

## **Emory University School of Medicine Bylaws**

### **PREAMBLE**

The Emory University School of Medicine (SOM) is a leading institution with the highest standards in education, biomedical research, and patient care. We are committed to recruiting and developing a diverse group of students and innovative leaders in biomedical science, public health, medical education, and clinical care. We foster a culture that integrates leading edge basic, translational, and clinical research to further the ability to deliver quality health care, to predict illness and treat the sick, and to promote health of our patients and community. Our mission encompasses the following objectives: Provide outstanding educational programs for medical and graduate students, and for training health care professionals; Develop outstanding clinicians and investigators who are lifelong learners, who will provide the highest quality compassionate care, and who will serve the needs of their community and the world in the best traditions of our profession; Conduct innovative and collaborative research and integrate this knowledge into the practice of medicine; Advance the early detection, treatment, and prevention of disease; Ensure the highest ethical and professional standards in all of our endeavors.

### **ARTICLE 1 AUTHORIZATION**

In accordance with the Bylaws of Emory University, these Bylaws are adopted to govern the organization and procedures of the SOM.

### **ARTICLE 2 FACULTY**

The SOM shall establish and maintain rules for the appointment and promotion of SOM faculty. Subject to general University policy and regulations, the SOM faculty shall have jurisdiction over SOM educational programs and internal affairs, instruction, schedules, and degree requirements. The faculty of the SOM shall exercise such jurisdiction through the Council of Chairs and other committees established under these Bylaws. The administration of the SOM is expected to seek the input of the faculty on issues relating to curriculum, faculty appointments and promotions, admissions, major research initiatives, and other matters of major importance through such committees and, when deemed appropriate by the Dean, through direct communication with the general faculty, and the faculty are expected to provide such input and participation. The regular (non-voluntary, non-temporary) faculty of the SOM shall elect members of the elected committees of the SOM, except as otherwise expressly provided in these Bylaws. Any votes of the regular faculty for that purpose shall be conducted by the administrative officer with the rank of Executive Associate or Associate Dean responsible for oversight of faculty affairs. Such votes shall be conducted by ballot, including electronic ballot.

## **ARTICLE 3 ADMINISTRATION**

### **Section 1. Administrative Officers.**

The Dean of the SOM shall serve as the executive officer of the SOM and its faculty. The Dean shall perform such duties as may be prescribed by the University President, the Provost, the Executive Vice President for Health Affairs and any rules and regulations established by the University, as well as the duties inherent in the Dean's capacity as executive officer. The Dean shall have authority to appoint an appropriate number of other administrative officers with the rank of Assistant, Associate or Executive Associate Dean, who shall assist the Dean in performing executive functions for the SOM and shall act for the Dean as assigned.

### **Section 2. Organization**

The organizational structure of the SOM shall be determined by the Dean in consultation with the faculty. Each academic department of the SOM shall function under the leadership of a Department Chair and shall be organized in a manner as to assure meaningful participation of the faculty in departmental governance. Academic departments of the SOM shall hold general meetings of faculty at least annually. Each department shall have an advisory committee on faculty appointments and promotions charged with reviewing the career development and progress toward promotion of individual faculty and with advising the Department Chair with respect to proposed faculty appointments and promotions. Each department may, at the discretion of the Department Chair, also have an advisory committee to assist the Department Chair and to facilitate faculty input into departmental affairs. In addition to academic departments, various special administrative groupings of faculty and staff may be created with the Dean's approval from time to time to facilitate the conduct of teaching, research or service activities.

### **Section 3. Department Chairs**

Each Department Chair shall be the executive officer of the faculty of his or her department and shall be responsible for the day-to-day operation of the department and oversight of departmental educational, research and clinical programs, including fiscal matters, as well as the organizational structure of the department and departmental strategic planning. The Chair shall also be responsible, in consultation with departmental faculty, for recruitment of new faculty members, the institution of appropriate mentoring mechanisms within the department, and for monitoring the career development of departmental faculty. Department Chairs are appointed by the Dean and shall serve at the Dean's pleasure. The Dean shall review academic departments at regular intervals, including review of a departmental strategic plan and a survey of the faculty and key institutional leaders. External reviews of the performance of each academic department shall be conducted at regular intervals of preferably five years or less following the Department Chair's initial appointment and coordinated through the Office of the Dean.

## **ARTICLE 4 COMMITTEES**

### **Section 1. Role in general governance**

The elected and appointed committees of the SOM are the vehicle through which faculty exercise oversight and provide input into organizational governance, plans and initiatives. Additional elected or appointed committees may be created as the need arises, as determined appropriate by the Dean. All major standing committees of the SOM shall maintain their own Bylaws or other documents describing their governance and processes, which shall be subject to the approval of the Dean. Unless otherwise stated in these Bylaws or in the Bylaws of any specific committees, to the extent feasible the membership of SOM committees should reflect the diversity of SOM faculty, including with respect to race, gender, academic rank, basic science and clinical departments, discipline, and primary worksite.

### **Section 2. Standing committees**

#### **a. Council of Chairs**

##### **1. Duties**

The Council of Chairs shall function as the central advisory committee of the SOM. The Council of Chairs shall meet regularly throughout the academic year. The Dean is responsible for setting the Council of Chairs meeting schedule and agendas, in consultation with the Department Chairs, chairing the meetings, and ensuring that the Council of Chairs is kept informed of all proposed faculty appointments and promotions, significant organizational initiatives, proposed new or revised institutional policies, and developments affecting the SOM's effectiveness in fulfilling its mission.

##### **2. Authority**

The Council of Chairs shall be an advisory body whose views the Dean shall consider in making important decisions concerning the SOM and its programs. The Council of Chairs shall approve by majority vote advisory recommendations regarding proposed appointments and promotions, significant organizational initiatives, and significant new institutional policies and their revision. The Council of Chairs shall also advise the Dean on matters relating to the management and functioning of the SOM, including amendment of these Bylaws.

##### **3. Membership**

The voting members of the Council of Chairs are the Chairs of the academic departments (Department Chairs), including those serving in an interim or acting capacity, and, for all policy decisions, the Chair of the Dean's Faculty Advisory Committee. The Dean and such other administrative officials and others as the Dean designates for non-voting Council of Chairs membership shall participate in the meetings of the Council of Chairs but shall not vote.

## **b. Dean's Faculty Advisory Committee**

### **1. Duties**

The Dean's Faculty Advisory Committee shall serve as a liaison between the SOM faculty-at-large and the Dean and shall advise the Dean on behalf of the faculty regarding the management and functioning of the SOM and efficient and effective alignment with its healthcare system partners. The Faculty Advisory Committee shall bring to the attention of the Dean important issues facing the faculty. The Dean is expected to include the Dean's Faculty Advisory Committee in discussions of major strategic plans and initiatives. The Chair of the Dean's Faculty Advisory Committee shall serve as a voting member of the Council of Chairs for all policy decisions. The Chair shall also determine the Dean's Faculty Advisory Committee meeting schedule and agendas, in consultation with the Dean, and chair the meetings.

### **2. Authority**

The Dean's Faculty Advisory Committee shall be an advisory body whose views the Dean shall consider in making important decisions concerning the SOM and its programs.

### **3. Membership**

The Dean's Faculty Advisory Committee shall consist of a mixture of junior (rank of Assistant Professor or below) and senior (rank of Associate Professor or Professor) faculty and shall include representatives from both basic science and clinical departments. No Department Chairs shall serve as members. The members of the Dean's Faculty Advisory Committee are elected by the SOM regular faculty for three-year terms. The Chair of the Dean's Faculty Advisory Committee shall be appointed by the Dean from among its members.

## **c. Faculty Committees on Appointments and Promotions**

### **1. Duties**

The Faculty Committees on Appointments and Promotions (FCAP) shall review and make recommendations with respect to all proposed appointments and promotions of faculty in the SOM before they are submitted for review to the Council of Chairs and the Dean. Each of the three FCAPs shall have an area of focus consistent with the missions of the SOM and with the promotion pathways defined in the SOM Guidelines for Appointment, Promotion and Tenure. These areas of focus are scholarship and tenure (one FCAP) and education and service (two FCAPs)

### **2. Authority**

The FCAPs shall be advisory bodies whose views the Council of Chairs and the Dean shall consider in making decisions on proposed appointments and promotions. FCA  
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shall also serve as a resource to the Dean on matters relating to appointments and promotions generally.

**3. Membership**

The members of the FCAPs shall be regular, full-time SOM faculty at the rank of Associate Professor or Professor appointed by the Dean, each of whom serves for a three-year term. No Department Chair shall be a member of any FCAP. The Chair and membership roster of each FCAP shall be approved by the Dean.

**d. Faculty Relations Committee**

**1. Duties**

The Faculty Relations Committee shall, at the request of the Dean, review faculty grievances and recommend resolution to the Dean.

**2. Authority**

The Faculty Relations Committee shall be an advisory body whose views the Dean may choose to seek in determining appropriate resolution of faculty grievances.

**3. Membership**

The Faculty Relations Committee shall consist of four (4) members, each of whom shall serve for three-year terms. Two (2) of the members shall be Department Chairs elected by the Council of Chairs. The other two (2) members shall be senior SOM faculty elected by the faculty of the SOM.

**e. MD Program Admissions Committee**

**1. Duties**

The Admissions Committee shall review the qualifications of candidates for the M.D. degree program of study and determine which of them shall be admitted.

**2. Authority**

The Admissions Committee shall have the authority to determine which applicants for admissions to the M.D. program of study shall be admitted.

**3. Membership**

The Admissions Committee shall include SOM regular faculty at the rank of Assistant Professor, Associate Professor or Professor. The Admissions Committee may also include physician alumni. At least two of the Admissions Committee members shall be elected by the faculty by ballot vote (Elected Members), and such Elected Members shall serve three-year terms. Non-elected faculty and alumni committee members shall be appointed by the Dean for five-year terms. Full-time members of the Office of Admissions staff shall be non-voting members of the Admissions Committee. Students may be non-voting members of the Admissions Committee who assist in the interview process. Non-voting student members are appointed by the Chair of the Admissions Committee.

The Chair of the Admissions Committee shall be designated from among the members by the Executive Associate Dean responsible for oversight of medical education and student affairs or the Dean.

**f. MD Program Executive Curriculum Committee**

**1. Duties**

The MD Program Executive Curriculum Committee is responsible for the ongoing oversight, management and periodic review of the M.D. degree program curriculum.

**2. Authority**

The MD Program Executive Curriculum Committee shall have the authority to determine policy on any matter concerning the MD curriculum.

**3. Membership**

The members of the MD Program Executive Curriculum Committee shall include twelve voting members, who shall represent the faculty and the students. At least two of the voting members shall be members of the faculty elected by the School of Medicine faculty by ballot vote (Elected Members), and such Elected Members shall serve three-year terms. Non-elected voting members are appointed by the Dean or the Dean's designee. The MD Program Executive Curriculum Committee shall be chaired or co-chaired by such administrative officers as the Dean may designate.

**g. Graduate Medical Education Committee**

**1. Duties**

The Graduate Medical Education Committee (GMEC) shall be the organizational vehicle for trainees in SOM residency training programs. It shall serve as a forum to discuss concerns and issues identified by the residents; evaluate and monitor the activities and quality of the training programs; advise the Office of Graduate Medical Education on matters involving the administration of the training programs; and advise and make recommendations to the Associate Dean for Graduate Medical Education on all aspects of Graduate Medical Education. Meetings of the GMEC shall be chaired by the Associate Dean for Graduate Medical Education or designee.

**2. Authority**

The GMEC shall make advisory recommendations to the Executive Associate Dean for Medical Education and Student Affairs on all aspects of Graduate Medical Education.

**3. Membership**

The members of the GMEC shall include the Associate and Assistant Deans responsible for oversight of Graduate Medical Education, the Graduate Medical Education Program Directors, and representatives from each participating hospital;

residents and fellows elected by their peers; and two (2) representatives of the House Staff Association.

#### **h. MD Program Progress and Promotions Committee**

##### **1. Duties**

The MD Program Progress and Promotions Committee is responsible for determining whether MD program students are meeting the criteria for continual enrollment.

##### **2. Authority**

The MD Program Progress and Promotions Committee shall determine whether individual MD program students should be promoted to the next academic level and if so, whether promotion should be unconditional or should have specific conditions associated with it.

##### **3. Membership**

The members of the MD Program Progress and Promotions Committee shall consist of two Foundations phase course directors elected by their peers; two course/clerkship directors from the Application, Discovery, or Translation phase elected by their peers by ballot vote; two members of the faculty elected by the faculty by ballot vote; two members of the faculty appointed by the Executive Associate Dean responsible for oversight of medical education and student affairs (the EAD); a chair appointed by the EAD; and the SOM Registrar. Elected members shall serve three-year terms. The chair and Registrar are non-voting members.

#### **j. Committee on Clinical Distinctions**

##### **1. Duties**

The Committee on Clinical Distinctions (CCD) shall review and make recommendations with respect to all proposed distinctions for SOM faculty before they are submitted for review to the Council of Chairs and the Dean. The focus of the CCD shall be consistent with the guidelines defined in the SOM Clinical Distinctions Guidelines.

##### **2. Authority**

The CCD shall be an advisory body whose view the Council of Chairs and the Dean shall consider in making decisions on proposed distinctions. The CCD shall also serve as a resource to the Dean on matters relating to clinical distinctions generally.

##### **3. Membership**

The members of CCD shall be regular, full-time SOM faculty appointed by the Dean, each of whom serves for a three-year term. No Department Chair shall be a member of the CCD. The Chair and membership roster of the CCD shall be approved by the Dean.

**ARTICLE 5  
SCIENTIFIC INTEGRITY**

The SOM is committed to ensuring scientific integrity and responding effectively to instances of research misconduct when they occur. In the event that allegations of research misconduct are made against any member of the SOM community, such allegations will be reviewed by a panel of senior scientists in accordance with University policies governing such matters.

**ARTICLE 6  
AMENDMENTS TO BYLAWS**

Amendment of these Bylaws is subject to the approval of the Dean following review and recommendation by vote of the Council of Chairs.

**ARTICLE 7  
PARLIAMENTARY AUTHORITY**

In the absence of specific written procedures that govern the SOM or its committees, the rules of parliamentary procedure contained in Robert's Rules of Order, Newly Revised shall govern the SOM and its committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

**Revision History:**

Approved by Dean and Council of Chairs on June 1, 2015

Revisions approved by Dean and Council of Chairs on November 20, 2017

Revisions approved by Dean and Council of Chairs on November 29, 2017

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