

**UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE
BY-LAWS**

Table of Contents

Preamble	1
Article I: Organization.....	2
Article II: Parliamentary Authority	5
Article III: Faculty	5
Article IV: The Council.....	6
Article V: Procedure for Electing Representatives to the UMB Faculty Senate.....	11
Article VI: Amendments	12

Updated to Conform With Current Administrative Structure

August 1995

June 2006

July 2008

September 2015

(As approved by Faculty Board, June 28, 1972)

**UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE
BY-LAWS**

Preamble

Goals of the School of Medicine include:

To select and to educate students to be competent practicing physicians of the highest character, fully conscious of their civic, social and professional responsibilities;

To develop, to maintain, and to teach exemplary health care systems in order to provide the essential climate for the achievement of the educational goals in undergraduate, graduate and continuing medical education;

To advance medical knowledge by maintaining facilities for supporting medical research and fostering research by both faculty and students;

To provide medical educators of the future;

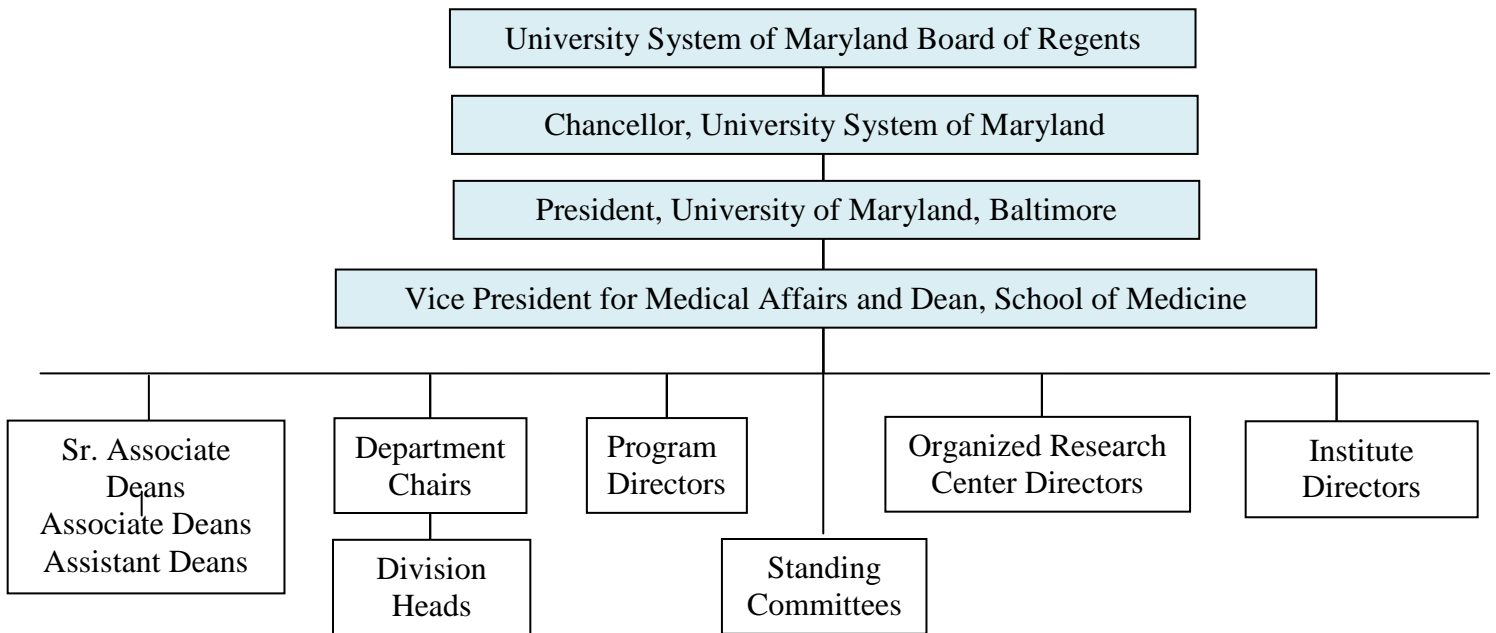
To conduct medical postgraduate and graduate education and to assist physicians and ancillary professional and scientific personnel to improve their knowledge and skills;

To assist in public education on matters pertaining to health;

To advise the properly constituted authorities of the State of Maryland concerning matters affecting the health of its citizens.

Article I
ORGANIZATION

A.1. The executive head and coordinator of the School of Medicine shall be the Dean, School of Medicine (SOM). The administrative channels within the University System of Maryland, the University of Maryland, Baltimore (UMB), and the School are as follows:



A. The Dean, with the approval of the appropriate University officials, may appoint Vice Deans/Associate and/or Assistant Deans to aid in the carrying out of this function and may delegate to them appropriate administrative and policy authority.

B. In order to carry out its programs, the School of Medicine shall be organized administratively into the following Departments, Programs, Institutes, and Organized Research Centers:

- a. **Basic Science Departments**
 - Anatomy & Neurobiology
 - Biochemistry & Molecular Biology
 - Epidemiology & Public Health
 - Microbiology & Immunology
 - Pharmacology
 - Physiology

b. Clinical Science Departments

Anesthesiology
Dermatology
Diagnostic Radiology & Nuclear Medicine
Emergency Medicine
Family & Community Medicine
Medicine
Neurology
Neurosurgery
Obstetrics, Gynecology & Reproductive Sciences
Ophthalmology & Visual Sciences
Orthopaedics
Otorhinolaryngology-Head & Neck Surgery
Pathology
Pediatrics
Psychiatry
Radiation Oncology
Surgery

c. Allied Health Professions Departments/Programs

Medical & Research Technology
Physical Therapy & Rehabilitation Science

d. Programs

Comparative Medicine
Program in Health Disparities and Population Health
Neuroscience
Oncology
Personalized and Genomic Medicine
Trauma

e. Institutes

Institute of Human Virology
Institute for Genome Sciences
Institute for Global Health

f. Organized Research Centers

Biomedical Engineering and Technology
Integrative Medicine
Maryland Psychiatric Research Center
Research on Aging

Shock, Trauma and Anesthesiology Research
Stem Cell Biology & Regenerative Medicine
Vaccine Development
Vascular and Inflammatory Diseases

- C. New Departments may be created and existing Departments abolished on the recommendation of the School of Medicine Council to the Dean by a 2/3 majority vote of that body. The Dean will transmit the recommendation to the appropriate University officials.
- D. Programs, Institutes and Organized Research Centers may be created and existing Programs, Institutes and Organized Research Centers may be abolished on the recommendation of the School of Medicine Council to the Dean upon a 2/3 majority vote of that body.
 - 1. Activities necessary to carry out a function within the School of Medicine involving the expertise and coordination of several academic disciplines may be conducted through a Program, Institute or Organized Research Center. The administrative officer will be the Director.
 - 2. The Program, Institute or Organized Research Center Director will submit an annual report to the Dean concerning the goals, activities, and achievements and needs of the Program.
- E. Recommendation for the appointment of a Program, Institute, or Organized Research Center Director will be made by the Dean and approved by the Executive Committee and the Council.
- F. Recommendations for the appointment as the Chair of a department, shall be made by an ad hoc committee appointed by the Dean. This committee shall have at least five members. When the recommendation concerns the appointment of a Chair of a clinical department, the majority of members shall represent the clinical departments; when the recommendation concerns a basic science department, the majority of members shall represent the basic sciences. The Chair of this committee or the Dean will present the recommendation of the committee to the Council. The recommendation of the Dean and the Council will be transmitted to the appropriate University authorities.
- G. Certain areas within the teaching, research, or health care delivery programs of a department may be declared a division within that department by the departmental Chair and placed under the supervision of a division head (or division director) who is responsible to the department Chair.
 - 1. Divisions may be created or abolished within a department upon the recommendation of the department Chair with the consent of the Executive Committee and Dean.
- H. The titles of the chief administrative official of the School shall be Dean; of a department, Chair; of a division, Head (or Director); of a program, Director; of an institute, Director; and of an organized research center, Director.

Article II

PARLIAMENTARY AUTHORITY

Rules contained in the latest edition of Roberts Rules of Order shall govern this organization in all cases to which they apply and in which they are not inconsistent with these bylaws.

Article III

FACULTY

A. Membership

1. The faculty of the School of Medicine shall consist of those persons appointed by the appropriate School and University authorities, who devote qualitative and quantitative effort to the affairs of the School of Medicine sufficient to satisfy the Chair of the department in which the appointment is made. In addition, the Dean, with the consent of the Executive Committee and the approval of the School of Medicine Council, shall have the authority to designate such administrative officers of the School of Medicine, the University System of Maryland, and institutionally-affiliated hospitals as members of the faculty as he/she deems appropriate.

B. Meetings

1. The Dean shall have at his/her discretion, and on due notice, the authority to call a meeting of the faculty.

C. Duties and Privileges

1. To participate in the teaching, research and health care delivery programs of the School of Medicine to the extent commensurate with their academic rank and terms of their appointment.
2. To serve, at the request of the proper authority, on committees of the faculty, and the School of Medicine Council.
3. By petition of twenty-five members to initiate action on any matter of concern to the School of Medicine, which action shall be included in the agenda of the next regular meeting of the Council.
4. To attend meetings of the Council and to enter into its discussions when called upon to do so by the Chair.

- D. *The University of Maryland School of Medicine Policy and Procedures for Faculty Appointment, Promotion and Tenure* that became effective on July 1, 1998 applies to all issues related to appointment and promotion criteria, faculty titles and criteria, tenure eligibility and qualifications, salary support for tenured faculty, and procedures for appointment, promotion and tenure. For faculty granted tenure before July 1, 1998, who elected not to be subject to the revised Policies and Procedures, the terms of their faculty appointment agreements and University policies applicable to their faculty appointments remain effective.

Article IV
THE COUNCIL

A. Membership

1. The membership of the Council shall be:
 - a. Chairs of all Departments; Directors of all Programs, Institutes and Organized Research Centers; the Dean, who shall be the Chair; elected representatives from each Department, the student body and the house-staff; representatives from institutionally affiliated hospitals (i.e. UMMS hospitals; VA hospital and Mercy Medical Center); two representatives from the Medical Alumni Association; two appointed Senior Associate Deans/Associate and/or Assistant Deans.
2. Each department shall be entitled to a minimum of one elected representative, plus one representative for each ten full-time equivalent members of that department in excess of ten. A full-time equivalent is the collective contribution of 1900 hours per annum devoted to the affairs of that department whether that time is contributed by one faculty member or an aggregate of part-time faculty members.
3. The term of office for an elected faculty member from a department shall be for two years.
4. The student body of the School of Medicine shall have 11 representatives, which shall include the President of the Student Council and the President of each of the School of Medicine classes. If a class has more than one President, only one can be appointed as a representative to the Council. The remaining representatives shall be selected as prescribed by the Student Council. The elected student representatives shall serve a term of one year.
5. The House-staff (i.e. Residents) shall have two representatives, one of whom shall be the President of the House-staff Association. The other member shall be selected as prescribed by the House-staff Association and will serve a term of one year.
6. An affiliated hospital on file in the Dean's Office as having an institutional affiliation may be represented by one representative. That representative must be a member of the faculty of the School of Medicine to be eligible to serve. That faculty member can be included in the total faculty membership count of a particular department to determine the number of departmental representatives.
7. The Dean may appoint two Senior Associate Deans Associate Deans and/or Assistant Deans as representatives to the Council, one of whom may serve as the Vice-Chair and Secretary.

B. Alternates

1. An alternate with voting privileges shall be selected from the faculty, student body and the house-staff for each elected representative. The alternate is to attend all meetings when the elected representative is unable to be present.
2. If the Department Chair is unable to attend a meeting, he/she may appoint an alternate who is a member of the faculty from his/her own department who will represent him/her and have voting privileges.

C. Length of Term for the First Elected Council

1. Elected representatives to the first Council shall be elected for the appropriate term as designated above. Present members of the Faculty Board will continue to serve out the remainder of their term on the Council.

D. Replacements on Resignation, etc.

1. If an elected member of the Council resigns, retires or dies, his/her alternate will serve out his/her term and another election will be held to appoint another alternate.

E. Eligibility to Vote

1. All members of the faculty shall be eligible to vote for the member or members to represent the department in which the faculty member holds an appointment. Primary academic appointments will be considered for purposes of apportionment and representation.

F. Alumni Members

1. On nomination by the Board of Directors of the Medical Alumni Association the Dean shall appoint two members of the Medical Alumni Association who are members of the faculty to the Council for a term of two years. The two members shall have overlapping terms of office.

G. Meetings

1. There will be ten regular meetings during the academic year held monthly at a time and place designated by the Dean. There will be no regular meetings during July and August. The Dean, with the approval of the majority of the Executive Committee may cancel regular meetings upon proper notice.
2. The Secretary shall notify each member of the Council of each regular meeting by circulating a written agenda at least five days in advance of the meeting.
3. The Dean shall have the right to call a special meeting of the Council at any time on at least twenty-four hours' notice provided each member of the Council is contacted. The Secretary must present and distribute before the meeting, a written agenda for such special meetings.

4. The Dean shall be required to call a special meeting of the Council within five days of a request in writing of at least twenty-five members of the Council.
5. A quorum at all meetings shall consist of at least twenty-five members of the Council.
6. No item can be voted upon unless it appears on the agenda.

H. Duties and Functions

1. The Council shall serve as the shared governance structure for the School of Medicine (per the (USM I-6.00) *Policy on Shared Governance in the University System of Maryland*). The Council shall have authority over the educational policy of the School of Medicine; over policies related to student conduct, as related to moral and ethical standards expected of a physician; over policies related to academic rank and appointments; and over basic policies related to research contracts and grants. At the request of the President of the UMB Faculty Senate and of the Dean, or upon its own initiative, the Council may, by resolution advise the UMB Faculty Senate on any matter of concern to the School of Medicine.
2. The Dean shall have the power to suspend any action of the Council which he/she deems not to be in the best interests of the School. Should the Dean exercise this power, the Council shall reconvene at a special meeting called by the Secretary to reconsider the matter, the quorum at this meeting being 75% of the Council members, at which meeting the suspension may be overridden by a 2/3 majority vote of that body. Such a meeting will be considered a special meeting and will require the usual written agenda.

I. Committees

1. The Council shall have the power to establish such committees as may be necessary to carry out its various functions.
2. There shall be three kinds of Council committees: Special Committees, Standing Committees, and Ad Hoc Committees.
3. The Dean shall be an ex-officio member of all committees of the Council.
4. Special Committees:
 - a. Executive Committee
 - (1) **Membership:** The Executive Committee shall be comprised of the Dean, who shall be the Chair; the Chairs of all Departments, a total of two Vice Deans/Associate and/or Assistant Deans appointed by the Dean; and four other members of the faculty, two to represent the basic science departments and two to represent the clinical science departments, to be elected by the Council to serve a term of three years.

- (a) Program, Institute and Organized Research Center Directors are eligible to be members of the Executive Committee if elected to membership by a 2/3 majority vote of that body. Once elected, the Director will be a member of the Executive Committee as long as he/she is the Director of that particular Program, Institute or Organized Research Center.
 - (2) **Duties and Functions:** The Executive Committee shall act as an advisory body to the Dean; shall act on an emergency basis between meetings of the Council; shall make recommendations to the Council concerning the appointment or promotion to the faculty rank of Associate Professor or above; shall certify those students who are to graduate and to select those who are to receive School honors and awards; shall perform any other function assigned to it by the Council.
5. Standing Committees:
- a. Standing Committees may be created or abolished by a 2/3 majority vote of the Council.
 - b. The membership of the Standing Committees will be appointed by the Dean.
 - c. The length of term of appointment of members of Standing Committees shall be three years. Members may be appointed by the Dean to successive terms.
 - d. Standing Committees shall submit a written report of their activities at least annually. This report is to be submitted to the Secretary of the Council at a previously specified time.
 - e. An oral summary of this report may be requested for presentation at a regular meeting of the Council either by the Chair of the Council or by a majority of the members present.
 - f. The Standing Committees of the School of Medicine Council are:
 - (1) **Committee on Appointments, Promotion and Tenure Review:** To make recommendations to Executive Committee of the SOM Council on appointments, promotions and awarding of tenure per the *The University of Maryland School of Medicine Policy and Procedures for Faculty Appointment, Promotion and Tenure* that became effective on July 1, 1998. To study and to make recommendations regarding matters which are of concern to the general welfare and effectiveness of the faculty including tenure, professional ethics, academic freedom, and sabbatical leave policy; to study and make recommendations concerning a desirable balance among teaching, research and service responsibilities, and activities on external and internal committees and organizations.

- (2) Committee on Faculty Research (Research Affairs Advisory Committee): To foster and stimulate research; to recommend policies to be followed in acceptance of contracts and grants; to explore means for supporting research not otherwise supported at the present time; to formulate and recommend policies regarding the humane use of animals in experimental work; to formulate and recommend policy regarding use of radioactive isotopes, pathogenic organisms, and other hazards to health in research; to formulate and recommend policy in regard to the use of human beings either on a volunteer or paid basis, in research
- (3) Curriculum Coordinating Committee: To make a continuing study of and evaluation of the curriculum and methods of instruction; to make recommendations concerning changes and innovations in the curriculum and instructional procedure; to make a continuing study of the evaluation process of student achievement and to recommend changes when necessary.
- (4) Committee on Admissions: The duties shall be to select from among the properly qualified applicants those individuals who can, within the policies of the University and the number of places available, be admitted to the School of Medicine; to make a continuing study of the factors impacting upon the selection process and to make recommendations concerning changes in the admissions procedures when necessary.
- (5) Advancement Committee: Systematically reviews the academic and professional progress of medical students in all 4 years of training. Makes recommendations to the Dean on academic advancement, probation, remediation and dismissal of students based upon deficiencies in academic and or professional performance. Shall be composed of the coursemasters, each having one vote; and other teaching faculty can participate in the meetings.
- (6) Committee on Continuing Medical Education: To analyze the need for and make recommendations concerning policy related to the continuing education activities of the School of Medicine; to develop plans and policies concerning the areas of activities for continuing education; to act as liaison and to coordinate the continuing education programs and to administer the operation of the continuing education programs. This committee may be the Advisory Committee to the Program of Continuing Education.
- (7) Committee on Affiliated Medical Education Activities: To develop guidelines for affiliated medical education programs with the School of Medicine (including hospital affiliations and allied health profession programs) and to be advisory to the Dean and Department Chairs in these matters.

- (8) Committee on Elections: To carry out the elections procedures as stated in the bylaws for the election of representatives of the School of Medicine to the UMB Faculty Senate, the School of Medicine Council, the Executive Committee, Judicial Board and to any other elected body within the University.

6. Ad Hoc Committees

- a. Ad hoc Committees will be appointed by the Dean who will make a charge to that committee in writing. The Council may direct the Dean to appoint an ad hoc Committee and designate the charge to that Committee.
- b. All ad hoc Committees must submit a written report to the Dean and the Council when their obligation has been completed. On acceptance of this report by the Council, the Dean shall notify the Chair that the Committee is discharged.
- c. If, after a reasonable length of time, an ad hoc Committee has not submitted a report, the Executive Committee may request such a report in writing, setting the time when the report is due. If, on expiration of this time, the report has not been submitted, the Executive Committee may request the Dean to discharge the Committee and appoint another Committee to complete the charge.
- d. Progress reports may be submitted from time to time by an ad hoc Committee to the Dean or the Council and the Dean or the Council may request the submission of such reports.

Article V

**PROCEDURE FOR ELECTING REPRESENTATIVES TO THE
UMB FACULTY SENATE**

- A. Election to the UMB Faculty Senate is through a school-specific and electronic online election process. The potential candidate is either nominated by a colleague or self-nominated.
- B. The SOM Elections Committee will be responsible for ensuring that School of Medicine is fairly represented on the Faculty Senate based on the size of the faculty. UMB Faculty Senate election occurs once a year typically in the spring and before June.
- C. Each senator is elected for a 3-year term. There is no limit on how many terms a senator can serve.

Article VI
AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the Council. Proposed amendments require approval by the Council by a 2/3 majority vote of that body.

Amendments so adopted shall become effective when approved by the appropriate University authority.