

THE
ORGANIZATION
OF THE FACULTY

UIC

**UNIVERSITY OF ILLINOIS
COLLEGE OF MEDICINE
Addendum for Peoria Campus**

Approved by the UICOM-P Executive Committee

Approved by the UICOM-P Faculty

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The University of Illinois College of Medicine Peoria campus endorses the overall mission and vision of the College of Medicine. In addition, we focus our regional resources and efforts on the following:

Mission: Lead Collaboration to Improve Health

Vision: *The University of Illinois College of Medicine Peoria makes measurable improvements in personal and population health through integrated innovative research, education and patient care programs.*

A. Meetings:

1. The Regional Dean (hereafter referred to as “Dean”) shall convene, at least once a year, a meeting of the campus faculty (ordinarily in the spring of each academic year) to hear reports, to elect members of the campus Committee on Committees, to propose subjects for consideration by the UICOM-P Executive Committee and to review for approval/disapproval any major regional campus policy changes recommended by the UICOM-P Executive Committee.

2. Special Meetings:

a. Call

(1) Special meetings of the Faculty may be called by the Dean, by the Executive Committee, or by resolution made and approved in a regular meeting of the Faculty.

(2) Upon receipt of a written petition of 20 or more members of the Faculty entitled to vote, the Dean shall call a special meeting of the Faculty. Such meeting shall be held within twenty days.

(3) A petition by the faculty for a special meeting shall include the proposed agenda and/or resolution(s) to be proposed, together with supporting documentation. For those meetings called due to written petition, one person among the signatories thereto shall be designated as the party for such consultations concerning scheduling and arrangements as may be required.

b. Notice

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

(1) All notices of special meetings shall be plainly marked “Special Meeting.”

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

c. Agenda

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

d. Quorum

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

e. Other Procedural Matters

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

3. The Dean shall report in writing to each member the agenda of any such meeting of the faculty at least five business days prior to the meeting.
4. Robert's Rules of Order unless otherwise suspended shall govern the conduct of all meetings. In a properly called meeting of the faculty, the quorum shall consist of those who attend the meeting.
5. All meetings of the faculty are designated as open meetings. The Dean has the prerogative to call the meeting into executive session.
6. Students who are members of standing committees shall enjoy all the privileges of the faculty at these annual meetings except the right to vote.
7. Others attending meetings of the faculty do not enjoy the privilege of the floor unless so granted by the Dean or with the consent of a majority vote of members in attendance.
8. The Office of the Dean shall be responsible for recording and distributing the minutes of faculty meetings.
9. Parliamentarian
 - a. The Dean shall appoint annually the Parliamentarian for the Faculty.
 - b. The Parliamentarian shall advise the Dean and the Faculty on questions of parliamentary procedure.

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

A. Function:

The UICOM-P Executive Committee shall:

1. Serve as the representative elected body of the faculty and act for the faculty when no faculty meeting is called;
2. Receive reports from the standing committees;
3. Advise the Dean on the formulation and execution of College policies and on budgetary issues of the campus
4. Make recommendations regarding the strategy needed to accomplish campus and college strategic goals
5. Accept and approve the financial reports from the MSP ((Medical Service Plan)
6. Consult with the Executive Dean regarding selection and appointment of the Regional Dean
7. Make recommendations to the COM Executive Committee regarding academic issues which transcend the responsibility of individual campuses with special reference to student admissions, appraisal and promotions, faculty appointments and promotions, educational policy and research policy
8. Periodically review the charge of each of the standing committees;
9. All meetings of the Executive Committee are designated as open meetings unless the Chair calls the meeting into executive session.
10. Others attending meetings of the Executive Committee do not enjoy the privilege of the floor unless so granted by the Chair or with the consent of a majority vote of members in attendance.

B. Composition and Election of Members:

1. Composition:

- a. The Dean, who is ex-officio and who shall serve as Chair. The Dean shall not exercise vote during meetings of the Executive Committee except when necessary to break tie votes.

A Chair *pro tempore*, elected by the Executive Committee each year at its first meeting, who will serve as Chair of the committee when the Dean is unable to do so.

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

2. Election:

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

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

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

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

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

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

C. Duties and Prerogatives of the Chair:

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

D. Meetings:

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

E. Election to the College of Medicine Executive Committee (COM):

1. Eligibility and Membership:

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

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

2. Election Procedure:

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

II. STANDING COMMITTEES:*

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

A. Policies and Procedures:

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

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

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

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

B. Committees and Charges:

1. Committee on Committees:

a. Roster:

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

b. Charge:

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

2. Committee on Instruction and Appraisal:

a. Roster:

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

A. The Chair/Head or designee of the Departments of:

1. Cancer Biology and Pharmacology
2. Pathology
3. Health Sciences Education if different than the Associate Dean for Academic Affairs
4. Internal Medicine
5. Family and Community Medicine
6. Neurology
7. Obstetrics and Gynecology
8. Pediatrics
9. Psychiatry and Behavioral Medicine
10. Surgery

- B. Faculty member responsible for Clinical Skills education
- C. The Chairs of the Clinical and Preclinical task force
- D. Four basic science and four clinical faculty course directors for courses in the phase 1 curriculum
- E. Two M1 students with one vote collectively
- F. Two M2 students with one vote collectively
- G. Two M3 students with one vote collectively
- H. Two M4 students with one vote collectively
- I. The Assistant Dean for Diversity and Inclusion or designee without vote
- J. The Assistant Dean for Technology Enhanced Curriculum or designee without vote
- K. The Assistant Dean for Preclinical Education and Evaluation without vote
- L. The Assistant Dean for Medical Education and Evaluation without vote
- M. The Associate Dean for Academic Affairs without vote

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

The Chair of the regional campus Committee on Instruction and Appraisal, the campus Associate Dean for Academic Affairs and the campus Assistant Dean for Curriculum and Appraisal shall sit on the College Committee on Instruction and Appraisal. The campus Committee on Instruction and Appraisal shall recommend the remaining Peoria representatives. Members will be canvassed for their willingness to serve and then the committee will vote to identify who gets nominated to the College Committee on Committees to be slated for the CCIA.

b. Charge:

The Committee on Instruction and Appraisal shall:

- 1) Ensure periodic comprehensive review of the delivery of the educational programs of the M1, M2, M3, and M4 years and address local issues that impact the educational programs.
- 2) Make recommendations to the CCIA regarding medical student educational policies.
- 3) Encourage when appropriate, development of unique curricular endeavors appropriate to the learning environment and present them to the CCIA for review and approval.
- 4) Evaluate the effectiveness of pilot curricular programs implemented at UICOMP and special programs such as the RSPP at UICOMP. Provide reports of the program evaluation to the CCIA for final approval.
- 5) Evaluate the effectiveness of the UICOMP delivery of the college wide curriculum and of the assessment instruments used to monitor student progress through the curriculum.

- 6) The Committee on Instruction and Appraisal may create and charge subcommittees as necessary to carry out its assigned purpose. These subcommittees shall report to the full campus committee as frequently as appropriate for their charge.

3. Committee on Faculty Fellowships and Awards:

a. Roster:

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

b. Charge:

The Committee on Faculty Fellowships and Awards shall:

- 1) Inform the faculty of available fellowships and awards
- 2) Solicit nominations for faculty fellowships and awards
- 3) Make nominations for campus level awards to the regional Dean
- 4) Forward nominations for the faculty of the Year for UICOM and other college level awards to the Regional Dean to endorse and forward to the Executive Dean of the Committee on Research

4. Committee on Research

a. Roster:

The campus Committees on Research shall consist of the Senior Associate Dean for Research, the Associate Dean for Academic Affairs, the Associate Dean for Graduate Medical Education, the Chair of the James Scholar Committee, the Assistant Dean for Medical Education and Evaluation, and additional Department Heads and administrative leaders selected from those expressing interest to the Committee on Committees.

b. Charge:

The Committee on Research shall:

- 1) Advise the Executive and Regional Deans concerning the administration of research grants in the College related to specific programs
- 2) Advise the Dean regarding ways in which medical student, resident, and faculty research may be encouraged
- 3) Develop and sustain a supportive and mentoring environment for students interested in pursuing research projects and training
- 4) Establish and oversee a program for campus Research Days that will promote and enhance student and resident interest in biomedical research
- 5) Establish appropriate liaison with the Committee on Research of the other sites of the University of Illinois at Chicago College of Medicine

5. Committee on Student Awards and Scholarships:

a. Roster:

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

If additional nominations are offered, members of the Executive Committee will cast a ballot for the number of positions open for election. The election will be by plurality with the individuals with the greatest number of votes being elected in order of their total number of votes. The Chair or designee of the campus committee on Student Awards and Scholarship shall serve on the College Committee

b. Charge:

The Committee on Student Awards and Scholarships shall:

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

6. Committee on Student Promotions:

a. Roster:

Members of the Committee on Student Promotions shall be nominated by the Committee on Committees and shall consist of no less than five members of the faculty and one appointed student representative with voting rights from each class: M1, M2, M3, and M4. Students will be nominated by a process determined by the UMSC with nominees subject to confirmation of good academic standing by student affairs leadership. Additional nominations to the slate may be made by the Executive Committee at the meeting at which it approves the committee appointments. If no additional nominations are made, the slate may be approved by motion. If additional nominations are offered, members at the annual meeting will cast a ballot for the number of positions open for election. The election will be by plurality with the individuals with the greatest number of votes being elected in order of their total number of votes.

b. Charge:

The Committee on Student Promotions shall:

- 1) Review the results of assessments and the recommendations and comments from individual members of the faculty and such other information which it believes necessary to judge a student's performance
- 2) Review and make recommendations regarding student progress, remediation, promotion, dismissal or graduation, ensuring throughout that the College's academic standards are consistently and equitably applied
- 3) Make a specific recommendation on each student to the University of Illinois at Chicago College of Medicine Committee on Student Promotions
- 4) The Chair or designee shall serve on the College Committee on Student Promotions

7. Committee on Faculty Appointments, Promotion and Tenure:

a. Roster:

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

b. Charge:

The Committee on Faculty Appointments, Promotion and Tenure shall:

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

8. Committee on Clinical and Adjunct Appointments and Promotions:

a. Roster:

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

b. Charge:

The Committee on Clinical and Adjunct Appointments and Promotions shall:

- 1) Review and make recommendations concerning the College criteria for appointment or promotion within the academic ranks;
- 2) Review and approve the procedures by which recommendations for appointment or promotion will be forwarded to the Dean;
- 3) Review and take action on the basis of adherence to the prescribed process, criteria, standards, and format on recommendations for appointment and promotion of faculty to associate professor and professor ranks in the Clinical and Adjunct Tracks. Such actions will be forwarded to the College committee on Clinical and Adjunct appointments and tenure

9. Continuing Medical Education (CME) Committee

a. Roster:

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

b. Charge:

The Committee on Continuing Medical Education shall:

- 1) Evaluate campus CME proposals and follow the guidelines of the College CME Committee to assure that CME approval is ACCME compliant and meets college requirements
- 2) Enhance skills and knowledge of practicing physicians through facilitating the delivery of high quality CME
- 3) Educate faculty and staff regarding CME application process and ACCME compliance
- 4) Assure campus compliance with ACCME Essentials and Standards

10. Graduate Medical Education (GMEC) Committee

UICOMP is the sponsoring institution for multiple residencies and fellowships which it conducts in conjunction with its major academic affiliate hospital systems, OSF Healthcare and Unity Point Health. The charge of the GMEC and the membership of the GMEC are described in the House Staff manuals which are updated annually to assure continued compliance with the ACGME.

The GMEC provides an annual report to the organized medical staff at both major academic affiliate institutions and also to the Regional Dean. The regional Dean includes summary information on UICOMP's GME programs in his/her annual report to the College of Medicine Dean

11. Medical Service Plan (MSP) Committee

The MSP Committee has by-laws that govern the membership, decision making and operation of the practice plan. Those by-laws are considered to be included here in their entirety as they are periodically amended.

Per the MSP by-laws, on a quarterly basis the MSP provides a written report for approval to the Campus Executive Committee on the fiscal status of the MSP.

III. Amendment and Revision of Bylaws:

A. Amendment

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

B. Revision

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