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**BYLAWS OF THE SCHOOL OF MEDICINE**  
**UNIVERSITY OF MASSACHUSETTS WORCESTER**

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**BYLAWS OF THE SCHOOL OF MEDICINE  
UNIVERSITY OF MASSACHUSETTS WORCESTER**

**ARTICLE I: INTRODUCTION**

The School of Medicine (SOM) is one of the schools at the University of Massachusetts Worcester (UMW) [also known as the University of Massachusetts Medical School (UMMS)] and has responsibility for awarding the Doctor of Medicine degree to its graduates.

Governance of UMW (including the SOM) is administered by UMW's Governance Document (Doc. T03-035, as amended). Accordingly, the purpose of these bylaws is to set forth the operating procedures and administration particular to the SOM not otherwise contained in the UMW Governance Document. For the purposes of this document, all general terms (i.e., Dean, Chair, Faculty, Governing Bodies, etc.) shall refer specifically to the SOM, unless otherwise specified. These bylaws set forth the SOM's two (2) representative bodies – SOM Faculty Assembly and Educational Policy Committee – which inform the concept of shared governance throughout the UMW campus.

**ARTICLE II: DEPARTMENTS**

The SOM is made up of Departments and its membership is derived from the Faculty within these Departments. Faculty membership can only be conferred on the recommendation of the Department Chairs using processes described in the Academic Personnel Policy of the University of Massachusetts Medical School (T95-022, as amended) (APP).

The SOM's Departments are organized according to academic disciplines and are categorized into the basic sciences and clinical sciences.

**A. Basic Science Departments**

There are eight (8) basic science departments, and other such departments as may be later be established consistent with UMW Governance Document (Doc. T03-035, as amended). They are as follows:

- Biochemistry and Molecular Pharmacology
- Microbiology and Physiological Systems
- Molecular, Cell and Cancer Biology
- Molecular Medicine
- Neurobiology
- Population & Quantitative Health Sciences
- RNA Therapeutics Institute

**1. Reviews**

Reviews of such Departments shall be conducted in accordance and compliance with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended – and the attached Guidelines on Academic Quality Assessment and Development).

## 2. Chairs

### a. **Appointment**

The Dean will appoint the Chair upon delegation and approval by the Chancellor. The Dean shall seek nominations from a broadly representative search committee. The Dean shall consult with the appropriate Representative Body, administrative personnel and members of the department before determining the composition of the search committee. The Dean will appoint faculty and student representatives to the search committee and charge the committee.

In the event of a vacancy and notwithstanding any provision to the contrary, the Dean and after consultation with members of the department and appropriate Governing Bodies' leadership, shall appoint an individual as *interim* Chair until such time as the vacancy is filled. Further, the Dean may appoint an individual as *acting* Chair in the event of a leave of absence or sabbatical of a Chair.

### b. **Review and Evaluation**

The Dean will undertake an annual performance review of the Chair of each department and provide a written assessment of this performance to the Chair.

### c. **Discipline**

The Dean may discipline, place on probation or summary suspension and/or remove a Chair from their position at any time, if in his/her view such action is in the best interest of UMW. Such action applies only to the administrative position of Chair.

## **B. Clinical Science Departments**

There are seventeen (17) UMass Memorial Health Care, Inc. (UMMHC) clinical science departments and ten (10) UMMS-Baystate Regional Campus clinical science departments. Other such departments as may be later be established consistent with UMW Governance Document (Doc. T03-035, as amended). They are as follows:

### **UMMS-UMass Memorial Health Care**

- Anesthesiology and Perioperative Medicine
- Dermatology
- Emergency Medicine
- Family Medicine and Community Health
- Medicine
- Neurology
- Neurological Surgery
- Obstetrics and Gynecology
- Ophthalmology & Visual Sciences
- Orthopedics and Physical Rehabilitation
- Otolaryngology
- Pathology
- Pediatrics
- Psychiatry
- Radiation Oncology
- Radiology
- Surgery
- Urology

### **UMMS-Baystate Regional Campus**

- Anesthesiology at UMMS-Baystate
- Emergency Medicine at UMMS-Baystate
- Family Medicine at UMMS-Baystate
- Medicine at UMMS-Baystate
- Neurology at UMMS-Baystate
- Obstetrics and Gynecology at UMMS-Baystate
- Pathology at UMMS-Baystate
- Pediatrics at UMMS-Baystate
- Psychiatry at UMMS-Baystate
- Radiology at UMMS-Baystate
- Surgery at UMMS-Baystate

#### **1. Reviews**

Reviews of such Departments shall be conducted in accordance and compliance with both University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended – and the attached Guidelines on Academic Quality Assessment and Development); and the respective contractual agreements with UMMHC (Section 4.3.2 of the Amended and Restated Definitive Agreement, as further amended and approved on February 20, 2001) and Baystate Health, Inc. (Section 5.C of the Affiliation Agreement, as approved on October 28, 2015).

#### **2. Chairs**

Appointment, Review and Evaluation, and Discipline and Termination of clinical science Chairs shall be governed by and consistent with the respective contractual agreements with UMMHC (the Amended and Restated Definitive Agreement, as that document was further amended and approved by and between UMW [UMMS] and UMMHC on February 20, 2001 [and as may be later amended]) and Baystate Health, Inc. (Section 5.C of the Affiliation Agreement, as approved on October 28, 2015 [and as may be later amended]).

### **ARTICLE III: PROGRAMS**

The SOM's Programs are organized according to academic research disciplines. There are three (3) such Programs (and such other Programs as may later be established), described as follows:

- Bioinformatics and Integrative Biology
- Gene Function and Expression
- Systems Biology

Establishment of new Programs or consolidation or realignment of existing Programs shall be the responsibility of the Dean after consultation with the SOM Faculty Assembly, the Faculty Council and Executive Council, and subject to approval by the Provost and the Chancellor.

#### **A. Program Reviews**

Reviews of such Programs shall be conducted in accordance and compliance with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended – and Guidelines on Academic Quality Assessment and Development).

## **B. Program Directors**

### **1. Appointment**

The Dean shall appoint the Director. The Dean shall seek nominations from a broadly representative search committee. The Dean shall consult with the appropriate Representative Body, administrative personnel, and members of the Program before determining the composition of the search committee. The Dean will appoint faculty and student representatives to the search committee and charge the committee.

In the event of a vacancy and notwithstanding any provision to the contrary, the Dean, after consultation with members of the Program and appropriate Governing Bodies' leadership, shall appoint an individual as *interim* Director until such time as the vacancy is filled. Further, the Dean may appoint an individual as *acting* Director in the event of a leave of absence or sabbatical.

### **2. Review and Evaluation**

The Dean will undertake an annual performance review of the Director of each Program and provide a written assessment of this performance to the Director.

### **3. Discipline**

The Dean may discipline, place on probation or summary suspension and/or remove a Director from their position at any time, if in his/her view such action is in the best interest of UMW. Such action applies only to the administrative position of Director.

## **ARTICLE IV: REPRESENTATIVE BODIES**

The Faculty, through its two (2) representative bodies – SOM Faculty Assembly and Educational Policy Committee – participate in the policy and decision making processes that affect the SOM.

### **A. SOM Faculty Assembly**

#### **1. Duties**

- a. Provide recommendations to the Dean on matters of importance regarding the administration of the SOM and all matters affecting the Faculty and Faculty life.
- b. Consult with and provide advice to UMW Governing Bodies on matters related to the SOM.
- c. Consult with and provide advice to the EPC on matters related to the curriculum.
- d. Receive reports from and provide input to all SOM standing committees.
- e. Recommend representatives to serve on campus-wide standing committees and other committees as requested and appropriate.

- f. Whenever possible, the SOM Faculty Assembly shall be advised of substantive changes in administrative policies and procedures affecting Faculty prior to the implementation of these policies and procedures.
- g. Recommendations of the SOM Faculty Assembly will be forwarded for consideration to the Dean, who must respond within 20 working days with approval, request for reconsideration or disapproval, consistent with the “Board of Trustees Statement on University Governance” (Doc. T73-098, as amended).

## **2. Membership**

Those voting and nonvoting members of the UMW Faculty Council who represent SOM constituencies shall serve as voting and nonvoting members of the SOM Faculty Assembly.

Additionally, up to three faculty members from the UMMS-Baystate Regional Campus shall be elected by the Regional Campus faculty to serve as voting members of the SOM Faculty Assembly. Terms are for three years, staggered so that one should be elected each academic year.

## **3. Officers**

UMW Faculty Council officers shall serve as SOM Faculty Assembly officers (providing they are SOM Faculty) and lead all discussions/votes, with the following exceptions:

- a. If the campus Faculty Council Chair is not a SOM faculty member, the Vice-Chair (and if necessary, the Secretary, and then a SOM Faculty member from the Faculty Council Rules Committee) shall preside over the discussion/votes (as long as they are SOM Faculty).

## **4. Rules Committee**

The Rules Committee of the SOM Faculty Assembly shall be comprised of the Chair, the Vice Chair, the Secretary, and one additional voting member of the SOM Faculty Assembly appointed by the SOM Faculty Assembly. Its duties include:

- a. Preparation of the agenda of the SOM Faculty Assembly. The Rules Committee shall review all requested agenda items submitted by the President, the Chancellor, the Provost, the Dean, the President of the Student Body Committee, and/or the Chair of any SOM Standing Committee. Requests for agenda items may also be submitted by any SOM faculty member or student and shall be reviewed by the Rules Committee for placement on the agenda. If the proposed agenda item is within the SOM Faculty Assembly’s stated duties, it shall be placed on the agenda of the meeting date requested or, if that request cannot be accommodated, on the agenda of the earliest next meeting date.
- b. Resolution of procedural matters.
- c. Oversight of the election of representatives to the SOM Faculty Assembly.



- d. Preparation of a list of representatives or administrative officials to be considered for non-voting membership on an annual basis.
- e. Other duties as assigned by the SOM Faculty Assembly or the Chair.

## **5. Meetings**

- a. SOM Faculty Assembly meetings may occur either at the conclusion of a UMW Faculty Council meeting (after adjournment thereof), or on some other regularly scheduled basis during the academic year.
- b. An emergency meeting may be called by the Dean or by unanimous vote of the Rules Committee. The written notification of such a special meeting to all SOM Faculty Assembly members shall be within three (3) working days.
- c. One half of the voting members shall constitute a quorum. Members may attend and vote (participate) by teleconference, video conference, or any other technology that allows full participation. Proxies are not permitted.
- d. Recommendations of the SOM Faculty Assembly shall require a simple majority vote of those participating 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.

## **6. Bylaws**

The SOM Faculty Assembly shall regularly review its bylaws and at a minimum of every 5 years.

## **B. Educational Policy Committee**

The Educational Policy Committee (EPC) shall have the authority to recommend to the Dean educational policy for the SOM. Before recommending changes in educational policy, the EPC shall consult with the SOM Faculty Assembly and the Executive Council. The EPC may consult with the faculty at Faculty meetings, as appropriate. Recommendations of the EPC will be forwarded for consideration to the Dean, who must respond within 20 working days with approval, request for reconsideration or disapproval, consistent with the “Board of Trustees Statement on University Governance” (Doc. T73-098, as amended).

### **1. Duties**

The EPC shall have the responsibility for planning, coordinating, directing, monitoring, evaluating, and continuously revising a comprehensive program of general medical education for the undergraduate medical training of physicians. These responsibilities shall include the development of educational objectives and policies pertaining to the program leading to the MD degree, the approval of new courses or programmatic requirements, and standards for grading, student advancement and promotion. As well, the EPC is responsible for the ongoing monitoring and review of the educational program’s content; methods of instruction and assessment; learner outcomes, quality and

overall effectiveness. The EPC shall also have the responsibility for stimulating and supporting scholarship and innovation in medical education. The members will be responsible for organizing specialized subcommittees as needed and as defined in the EPC's bylaws.

## **2. Membership**

- a. Voting members of the EPC shall consist of the following:
  - i. One member from each UMMS basic science and UMMS-UMMHC clinical department, selected by the Department Chair, in consultation with the departmental faculty. A department may choose to defer representation on the EPC, with approval by the Dean.
  - ii. Up to three faculty representatives from the UMMS-Baystate Regional Campus, selected by the Dean after consultation with the UMMS-Baystate Regional Executive Dean.
  - iii. Up to three faculty representatives from major affiliated teaching hospitals selected by the Dean, in consultation with the Senior Associate Dean for Educational Affairs and Associate Dean of the respective affiliated teaching hospital.
  - iv. Two medical students, selected from any of the medical school classes, appointed by the Student Body Committee.
  - v. One alumnus representative selected by the SOM Alumni Council.
  - vi. Two additional Faculty-at-Large members selected by the Dean. Reappointment of Faculty-at-Large members for successive terms will occur at the discretion of the Dean.

Terms for student voting members shall be for one academic year. Student members may be reappointed for successive consecutive terms at the discretion of the Student Body Committee. Terms for faculty voting members shall be for three academic years. Terms shall be staggered so that approximately one-third of the members are appointed annually. Faculty members shall generally serve for a maximum of two consecutive terms. Faculty members may serve additional consecutive terms upon review and approval by the Senior Associate Dean of the School of Medicine, in consultation with the Dean of the School of Medicine. In the event of an unexpected vacancy, a new student or faculty representative to the EPC shall be selected by the standard processes.

- b. Non-voting membership shall consist of the following: The Dean, Senior Associate Dean for Educational Affairs, Associate Deans, Assistant Deans and other representatives or administrative officials as may be designated annually by the Dean. Additional non-voting members may be added and shall be appointed annually by majority vote of the EPC and may include members of the subcommittees and Faculty-at-Large.

### **3. Officers**

The Dean shall appoint the following officers from the voting membership:

- a. Chair who shall:
  - i.* Preside at all meetings.
  
  - ii.* Serve as Chair of the Rules Committee.
  
  - iii.* Serve as a voting member of the Executive Council.
  
- b. Vice Chair who shall:
  - i.* Preside at all meetings in the absence of the Chair.
  
  - ii.* Serve as a member of the Rules Committee.

### **4. Rules Committee**

The Rules Committee shall be comprised of the Chair, Vice Chair, Chair of each subcommittee of the EPC, the Senior Associate Dean for Educational Affairs, Associate Dean for Admissions, Associate Dean for Student Affairs, Associate Dean for Undergraduate Medical Education, Associate Dean for Allied Health and Interprofessional Education and the Associate Dean for Education at UMMS-Baystate. Its duties shall include:

- a. Preparation of the agenda for EPC meetings. The Rules Committee shall review all requested agenda items submitted by the Dean, Senior Associate Dean for Educational Affairs, the Chair of any of the subcommittees, and any EPC committee member. If the proposed agenda item is within the EPC's stated duties, it shall be placed on the agenda of the meeting date requested or, if that request cannot be accommodated, on the agenda of the earliest next meeting date.
  
- b. Other duties as assigned by the Dean, Senior Associate Dean for Educational Affairs or the Chair.

### **5. Meetings**

- a. The EPC shall meet on a regularly scheduled basis during the academic year.
  
- b. One half of the voting members shall constitute a quorum. Members may attend and vote (participate) by teleconference, video conference, or any other technology that allows full participation.
  
- c. Recommendations of the EPC shall require a simple majority vote of those participating 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.

- d. An emergency meeting may be called by the Dean or by simple majority vote of the Rules Committee. In the event of an “emergency”, the written notification of such a special meeting to all members shall be within three (3) working days of the planned meeting.

## **6. Bylaws**

The EPC shall regularly review its bylaws and at a minimum of every 5 years.

## **ARTICLE V: STANDING COMMITTEES**

Standing Committees within the SOM function in an advisory capacity to the SOM Faculty Assembly and Dean.

Standing Committees, unless otherwise stated, shall adhere to Article VI of the UMW’s Governance Document (Doc. T03-035, as amended). Bylaws for the SOM Standing Committees will be reviewed and approved by the SOM Faculty Assembly and Dean.

Recommendations shall require a simple majority of those participating provided that a quorum is present. Such “votes” may be established by members participating in-person or any other technology that allows full participation by the voting member.

### **A. Admissions Committee**

#### **1. Duties**

- a. Review and propose standards and qualifications for admitting students to the first year class and transfer students with advanced standing.
- b. Participate in the interviews of applicants.
- c. Review the applications, qualifications and evaluations of applicants for consideration, and selects candidates for admission.
- d. Review and propose procedures appropriate for consideration and selection of applicants, including:
  - i. Activities related to the recruitment of students and the dissemination of admissions information throughout undergraduate or secondary school campuses; and
  - ii. Procedures for identification and recruitment of applicants from groups underrepresented in medicine and from disadvantaged backgrounds in compliance with the American Medical College Application Service (AMCAS) and consistent with Trustee Policy on Affirmative Action and Equal Opportunity (Doc. T92-034, as amended).

#### **2. Advising and Reporting**

- a. The Admissions Committee shall advise and consult with the Representative Bodies, in particular with respect to any proposals to be forwarded by the Committee to the Dean and Provost.
- b. The Dean and Senior Associate Dean for Educational Affairs shall consult with the Admissions Committee on matters related to student admissions.

- c. The Admissions Committee shall report to the Dean or his/her designee.

### **3. Membership**

- a. Voting membership of the Admissions Committee shall consist of the following thirty-three voting members:
  - i. Associate Dean for Admissions, who shall serve as Chair.
  - ii. Twenty-six (26) Faculty members from both the clinical and basic science departments,
    - a. Of this amount, four (4) members shall be from the MD/PhD program and up to three (3) members shall be from the UMMS-Baystate Regional Campus.
    - b. Appointments shall be made by the Nominations Committee in consultation with the Associate Dean for Admissions. The Associate Dean for Admissions will provide recommendations to the Nominations Committee based upon consultation with the MD/PhD Program Director and with the UMMS-Baystate Regional Executive Dean for the respective positions noted above.
  - iii. Four medical students, recommended by the Student Body Committee and appointed by the Associate Dean for Admissions.
  - iv. One SOM medical alumnus representative, appointed by the Associate Dean for Medical School Admissions upon recommendation by the SOM Alumni Council.
  - v. One additional member selected by the Associate Dean for Admissions.

Terms for student members shall be for one academic year. Terms for other voting members shall be for three academic 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.

- b. Non-voting membership shall consist of the following:
  - i. The Director of Admissions and Vice Provost for School Services. Additional non-voting members may be added and shall be appointed annually by majority vote of the Admissions Committee.
  - ii. Alternate members may be designated as defined in the Admission Committee's bylaws. These members may attend and participate without vote.

## **B. Graduate Medical Education Committee**

### **1. Duties**

The Graduate Medical Education Committee (GMEC) shall establish and implement policies and procedures regarding the quality of education and the work environment, including duty hours, for residents in all programs within the Sponsoring Institution and its participating sites. It shall demonstrate effective oversight of ACGME-accreditation status

of the Sponsoring Institution and its ACGME-accredited programs; review and approve annual stipends and benefits; and review and approve all changes in programs requiring communication with the ACGME. The duties of the committee include but are not limited to all responsibilities of the GMEC as stated in the ACGME Institutional and Common Program Requirements

## **2. Advising and Reporting**

- a. The GMEC shall advise and consult with the SOM Faculty Assembly and Executive Council.
- b. The Dean and Associate Dean for Graduate Medical Education shall consult with the GMEC on matters related to graduate medical education.
- c. The GMEC shall report to the Dean or his/her designee.

## **3. Membership**

- a. Voting membership of the GMEC shall consist of the following:
  - i. The Designated Institutional Official (DIO), who shall serve as Chair.
  - ii. The Chief Medical Officer of UMMMC, who shall serve as Vice-Chair.
  - iii. The Chief Quality Officer of UMMMC.
  - iv. One program director from each ACGME-accredited residency program with a second voting representative from the Departments of Surgery and Medicine.
  - v. Four resident representatives elected by their peers.
  - vi. Two Residency or Fellowship Program Coordinators selected by the Associate Dean for Graduate Medical Education.
- b. Non-voting membership of the committee may consist of members of the Graduate School of Nursing, UMMHC and any affiliated hospitals, as appointed by the Dean or DIO.

## **4. Meetings**

The committee shall meet on a regularly scheduled basis at least quarterly during the academic year. Each meeting of the GMEC must include attendance by at least one resident or fellow member. The GMEC must maintain meeting minutes that document execution of all required GMEC functions and responsibilities.

## **C. Personnel Action Committee**

### **1. Duties**

The Personnel Action Committee (PAC) shall consider faculty personnel actions related to appointment, reappointment and promotion as such are described in, and governed by the

Academic Personnel Policy of the University of Massachusetts Medical School (Doc. T95-022, as amended).

## **2. Advising and Reporting**

- a. The PAC shall advise and consult with the Vice Provost for Faculty Affairs, Dean, Provost and Chancellor.
- b. The Dean and Vice Provost for Faculty Affairs shall consult with the PAC on matters related to appointment, reappointment and promotion.
- c. The PAC shall report to the Dean or his/her designee.

## **3. Membership**

- a. Voting membership of the PAC shall consist of the following: Seven (7) senior faculty members holding the rank of Associate Professor or Professor, as elected by vote of the Faculty-at-Large. Faculty members with significant administrative responsibilities (i.e. Vice Chancellors, Department Chairs, Program Directors, Dean, etc.) are not eligible to serve.

Terms are for three years with usually no more than three of the members elected each year. The Nominations Committee offers a slate of at least two candidates for each open position. Among the committee members elected annually, at least one shall be from the basic science faculty and one from the clinical science faculty.

- b. Non-voting membership shall consist of the following: The Vice Provost for Faculty Affairs.

## **D. Student Body Committee**

### **1. Duties**

The Student Body Committee (SBC) shall conduct itself in accordance with the UMMS Student Body Committee Constitution. The SBC shall recommend representatives to serve on SOM standing committees, representative bodies and other committees as requested and appropriate.

### **2. Advising and Consulting**

- a. The SBC shall advise and consult with the Student Government Alliance, the Office of Student Affairs, Office of School Services and SOM Representative Bodies.
- b. The Office of Student Affairs and Office of School Services shall consult with the SBC on significant issues affecting the student body.
- c. The SBC shall report to the Dean or his/her designee.

### **3. Membership**

- a. The elected membership of the SBC shall consist of five representatives from each class-year as described in the SBC bylaws.

## **E. Tenure Committee**

### **1. Duties**

The Tenure Committee shall consider the credentials for tenure and other related matters. Tenure procedures are governed by, and duties of the Tenure Committee are stated in, the APP (Doc. T95-022, as amended).

### **2. Advising and Reporting**

- a. The Tenure Committee shall advise and consult with the Vice Provost for Faculty Affairs, Dean, Provost and Chancellor.
- b. The Dean and Vice Provost for Faculty Affairs shall consult with the Tenure Committee on matters related to tenure.
- c. The Tenure Committee shall report to the Dean or his/her designee.

### **3. Membership**

Voting membership of the Tenure Committee shall consist of tenured faculty members elected by each Department in a number related to its complement of tenured faculty as follows:

5-20: 1 representative

21 or greater: 2 representatives

Terms are for three years. 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 returns 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. Ad hoc members may participate and vote in meetings in accordance with the procedures outlined in the APP of the University of Massachusetts Medical School (Doc. T95-022, as amended).



## **ARTICLE VI: MEETINGS OF SOM FACULTY**

Meetings of the Faculty may occur from time-to-time to discuss any matter pertaining to the SOM. Such meetings may be called at any time by the President, Chancellor, Provost, Dean, Chair of the SOM Faculty Assembly, Chair of the Executive Council, Chair of the EPC or, upon petition, by any 20 members of the faculty or by 50 students.

- a. All faculty members shall receive written notification of the time, place, and agenda of all faculty meetings from the Secretary of the SOM Faculty Assembly at least fourteen (14) working days in advance thereof.
- b. The Rules Committee of the SOM Faculty Assembly shall prepare the agenda, which shall include the items submitted by those calling the meeting. Only those items on the agenda may be discussed and voted on.
- c. The Chair of the SOM Faculty Assembly shall preside.
- d. Resolutions for consideration arising out of such faculty meetings shall require a majority vote of those present at the meeting and only the Faculty-at-large are eligible to vote. Any such approved resolutions may be forwarded to either:
  - i. to the SOM Faculty Assembly for additional consideration consistent with this Document; or
  - ii. to the Faculty-at-large for a vote administered by the Office of Faculty Affairs. Only those resolutions that receive a minimum of fifteen percent (15%) favorable vote of the Faculty-at-large shall be forwarded to the Dean for review and consideration.
- e. In the event of an “emergency” – as determined in agreement of the Provost, Dean, and Chair of the SOM Faculty Assembly – the written notification of such a special meeting to all Faculty shall be within three (3) working days.

## **ARTICLE VII: AMENDMENT**

The SOM Faculty Assembly, in consultation with the campus Faculty Council and Executive Council, shall review the foregoing bylaws at a minimum of every five years. Any individual within the SOM may propose an amendment. The proposed amendment shall be handled in accordance with Article II, Section A.1.a of the Governance Document for the University of Massachusetts Worcester (Doc. T03-035 as amended).

The Board of Trustees reserves the right to alter, amend, or revoke the foregoing document in part or in whole at any time.