the Chancellor shall normally consult with the Diversity and Equal Opportunity Office, the faculty of the affected school, the Faculty Council and other appropriate members of the university community, including the leadership of UMMHC where appropriate, in deciding the composition of the search committee. The Chancellor shall then appoint and charge the search committee to conduct a search for a new dean. The search committee shall conduct a search and interview candidates narrowing the list to a group invited for a second visit. Normally, during subsequent visits of these preferred candidates, a joint group representing the Council on Equal Opportunity and Diversity and the Women's Faculty Committee shall interview the candidates and report their findings to the Chancellor. The Search Committee shall then submit to the Chancellor the names of candidates, who the search committee believes are qualified for the appointment. After consultation with the Executive Council and with the faculty of the School the Chancellor shall make the appointment. Notwithstanding any provision to the contrary, the Chancellor, after consultation with the members of the school and campus governance leadership as appropriate may designate an individual as acting dean until such time as the vacancy is filled in accordance with the procedures stated above.
2. Appointment as Dean will be for an initial five-year term, renewable annually thereafter. Every five years (or at such other time as may be requested by the Chancellor) an outside review shall be conducted to assess the academic and administrative accomplishments of the dean. This review will be performed by a visiting committee comprised of three outside experts, one chosen by the Dean, one chosen by the Chancellor, and one mutually agreed upon by both. Such visiting committees shall submit their evaluations to the Dean, the Chancellor, the chair of the Executive Council, and the chair of the Faculty Council. Upon an unfavorable recommendation from the visiting committee, the Chancellor may make a series of recommended changes. If the Dean disagrees, the Chancellor shall appoint an ad hoc Committee of five faculty members to review the merits of the case. Two members of the committee shall be chosen by the Dean, two shall be chosen by the Chancellor, and one mutually agreed upon by both shall serve as chair of the committee. At any time during the five-year term of appointment, the Chancellor may, for due cause, initiate the same review process. The final decision to reappoint or replace a Dean, however, shall be the prerogative of the Chancellor.

G. Appointment of the Chancellor of the Medical School and the CEO of U Mass Memorial Health Care

Appointment of the Chancellor will require the advice and consent of the President/Chief Executive Officer of U Mass Memorial and the appointment of the President/Chief Executive Officer of U Mass Memorial will require the advice and consent of the Chancellor: provided, however, that in the event the University determines that it will no longer recognize the right of the President/Chief Executive Officer to consent to the appointment of the Chancellor, then U Mass Memorial shall no longer be obligated to obtain the consent of the University for the appointment of the President/Chief Executive Officer of U Mass Memorial, although each of the University and U Mass Memorial will continue to consult with each other prior to the appointment of such officers.[language from T97-023, the Definitive Agreement, regarding the merger of the clinical portion of the University of Massachusetts, Worcester, with Memorial Health Care, Inc.]

ARTICLE IV: THE PRIMARY GOVERNING BODIES OF THE MEDICAL SCHOOL

A. Executive Council

1. Duties

The Executive Council shall advise the Chancellor [and his/her designee(s)] on substantive matters pertaining to the governance of the Medical School and shall normally be consulted before decisions are reached. The Executive Council shall be responsible for the review and approval of all recommendations originating in the Faculty Council (Article IV B below) regarding academic matters and faculty status, in accordance with the provisions of Doc. T73-098 and any documents that may replace this policy. If the Executive Council approves the recommendation of the Faculty Council, it shall forward this recommendation to the Chancellor. Formal response to this recommendation would then follow the schedule outlined below (Section IVA 1e). If the Executive Council does not approve the recommendation of the Faculty Council, the recommendation, along with specific objections or amendments, shall be returned to the Faculty Council for reconsideration.

- a. If following reconsideration, the two Councils fail to reach agreement within 90 working days, the matter shall be referred to a Consensus Subcommittee (Article IV A 5).
- b. Recommendations of the Consensus Subcommittee shall be returned to both the Faculty Council and the Executive Council for ratification.
- c. If the two bodies are in agreement, the recommendation shall be forwarded to the Chancellor for his/her consideration. Formal response to this recommendation would then follow the schedule outlined below (Section IVA 1e).
- d. If two Councils disagree on a recommendation despite three attempts at resolution by the Consensus Subcommittee, the recommendation would be handled as follows:
 - i. If the recommendation of the Consensus Committee is accepted by the Faculty Council but not the Executive Council, the Executive Council would advise the Chancellor that an impasse had been reached. The Executive Council would then provide the Chancellor with its recommendation, the recommendation of the Faculty Council and a written description of the areas of disagreement. The Chancellor would determine whether to accept either the recommendation of the Executive Council or the Faculty Council; when appropriate he/she would forward his/her preferred recommendation to the President's office for consideration by the Board of Trustees. The Chancellor would

- then provide both Councils with a written explanation for his/her decision within 20 working days of receipt of notification from the Executive Council.
- ii. If the recommendation of the Consensus Subcommittee is accepted by the Executive Council but not the Faculty Council, the recommendation would be sent out for vote by the faculty-at-large (defined here as all full and part-time academically-salaried faculty of UMMS and UMMHC) prior to submission to the Chancellor. In some instances, the subset of faculty most affected by the recommendation may be polled prior to a vote of the faculty-at-large when both the Executive Council and the Faculty Council agree that such information might be useful. The results of the faculty vote(s), along with the recommendations of the Faculty and Executive Councils, shall be forwarded to the Chancellor. The Chancellor would then determine the disposition of the recommendation and provide both Councils with a written explanation of his/her decision within 20 working days after receipt of the relevant materials.
- e. Recommendations forwarded to the Chancellor as described in Article IV, section a 1 above shall become policy unless:
 - i. Disapproved or sent back for reconsideration by the Chancellor within 20 working days of receipt.
 - ii. Disapproved, sent back for reconsideration, or deferred by the President within 20 working days of notification of the Chancellor's approval or within 20 working days following the expiration of the 20-day period for the Chancellor's consideration.
 - iii. Disapproved by the President during a special 90 working-day deferral period (if the President chooses to defer his decision he will notify the Executive Council; the deferral period will begin at the end of the President's initial 20-day period of consideration).
 - iv. Disapproved by the Board of Trustees.
 - v. When a recommendation is disapproved at any of the levels described in i-iv above, the campus governance bodies shall receive written explanations for the decision from the deciding body as required by T73-098.
2. Membership
 - a. Voting membership in the Executive Council shall consist of the following:
 - i. Chairs of all individually budgeted academic departments within the school of Medicine who report directly to the Dean of the School of Medicine
 - ii. Representatives of the clinical staffs of such hospitals and health care facilities as may be designated for affiliation by the Executive Council according to standards and guidelines established by said Council
 - iii. Members of the Rules Committee of the Faculty Council.
 - iv. The Chair of the Educational Policy Committee
 - v. The President of the Student Body Committee.
 - vi. The Deans of the Graduate School of Nursing and the Graduate School of Biomedical Sciences and such other schools that may be created.
 - b. Ex officio members serving without voting privileges shall include the Chancellor; Deputy Chancellors, the Dean of the School of Medicine, the designees for Research, Education and Academic Affairs and such other administrative officials as may be designated annually by majority vote of the Executive Council.
 3. Officers

The Executive Council shall elect annually from among its faculty members the following officers:

- a. A Chair who shall preside at all meetings and also serve as Chair of the Rules Committee.
 - b. Vice Chair who shall preside at any meetings at which the chair is absent.
 - c. A Secretary who shall:
 - i. Notify all members of forthcoming meetings and distribute and publish the agenda at least three working days in advance of all regularly scheduled meetings.
 - ii. Prepare and distribute minutes of all meetings.
 - iii. Preserve all documents of the Executive Council and its committees in a central place.
 - d. Selection of officers should be restricted to include representatives from clinical and basic science departments of the School of Medicine and representatives of other schools of the University of Massachusetts Medical School to the extent possible.
4. Rules Committee
- The Rules Committee of the Executive Council shall be comprised of the Chair, Vice Chair and Secretary of the Executive Council, the Chair of the Faculty Council, the Dean of the School of Medicine, and one dean or department Chair elected annually by the Executive Council. The selection of this member shall be restricted such that no more than three of the elected members of the Rules Committee represent either basic science departments or clinical departments of the School of Medicine. Duties shall include:
- a. Preparation of the agenda of the Executive Council. The agenda shall be drawn up by the Rules Committee and shall contain all items submitted to the Rules Committee by the President, the Chancellor, the Dean of the School of Medicine, the Chair of the Faculty Council, the President of the Student Body Committee, or any other member of the Executive Council. At the outset of any meeting, the Executive Council may vote to defer any item or consider any item out of sequence.
 - b. Invitation of nonmembers. The Rules Committee may invite nonmembers to attend those meetings of the Executive Council when it is determined that such individuals will make substantive contributions to the deliberations, or that the vital interests of such individuals or groups of individuals may be materially affected by the deliberations.
 - c. Resolution of procedural matters, including the appointment of Executive Council members to a Consensus Subcommittee as needed.
 - d. Other duties assigned by the Executive Council.
5. Consensus Subcommittee
- The Consensus subcommittee shall consist of 3 (three) members of the Executive Council and 3 (three) members of the Faculty Council nominated by the Rules Committee of each Council. This subcommittee shall be charged with reviewing and revising the recommendations from the two Councils to develop language that would be agreeable to both bodies as described in Article IV, section a1 above.
6. Meetings
- a. The schedule for the Executive Council meetings shall be published at the first meeting of the calendar year and any subsequent changes in those dates will require notification at least seven days in advance of the meeting.
 - b. Special meetings may be called at the request of:
 - i. The President
 - ii. The Chancellor
 - iii. The Dean of any of the schools
 - iv. Any four members of the Executive Council
 - v. The Chair of the Faculty Council

- vi. Any 20 members of the faculty
- vii. Ten percent (10%) of the student body of any of the schools.
- c. Quorum - One half of the voting members shall constitute a quorum
- d. Recommendations of the Executive Council shall require a simple majority vote of those present provided that:
 - i. A quorum is present
 - ii. The agenda and notice of the meeting was distributed to the members at least three days in advance of the meeting and only topics listed on the agenda are acted upon, except under special circumstances this provision may be waived by a unanimous vote of those present.
 - iii. If a quorum cannot be obtained for a special meeting at which the Rules Committee recommends that emergency action be taken, the requirement for a quorum may be waived providing that the secretary makes a reasonable effort to contact a sufficient number of committee members so that an expression of opinion can be obtained from two-thirds of the membership.
- e. Meetings shall be open except for those portions in which personnel matters or other confidential matters are discussed, in conformity with Massachusetts Open Meeting statutes. In such cases, the meetings shall convene in executive session limited to voting members and the Chancellor, the Deans and the Chancellor's designee for Academic Affairs when so voted by a majority of the membership present.

B. Faculty Council

1. Duties

- a. The Faculty Council shall consider issues and matters of interest to the faculty and shall advise the Chancellor, the Dean of the School of Medicine, other senior administrators as appropriate, and the Executive Council on substantive matters. The Faculty Council shall normally be responsible for initiating recommendations regarding matters of academic affairs [except as delegated to the Educational Policy Committee (Article IV C)] and faculty status in accordance with the provisions of Doc. T73-098.
- b. Recommendations of the Faculty Council concerning academic and faculty status matters shall be made to the Executive Council and shall become the recommendations of the Executive Council for purposes of Article III unless disapproved by the Executive Council and sent back for reconsideration within 30 days of receipt of the recommendation by the Secretary of the Executive Council, or, if the Executive Council is in recess, unless disapproved by the Executive Council at its next regularly scheduled meeting. If the two governing bodies are not able to reach agreement on such recommendations within 90 days after initial submission to the Executive Council, the Rules Committee of both the Faculty and Executive Councils shall nominate members to serve on a Consensus Subcommittee to resolve the differences in accordance with Article IV A1 a-d above.
- c. The Faculty Council shall receive the reports of all standing committees and, where appropriate, sufficient background information on all items to be discussed at the next meeting of the Executive Council.
- d. Whenever possible, the Faculty Council shall be advised of substantive changes in administrative policies affecting faculty life prior to the implementation of these policies.
- e. The Faculty Council shall nominate faculty members for various assignments with the intent of providing as broad as possible participation in the affairs of the Medical School.

- f. The Faculty Council shall approve the slates and oversee annual elections for membership on the Personnel Action Committee and Grievance Committee.
2. Membership

Each academic department of the School of Medicine shall elect one or more representatives to the Faculty Council in a number related to its complement of academically-salaried faculty. Those departments with 1-60 such faculty shall have one representative; those having 61-120 such faculty shall have two representatives; those having 121 - 200 such faculty shall have three representatives; and those having more than 200 such faculty shall have 4 representatives. In addition, the Graduate School of Nursing and such other schools as may be constituted shall elect two representatives. The number of representatives of a department (or school) may be altered by a two-thirds vote of the Faculty Council. Membership shall be for three academic years. Terms of office shall be staggered so that approximately one third of the representatives will take office each fall. A student representative shall be selected annually by the Student Body Committee of the school of Medicine and from such other student bodies as may be constituted and as may wish representation on the Faculty Council. In addition, representatives from key educational affiliates may be invited to serve ex officio. Such invitations shall be reviewed annually by the membership of the Faculty Council.
 3. Officers

The Faculty Council shall choose from among its members the following officers:

 - a. A Chair who shall:
 - i. Preside at all meetings
 - ii. Serve as representative of the Faculty to the University Board of Trustees.
 - b. A Vice Chair who shall preside at all meetings in the absence of the Chair.
 - c. A secretary who shall:
 - i. Publish and distribute the agenda for all meetings
 - ii. Notify all members of the times and places of all meetings and agenda thereof.
 - iii. Notify the faculty at large and all members of the agenda items before the Faculty Council, either by publishing such information in a newsletter, on a web site, in an email or by posting notices on suitable bulletin boards
 - iv. Prepare minutes of all meetings and distribute them through an appropriate vehicle to the faculty.
 - v. Preserve all documents of the Faculty Council and its standing and ad hoc committees in a central file.
 - d. Selection of officers should be restricted to include representatives from clinical and basic science departments of the School of Medicine and representatives of other schools of the University of Massachusetts Medical School to the extent possible.
 4. Rules Committee

The Rules Committee of the Faculty Council shall be comprised of the Chair, the Vice Chair, the Secretary, and one other member appointed by the Faculty Council. Its duties shall include:

 - a. Preparation of the agenda of the Faculty Council.
 - b. Resolution of procedural matters, including appointment of members of a Consensus Subcommittee as needed.
 - c. Overseeing election of representatives of the Faculty Council.
 - d. Representing the Faculty Council as voting members of the Executive Council.

5. Consensus Subcommittee

The Consensus subcommittee shall consist of 3 (three) members of the Faculty Council and 3 (three) members of the Executive Council nominated by the Rules Committee of each Council. This subcommittee shall be charged with reviewing and revising the recommendations from the two councils to develop language that would be agreeable to both bodies as described in Article IV, section a1 above.

6. Meetings

- a. Meetings of the Faculty Council shall be held prior to all regularly scheduled meetings and, where possible, all special meetings of the Executive Council.
- b. The Chair, or in his/her absence, the Secretary, shall call such special meetings as he/she deems necessary or as requested by three members of the Faculty Council, the Deans, the Chancellor or the President of the University.
- c. Quorum - One half of the voting members shall constitute a quorum.
- d. Recommendations of the Faculty Council shall require a simple majority vote of those present provided that:
 - i. A quorum is present
 - ii. The agenda and notice of the meeting was distributed to the members at least three days in advance of the meeting and only topics listed on the agenda are acted upon, except under special circumstances this provision may be waived by a unanimous vote of those present.
 - iii. If a quorum cannot be obtained for a special meeting at which the Rules Committee recommends that emergency action be taken, the requirement for a quorum may be waived providing that the secretary makes a reasonable effort to contact a sufficient number of committee members so that an expression of opinion can be obtained from two-thirds of the membership.

7. Representatives

- a. The Faculty Council shall elect a representative to the Board of Trustees as an alternate for the Chair of the Council.
- b. The Faculty Council shall also select, as necessary, representatives to serve on multi-campus committees and task forces established by the President.

8. Bylaws. The Faculty Council shall prepare and adopt its own bylaws.

C. Educational Policy Committee of the School of Medicine

- 1. Authority. The Educational Policy Committee is a primary governing body of the School of Medicine and shall have the authority to determine policy for medical school education. Other schools within the University of Massachusetts Medical School shall develop their own procedures for formulating educational policy for their respective schools. Before implementing changes in educational policy, the EPC (and comparable committees from the other schools) will first consult with the other two primary governing bodies of the medical school, the Executive Council and the Faculty Council. The Educational Policy Committee will also consult with the faculty at large at regular and special meetings. Recommendations of the Educational Policy Committee will become policy for the School of Medicine unless disapproved or sent back for reconsideration by the Dean within 20 working days of receipt of notification.

2. Duties

The Educational Policy Committee shall have the responsibility for planning, implementing, supervising, evaluating, and continuously revising a coherent and comprehensive program of general medical education for the training of physicians. These responsibilities shall include the development of educational objectives, methods of instruction, and methods of evaluation, as well as the evaluation of student progress. This committee shall also have the responsibility for stimulating and supporting interest and scholarship in general medical education throughout the medical school.

3. Membership

Voting members of the Educational Policy Committee shall be selected as follows:

- a. One member from each of the academic departments of the School of Medicine selected by the academic chair of the department in consultation with the faculty of that department;
- b. One alumni representative chosen by the Alumni Council of the School of Medicine;
- c. Up to three faculty representatives from major affiliated hospitals selected by the respective hospital after consultation with the Dean and/or his representative for medical education.
- d. Two medical students, chosen from the 4 classes, with at least two different classes represented, selected by the Student Body Committee
- e. The Dean of the School of Medicine will have the option of choosing two additional voting members of the Educational Policy Committee.

The Dean of the School of Medicine shall select the Chair and Vice Chair of the Educational Policy Committee and ex officio non-voting members.

Terms of membership on the EPC are for three academic years. Terms shall be staggered so that approximately one-third of the faculty members are appointed annually. Members may be appointed to repeated terms.

4. Subcommittees

The Educational Policy Committee shall receive reports from subcommittees of its own designation. The subcommittees shall include:

- a. An Executive Subcommittee which shall be chaired by the Chair of the full committee, and comprised of members of the full EPC.
- b. Curriculum committees with faculty members representing departments and students representing classes.
- c. Academic Evaluation Boards for each year of medical school with faculty representative of each department charged with evaluating student achievement during that year.
- d. Other subcommittees as deemed necessary by the Educational Policy Committee.

5. Meetings

- a. The Educational Policy Committee shall meet at least once each month.
- b. Subcommittees, including the Executive Committee, may meet more frequently.
- c. Quorum - One half of the voting members shall constitute a quorum.
- d. Recommendations of the Educational Policy Committee shall require a simple majority vote of those present provided that:
 - i. A quorum is present
 - ii. The agenda and notice of the meeting were distributed to the members at least three days in advance of the meeting and only topics listed on the agenda are acted upon,

except under special circumstances this provision may be waived by a unanimous vote of those present.

- iii. If a quorum cannot be obtained for a special meeting at which the Executive Committee recommends that emergency action be taken, the requirement for a quorum may be waived providing that the secretary makes a reasonable effort to contact a sufficient number of committee members so that an expression of opinion can be obtained from two-thirds of the membership.

ARTICLE V: STANDING COMMITTEES

General Guidelines - There shall be three types of standing committees of the campus: those elected by faculty vote (Grievance Committee, Personnel Action Committee of the School of Medicine, Tenure Committee, Scientific Council), those appointed by the Chancellor or his/her designee for Research (e.g. those mandated by federal/state statutes such as the Committee on the Protection of Human Subjects in Research, the Institutional Animal Care and Use Committee, the Radiation Safety Committee and the Laboratory Safety Committee) and those recommended for appointment by the Committee on Committees as described below (Article V C). Eligibility for committee membership is determined by the bylaws of each committee and may include non-faculty employees and students. The standing committees of the faculty will normally consider, without restrictions, any and all aspects within the scope of their charge. Such committees may help recommend policies, objectives, and programs of established administrative departments and may assist in overseeing their implementation, but the committees shall not usurp material functions of such administrative departments. The faculty committees shall function in an advisory capacity to the Executive and Faculty Councils, and shall have such additional authority as may be given them from time to time. The Chancellor or his/her designee shall serve *ex officio* without vote on all standing committees. Except where otherwise indicated:

1. Terms are normally for three years and membership on the standing committees or their subcommittees shall be staggered so that one-third of the faculty members are appointed annually. Vacancies may be filled at any time. When a vacancy occurs on an elected faculty committee, Chancellor's designee for Academic Affairs, after consulting with the Committee on Committees, may fill the vacancy with another faculty member who shall serve until the term for that position expires or until the next regular faculty election.
2. Student members shall be selected by the Student Body Committee.
3. Voting members of a committee or subcommittee shall elect the chair annually at the first meeting of the academic year.
4. Administrative personnel serving *ex officio* shall not have voting privileges.
5. Meetings shall be held monthly where applicable, but additional meetings may be called at any time at the discretion of the chair.
6. A quorum shall consist of a simple majority of the voting membership.
7. Decisions shall be reached by simple majority vote of the quorum present. Recommendations favored by less than two-thirds of the quorum present at any meeting shall be accompanied by a minority report.
8. The committees may prepare, adopt and periodically review their own bylaws.
9. Meetings shall be open except for those portions in which personnel matters or other confidential matters are discussed, in conformity with Massachusetts Open Meeting statutes.

10. The standing committees shall make recommendations to both the Executive Council and the Faculty Council.

A. Admissions Committee for the School of Medicine

1. Duties

- a. Recommend standards and qualifications for admitting students to the first year medical school class or as transfer students with advanced standing. Such recommendations shall require ratification by the Faculty and Executive Councils and the Educational Policy Committee. The admission process for schools other than the School of Medicine shall be established by the faculty within each of the schools using guidelines similar to those described below and shall require approval of the Dean of that school and the Chancellor.
- b. Establish procedures for identification and recruitment of applicants from groups underrepresented in Medicine in compliance with the AMCAS (American Medical College Application Service) and consistent with Trustee policy on affirmative action.
- c. Establish and conduct such review procedures as it deems appropriate for expeditious processing of applicants. The Office of Admissions for the School of Medicine, under the direction of the Associate Dean for Medical School Admissions, shall handle all administrative procedures.
- d. Pursue appropriate activities related to the recruitment of students and the dissemination of admissions information throughout undergraduate or secondary school campuses.

2. Membership

The Admissions Committee shall consist of the Associate Dean for Medical School Admissions, who shall serve as Chair, twenty two (22) faculty members drawn from both clinical and basic science departments in the School of Medicine, two medical student members, one medical alumni representative and one discretionary faculty position to serve special needs of the committee. Faculty representatives shall be selected by the Committee on Committees as described in Section C below after consultation with the Chair of the Committee. The medical student members shall be selected by the Student Body Committee. The Alumni representative shall be selected by the Associate Dean for Medical School Admissions from a list of at least two candidates submitted by the Alumni Council, if such candidates are available. The discretionary faculty member shall be appointed by the Associate Dean for Medical School Admissions. Terms are for three years. Faculty may be reappointed to successive terms. The Alumni representative may be reappointed to successive terms on the recommendation of the Alumni Council with the concurrence of the Associate Dean for Medical School Admissions. The Director of Admissions, the Registrar and one faculty member of the Council on Equal Opportunity and Diversity shall serve ex officio.

3. Meetings – The committee shall normally meet at least monthly from August to March.

B. Biomedical Computing Committee

1. Duties

The Biomedical Computing Committee shall advise the Faculty Council, the Office for Medical Education and the Information Services Department on all matters relating to the acquisition and development of computer capability to support biomedical research, library services, Internet services, education and campus administrative support. The committee shall also serve as a forum for discussion of issues/conflicts that arise between faculty and any of the other bodies relating to computer use, access, or capability.

2. Membership
Membership on the Biomedical Computing Committee shall consist of seven faculty members representing all schools, appointed by the Committee on Committees and student(s) appointed by the Student Body Committee. The Chancellor's designees with responsibilities for Research and Education, the Director of Information Resources, the Director of Library Services, and the Deans of the Schools shall serve ex officio.
3. Meetings
Meetings shall be held monthly during the academic year.

C. Committee on Committees

1. Duties
The Committee on Committees shall recommend to the Executive Council for ratification the membership and functions of the appointed standing and ad hoc committees. It may periodically review these functions and propose any changes as may become necessary or appropriate. Where appropriate, it shall recommend the appointment of students and others to faculty committees and subcommittees.
2. Membership
The Committee on Committees shall consist of nine members including three members selected by the Executive Council, three by the Faculty Council, two by the Student Body Committee, and the Chancellor's designee for Academic Affairs who shall serve as chair. The Deans of each of the Schools shall serve ex officio without vote.
3. Meetings
The Committee on Committees shall meet at least once each year during the spring semester to prepare membership rosters for the standing committees of the Medical School and a list of faculty nominees for elected committees of the Medical School for the coming academic year. Additional meetings may be scheduled by the Chancellor's designee for Academic Affairs as warranted to nominate replacements for vacancies that may occur or to nominate rosters for ad hoc committees.
4. The Chancellor's designee for Academic Affairs shall solicit from the departmental chairs and Deans nominations and recommendations for committee assignments and shall canvass the faculty-at-large and the student body for their areas of special interest and expertise.

D. Committee on Protection of Human Subjects in Research

1. Duties
The Committee on Protection of Human Subjects in Research shall certify the propriety of proposed research involving human subjects in accordance with federal and state law and national standards.
2. Membership
Membership shall be constituted according to guidelines established by the Department of Health and Human Services, with members selected by the Chancellor or his/her designee for Research.
3. Reporting
The Committee on Protection of Human Subjects in Research shall report to the Chancellor or his/her designee for Research
4. Meetings.
The committee shall meet at least monthly throughout the academic year.

E. Council on Equal Opportunity and Diversity

1. Duties

The Council on Equal Opportunity and Diversity provides oversight of the Medical School's policies, procedures and activities to assure that the Medical School does not discriminate on the basis of sex, race, age, disability, sexual orientation, religion, political affiliation, national origin, ethnic group or veteran status in recruiting, hiring, promoting, paying, and retaining staff, faculty and students. The Committee monitors and recommends to the Diversity and Equal Opportunity Office and Chancellor, policies, procedures, activities, and programs to implement the Medical School's affirmative action program and assure that the Medical School fully complies with all state and federal guidelines relevant to the equal opportunity rights of protected classes. The Committee also promotes sensitivity to, and awareness of, diversity among individuals at the Medical School.

2. Membership

Membership on the Council on Equal Opportunity and Diversity shall be open to all members of the Medical School and the UMass Memorial community: faculty, students, residents, hospital and school administrative and professional staff, employees in technical and clerical services, and nurses. Voting membership shall consist of at least 20 individuals, of which five or more must be faculty. Faculty members on the committee shall be selected by the Committee on Committees as described in Section C below. Other participants (non faculty as well as faculty who were not selected by the Committee on Committees) shall be recruited by announcement in various on- and off-campus publications and by requests to department heads to identify interested individuals. Student participation shall be also solicited. Non-voting ex officio members shall include senior administrative officials with responsibility for Faculty Administration, Human Resources, Student Affairs/Minority Student Support Services and Equal Opportunity and/or their designees, and a representative from the Women's Faculty Issues Committee. Terms shall be for two years.

3. Officers.

The officers of the Council on Equal Opportunity and Diversity shall include two co-chairs (one faculty and one non-faculty) who preside at all meetings and chair the Executive Committee of the Council on Equal Opportunity and Diversity, a group of at least three individuals elected from the committee membership. The Co-Chairs, in conjunction with the Executive Committee, prepare the agenda for meetings of the Council on Equal Opportunity and Diversity, establish priorities for the Committee, and resolve procedural issues. The Co-chairs and members of the Executive Committee are elected to two year terms with terms staggered such approximately one-half of the members turn over each year. Co-Chairs shall normally serve no more than two consecutive terms.

4. Reporting Relationships

The Council on Equal Opportunity and Diversity reports directly to the Chancellor. The Committee also works closely with the Chancellor's designee for Diversity and Equal Opportunity who is ultimately responsible for management and implementation of the full range of activities, policies and procedures associated with the affirmative action efforts of the Medical School.

5. Meetings

The Council on Equal Opportunity and Diversity shall normally meet monthly throughout the academic year. Additional meetings may be called as needed by either of the co-chairs or by

three members of the Executive Committee. A quorum for all meetings shall consist of those present. These meetings are open to all members of the University of Massachusetts Medical School community and minutes of all meetings shall be made available on request.

F. Graduate Medical Education Committee

1. Duties - To advise the Dean of the Medical School and leadership of UMass Memorial Medical Center on all aspects of graduate medical education in compliance with the Accreditation Council on Graduate Medical Education Requirements including the regular review of all residency and fellowship programs, establishment and implementation of policies that affect all residency programs regarding the quality of education and the work environment and assuring the establishment and implementation of formal program policies in compliance with both Institutional and relevant Program Requirements, including provision of fair grievance procedures and a process by which residents can address concerns in a confidential and protected manner.
2. Membership – The committee will include one voting representative from each Clinical Department (either the Chair or the Residency Program Director depending on the preference of the Chair) with a second voting representative from the Departments of Surgery and Medicine. Four resident representatives elected by their peers shall also be voting members. In addition there shall be one additional representative from U Mass Memorial Medical Center, selected by the CEO of U Mass Memorial Health Care, and representatives from other major teaching affiliates as deemed appropriate by the Dean. The Dean shall also select one additional representative from the senior administrative staff of the Medical School. The Associate Dean for GME chairs the committee and the Chief Medical Office of the clinical system is the vice chair.
3. Meetings – monthly.

G. Grievance Committee

1. Duties
The Grievance Committee shall consider grievances of members of the faculty with respect to personnel actions and academic freedom.
2. Membership
The Grievance Committee shall be comprised of seven members including the chair. All members shall be elected by vote of the faculty at large, defined here as all full and part time faculty members who are academically salaried (e.g. those employed by the University, by UMMHC or by an approved foundation such as Howard Hughes Medical Research Institute). Faculty with significant administrative roles (e.g. vice chancellors, deans and chairs) are not eligible to serve. Terms are for three-years, and are staggered such that usually no more than two positions are replaced at any time. Members are elected drawn up by Committee on Committees that provides at least two candidates for each open position. Additional candidates shall appear on the ballot upon the written request of 20 faculty members to the chair of the Committee on Committees. Ballots shall be constructed to assure that the committee composition includes representatives of basic science and clinical science departments of the School of Medicine as well as a representative of the Graduate School of Nursing, and such other schools as may be constituted.

3. Meetings

The Grievance Committee shall meet as needed to address faculty grievances. A quorum for such meetings shall be 5 of the elected members; participation by phone or videoconference is acceptable. The chair shall be selected by vote of the members at the first meeting of the year.

H. Institutional Animal Care and Use Committee

1. Duties

The Institutional Animal Care and Use Committee shall have oversight responsibility for the usage of animals in all of the Medical School's research and teaching programs. The Committee shall review and approve all proposals involving the use of animals in all extramurally or intramurally funded activities within the jurisdiction of the Medical School in accordance with guidelines established by appropriate federal regulations. The Committee shall have such additional authority as may be mandated by Department of Health and Human Services or other federal or state agencies to terminate a research or teaching activity if it determines that such an activity cannot be brought into compliance with nationally accepted policies on care and use of animals. Action to terminate research or teaching activities shall be in accordance with procedures approved by the relevant federal or state agencies (e.g. DHHS, NIH, USDA, etc.). The Committee shall advise the Director of the Department of Animal Medicine on all matters relating to the operation of the facility including long range planning, establishment of priorities for allocation of space, establishment of daily charges, and all such procedural matters as may occur in the day to day operation of the facility.

2. Membership

The Committee shall consist of a Chair, a Vice Chair, at least six faculty members appointed annually by the Chancellor or his/her designee for Research in accordance with guidelines established by appropriate federal regulations, the Director of the Department Animal Medicine and at least one public member to represent general community interests in the proper care and use of animals. Faculty members shall be drawn from both the clinical and basic science departments of the School of Medicine and other schools whose faculty utilize animals in research or educational activities. All faculty members must be active users of the animal care facility. The Director of Research Subjects shall serve ex officio. A subgroup of the committee shall constitute an advisory council to oversee the operation and maintenance of the Biocontainment Suite and such other specialized facilities as may be established, and shall report to the Committee.

3. Reporting

The Institutional Animal Care and Use Committee shall report to the Chancellor or his/her designee for Research and the Scientific Council.

4. Meetings

The Institutional Animal Care and Use Committee shall normally meet *bi*-monthly throughout the academic year.

I. Institutional Biosafety Committee

1. Duties

The Institutional Biosafety Committee shall be responsible for the establishment and implementation of codes and practices governing safe usage of infectious agents, recombinant DNA, bio-toxins and human samples within the research laboratories and/or animal facility of the Medical School in accordance with federal and state regulations. The Office of

Environmental Health and Safety is responsible for other aspects of lab safety including chemicals and chemical toxin management.

2. Membership

The Institutional Biosafety Committee shall follow the guidelines issued by NIH's Office of Biotechnology in selecting its membership. The IBC shall be composed of at least five members of the faculty actively engaged in laboratory or animal research selected by the Chancellor or his/her designee for Research. The Director of Environmental Health and Safety or his/her designee and the Director of Employee and Student Health or his/her designee shall serve *ex officio*.

3. Reporting

The Institutional Biosafety Committee shall report to the Chancellor or his/her designee for Research and the Scientific Council.

4. Meetings

The Institutional Biosafety Committee shall meet bi-monthly during the academic year.

J. Library and Learning Resources Committee

1. Duties

The Library and Learning Resources Committee shall advise the Director of the Library with regard to the selection, purchase and placement of library assets including books, journals, on-line services, and teaching resources, and shall assist in the development of policies regarding photocopying, library access, and fees.

2. Membership

The Library and Learning Resources Committee shall be comprised of seven members of the faculty, including members from each of the schools, appointed by the Committee on Committees. One student representative shall be appointed from the Student Body Committee and one representative shall be appointed by the Worcester District Medical Society. The Director of the Library shall serve *ex officio*.

3. Meetings

Meetings shall be held monthly during the academic year.

K. Patent Policy Committee

1. Duties

The Patent Policy Committee shall be responsible for advising the Chancellor (or his/her designee for Research) on all matters pertaining to intellectual property, patent policies and procedures. The Committee's functions include: 1) ongoing review of policies for the Worcester campus that address intellectual property, patents and related procedures. Recommended amendments of such policies shall be forwarded to the Faculty and Executive Councils for campus approval using the procedures employed for other faculty policies. The Chancellor would then review and forward approved amended policies to the President's office for presentation to the Board of Trustees; 2) providing advice to and oversight of the Office of Technology Management (OTM) regarding faculty concerns about licensing matters and/or issues related to industry-sponsored research; 3) serving as a campus resource for faculty interested in commercializing their intellectual property; 4) informally investigating disputes that may arise between the faculty and the administration or between the faculty and the OTM regarding specific licensing, patenting, or industry-sponsored research decisions for the purpose of providing possible resolution(s) of such disputes.

2. Membership

The Patent Policy Committee shall consist of seven faculty members appointed by the Committee on Committees. The Chancellor's designees for Administration and Finance and for Research and the Director of the Office of Technology Management shall serve ex officio.

3. Meetings

Meetings shall be held monthly during the academic year.

L. Personnel Action Committee of the School of Medicine

1. Duties

The Personnel Action Committee of the School of Medicine shall advise the Executive Council and the Dean on faculty personnel actions including, but not limited to, rank and duration of initial appointment, reappointments and promotions within the school of Medicine. Appointments, reappointments and promotions in other schools within the University of Massachusetts Medical School shall be approved according to the personnel policies of that school. Deliberations of the Personnel Action Committee will be initiated by a written recommendation of the department chair.

2. Membership

The Personnel Action Committee of the School of Medicine shall be comprised of seven senior faculty members who are academically-salaried by the University or its clinical partner, UMMHC [senior faculty members are those holding the rank of Associate Professor or Professor]. Faculty members of the Committee shall be elected by vote of all full and part time. Faculty who hold significant administrative roles (e.g. vice chancellors, deans and chairs) are not eligible to serve. Terms are for three years with usually no more than three of the members elected each year from a slate drawn up by the Committee on Committees that offers at least two candidates for each open position. Additional candidates shall appear on the ballot upon the written request of 20 faculty members to the chair of the Committee on Committees. Among the committee members elected annually, at least one shall be from the basic science faculty and one from the clinical science faculty.

3. Meetings. The Personnel Action Committee of the School of Medicine shall meet monthly throughout the academic year. The chair shall be selected by vote of the members at the first meeting of the year.

M. Radiation Safety Committee

1. Duties

The Radiation Safety Committee shall be responsible for establishing and continuing review of the radiation protection program for the University of Massachusetts and for designated UMass Memorial sites including the University Campus in order to insure continuing compliance with all federal, state and local radiation protection regulations. The committee shall be responsible for administration of the Commonwealth of Massachusetts Department of Public Health Radiation Control Program under which all work with radioactive materials is conducted at this institution. In carrying out these responsibilities, the Committee shall conduct a program for licensing, review and evaluation of proposals for use of radionuclides and continuing surveillance of the use of such materials with a view to maintaining standards of safe handling practice and radiation control.

2. Membership

The membership of the Radiation Safety Committee shall be constituted in accordance with appropriate state and federal guidelines. At a minimum the committee shall consist of 18 members, including the Radiation Safety Officer, representatives from Animal Medicine, Scientific Council, the Chancellor's office, Facilities Operations, Human Resources and at least 10 faculty members chosen by the Chancellor or his/her designee for Research. In addition, the President/CEO of UMass Memorial Health Care may appoint up to three members to represent affiliated hospitals and Nursing.

3. Reporting

The Radiation Safety Committee shall report to the Chancellor or his/her designee for Research and the Scientific Council.

4. Meetings

The committee shall meet as needed to provide necessary oversight.

N. Scientific Council

1. Duties

The Scientific Council shall be the Medical School faculty body for considering and evaluating all activities relating to research conducted in or administered through the Medical School and shall advise the Chancellor, the Dean of the School of Medicine and the senior administrator with responsibility for Research on such matters. Before deciding on important issues affecting the research environment for faculty, the Chancellor, the Dean of the School of Medicine and the senior administrator with responsibility for Research will consult with the Council. The members of the Scientific Council serve as the liaison between the members of their Department engaged in research and the Chancellor the Dean of the School of Medicine and the senior administrator with responsibility for Research.

The Committee shall review the annual budget for the Office of Research and make recommendations to the Chancellor, the Dean of the School of Medicine and the senior administrator with responsibility for Research as to funding priorities. The Council shall also regularly (at least once every three years) review the performance of each core research facility and make recommendations as to the level of support that should be provided for such cores based on usage and customer satisfaction. The Council may also serve as an ad hoc review panel for intramural grants, making recommendations for funding to the Chancellor, the Dean of the School of Medicine and his/her designee for Research. The Council also advises and receives regular (at least annual) reports from those committees dealing with the research enterprise including the Laboratory Safety Committee, the Radiation Safety Committee, the Committee for the Protection of Human Subjects in Research, the Institutional Animal Care and Use Committee, and other such committees as are established from time to time. The Council shall also solicit input from the faculty at-large concerning the issues/concerns of the research community. To such end the Council will sponsor biannual meetings of the faculty at-large (Faculty Research Forums). The committee shall be responsible for preparing the agenda, for advertising such meetings and for inviting appropriate administrative personnel for presentations and/or for comment. At its monthly meetings the Scientific Council will also receive updates as to issues under consideration by any other research advisory committees, formal and informal, and provide feedback to these committees; such updates will be provided

by the Chancellor, the Dean of the School of Medicine and/or the senior administrator with responsibility for Research.

2. Membership

The voting members of the Scientific Council shall be comprised of one faculty member from each academic department or program of the School of Medicine except for the departments of Medicine, Pediatrics and Psychiatry which shall have two. Departments with limited research activities may choose not to elect a representative to this committee.

The representative(s) shall be elected by the faculty of that department or program; those departments with two representatives should select candidates to represent the basic science and clinical research interests of these departments. In addition, there shall be one representative from the Graduate School of Nursing elected by the faculty of that school. There shall also be one faculty representative for Commonwealth Medicine, selected by the Deputy Chancellor for Commonwealth Medicine. The Chancellor, the Dean of the School of Medicine and the senior administrators with responsibility for Academic Affairs and for Research shall serve ex-officio. The initial members shall randomly be assigned terms of 1, 2 or 3 years. At the end of the initial period, all terms shall be for three years. Members may be re-elected.

3. Officers

The Chair and Vice-Chair will be elected by and from the Scientific Council membership and serve for a two-year period. Every effort will be made to assure that the Chair and Vice-Chair represent basic and clinical departments.

4. Meetings

a. The Scientific Council shall meet monthly throughout the academic year. These meetings shall be publicized in advance to the research community so as to permit the faculty at large to attend. In addition, the Council shall convene special meetings of the faculty at large at least twice each year to discuss items of interest to the research community; these meetings shall also be widely publicized in advance of the meeting so as to encourage faculty participation.

b. Quorum - One half of the voting members shall constitute a quorum.

c. Recommendations of the Scientific Council shall require a simple majority vote of those present provided that:

i. A quorum is present

ii. The agenda and notice of the meeting were distributed to the members at least three days in advance of the meeting and only topics listed on the agenda are acted upon, except under special circumstances this provision may be waived by a unanimous vote of those present.

5. Staff support for the Council will be provided by the Office of Research.

O. Student Affairs Committee

1. Duties

The Student Affairs Committee shall consider and evaluate all matters dealing with student affairs, including financial aid, student counseling, insurance, student health services and student recreation, and shall serve as the principal focus for faculty and student coordination in the area of student affairs, student counseling, and student social and recreational activities.

2. Membership

The voting membership of the Student Affairs Committee shall consist of nine faculty members, including at least one member from the school of medicine, the graduate school of biomedical sciences, the graduate school of nursing, and such other schools as may be constituted in the future. In addition, the committee shall consist of ~~four~~ one student representative for every 100 students in each school with at least one representative for each school; student members are appointed by the respective Student Body Committee of each school. Additional members may include an alumni representative from each school if such candidates are available; these representative shall be chosen by the Committee on Committees from lists submitted to the Committee on Committees by the respective Alumni Councils of each school. The Associate Dean for Student Affairs, the Assistant Dean for Minority Affairs, the Financial Aid Officer, the Associate Dean of the Graduate School of Biomedical Sciences and the Assistant Dean of the Graduate School of Nursing or their designees shall serve *ex officio*.

3. Meetings. The Student Affairs Committee shall meet monthly throughout the academic year.

P. Tenure Committee

1. Duties:

The purpose of the tenure committee is to review the credentials of candidates for tenure and to make recommendations for or against the award of tenure. In addition, in those unusual circumstances when a tenured faculty member has been recommended for a salary reduction based on four (4) years of documented performance problems, the Tenure Committee will review the merits of the proposed salary reduction and make recommendations for or against this recommended reduction using the procedure described in T 02-032.

2. Membership

- a. Full time Members - The Tenure Committee shall consist of tenured faculty members elected to three year terms by the tenured members of each academic department in which 5 or more faculty members hold tenure. Each eligible department shall elect one member, except for Medicine which shall elect two members. Additional representatives will be added to the committee as departments are added and/or as the numbers of tenured faculty within existing departments increase, i.e. departments will be allowed to select a representative once the department is comprised of 5 or more tenured faculty members. If a department composition changes such that less than five tenured faculty members remain, the elected representative of that department shall serve until the end of his/her official term. Thereafter, the department will not have representation on the committee until and unless the number of tenured faculty within that department return to the required level. Faculty members with significant administrative responsibilities (i.e. vice chancellors, department chairs, program directors, deans, etc) are not eligible for full time membership on this committee although they may serve as ad hoc members of the committee (see below). The Committee shall select a chairman annually.
- b. Ad Hoc Members - For each tenure case the committee shall assist in the selection of up to three ad hoc members in consultation with the Director of the Office of Research, the recommending chair and the Chancellor's designee for Academic Affairs. At least one of these ad hoc members shall be external, i.e. not a member of the University of Massachusetts, Worcester faculty. Ad hoc member(s) are to be specifically chosen because of his/her expertise in the candidate's field. He/she must also have achieved an appropriate

level of scientific stature at his/her institution (i.e. each ad hoc member must hold tenure or its equivalent at his/her respective institution). The candidate for tenure will be allowed to review the list of recommended reviewers to exclude individuals who might be unduly biased. The candidate may also request the exclusion of one of the full time members of the Tenure Committee.

3. Meetings

The Committee will be convened as needed to review individual cases. A quorum for valid committee actions shall consist of two thirds of the full time members and at least one external ad hoc member. The representative from the department sponsoring the candidate will normally be excused from participation in the review of their department member if he/she has participated in the departmental review of the candidate; other committee members who might be perceived as having a conflict of interest will also be excused during the consideration of that individual. Meetings by conference call are acceptable.

Q. Women's Faculty Committee

1. Duties

The purpose of the Women's Faculty Committee is to serve in an advisory capacity to the Chancellor regarding issues and activities relevant to women faculty, providing direct input into the following areas: workplace issues (including hiring procedures, compensation, benefits, promotion and tenure), search committee representation, –educational opportunities (including training programs to enhance the professional growth of women and women's health education programs directed towards medical students, residents, faculty and community). The Women's Faculty Committee is supported by the Diversity and Equal Opportunity Office and by the Department of Faculty Administration.

2. Membership

Membership on the Women's Faculty Committee shall be open to all women faculty members of the School of Medicine, Graduate School of Biomedical Sciences and Graduate School of Nursing and the UMass Memorial community: Nine or more women faculty members shall be appointed by the Committee on Committees. Members of the Women's Faculty Committee will agree upon specific areas of committee focus for each academic year and designate subcommittees to work in each of these areas. Each committee member will participate in at least one subcommittee each year.

3. Officers

The officers of the Women's Faculty Committee shall include two co-chairs (one clinical and one non-clinical) who preside at all meetings and chair the Women's Faculty Executive Committee, a group of at least five individuals elected from the committee membership who represent the subcommittees of the Women's Faculty Committee. The Co-Chairs, in conjunction with the Executive Committee, prepare the agenda for meetings of the Women's Faculty Committee, establish priorities for the Committee, and resolve procedural issues. The Co-chairs and members of the Executive Committee are elected to two-year terms with terms staggered such that approximately one-half of the members turn over each year. Co-Chairs shall normally serve no more than two consecutive terms.

4. Reporting Relationships.

The Women's Faculty Committee reports directly to the Chancellor. The Committee also works closely with the Chancellor's designee for Diversity and Equal Opportunity and the

Chancellor's designee for Academic Affairs, who are ultimately responsible for managing and implementing policies and procedures associated with equity issues for women faculty.

5. Meetings

Meetings of the full Women's Faculty Committee shall normally occur monthly. Special meetings of individual subcommittees can be called as needed by the co-chairs, by three or more members of the Executive Committee and/or by the co-chairs of an individual subcommittee. A quorum shall consist of those present at all normally scheduled meetings. All meetings are open and all interested members of the University of Massachusetts Medical School/UMass Memorial Health Care community are invited to attend.

ARTICLE VI: ELECTIONS

Departmental elections for representatives to the Faculty Council shall be held in late spring/early summer according to procedures established in the Faculty Council Constitution. The Rules Committee of the Faculty Council shall oversee elections to the Council.

Membership of elected committees shall be determined by vote of the academically salaried faculty in the summer of each academic year; these elections shall be overseen by the Office for Faculty Administration in consultation with the leadership of Faculty Council.

ARTICLE VII: RATIFICATION AND AMENDMENT

The Board of Trustees reserves the right to alter, amend, or revoke the foregoing document in part or in whole at any time. The Faculty Council requests prior notification of such alterations, amendments or revocations.

If the present document is not revoked, the Faculty Council and the Executive Council will evaluate the foregoing procedures every five years. Amendments to this document shall require approval by two-thirds vote of both the Faculty Council and the Executive Council. The approved amended document shall then be submitted to the full and part time academically-salaried faculty for a vote for or against its acceptance. A simple majority of votes cast shall be required for approval of the document and proposed amendments which shall then be transmitted for administrative and Trustee approval according to the procedures followed for other faculty recommendations as outlined in T73-098 or documents that replace this policy.

No amendments to this document shall become effective without the approval of the Board of Trustees.