



LSOM Faculty Assembly Executive Committee Meeting Minutes
Thursday, July 5, 2018
12:00 - 1:00 PM

Quorum not met. Meeting cancelled by EC Chair – Dr. Ometeotl Acosta.

Official business conducted electronically.

Certification of FY19 Election Results:

July 6, 2018: The EC approved by quorum vote via email the FY19 Election Results. The results are:

1. LSOMFAEC Secretary Treasurer
 - a. **Ruth Berggren, MD** – Center Director, Center for Medical Humanities & Ethics and Professor, Department of Medicine
2. UT Health San Antonio Faculty Senate – Basic Science Positions: (1) special 2-yr term to fill vacant slot and (2) normal 3-yr term
 - a. For the (1) 2-yr term, **Mark Shapiro, PhD** – Professor, Department of Cellular & Integrative Physiology
 - b. For the (2) 3- yr term, **Kelly Berg, PhD** – Associate Professor, Department of Pharmacology and **Yan Xiang, PhD** – Professor, Department of MIMG
3. UT Health San Antonio Faculty Senate- Clinical Positions: 2 normal 3-year positions (voting results attached)
 - a. **Elizabeth Casiano Evans, MD** – Assistant Professor, Department of Ob-Gyn and **Daniel Ranch, MD** – Associate Professor, Department of Pediatrics

Faculty Assembly Bylaw Revisions

July 6, 2018: The EC approved by quorum vote via email the final version of the Faculty Assembly Bylaw revisions provided at the bottom of this document. Per the current bylaws, bylaw amendments must be submitted in writing to all members of the Assembly for 30 days prior to vote. After the 30-day review period, a ballot will be sent out to all members of the faculty assembly for voting. Approval of amendments requires affirmative votes of two-thirds of the ballots that are returned within 10 working days of the mailing and shall become effective immediately upon close of the 10-day voting period. Written notification was provided to the faculty assembly via email on July 6, 2018 with the 30-day review period from July 6, 2018 – August 5, 2018.

PROPOSED REVISION SUMMARY

Bylaws of the Faculty Organization of the UT Health Science Center at San Antonio,
Joe R. and Teresa Lozano Long School of Medicine

Presented to Medical Faculty Assembly Executive Committee for consideration on May 3, 2018

- **Update school name to align with official regent name**
 - *Bylaws of the Faculty Organization of The University of Texas Health Science Center at San Antonio, Joe R. & Teresa Lozano Long School of Medicine*
- **Approve use of abbreviated school name throughout document**
 - *Long School of Medicine (LSOM)*
- **Add Mission Statement of Long School of Medicine as *NEW* Article I.**
- **Renumber Articles throughout document with addition of Mission Statement.**
- **Article II. Organizational Bodies**
 - Article renamed from Names to Organizational Bodies.
 - Added reference to Long School of Medicine and Leadership Council
- **Article IV. LSOM Faculty Assembly**
 - Section I. General Membership
 - *Updated to include all academic titles per HOP 3.1.1*
 - Section II. Voting Members
 - *Updated to include members who hold a faculty appointment at greater than 50% FTE*
 - Section III. Purpose and Responsibilities
 - Added item A. Purpose and combined items A, B, and C under new item B. Responsibilities.
 - Section IV. Officers
 - Item A. Officers
 - *Added details about select members of the Council (Center Directors) being able to also serve on the Assembly EC with requirements to serve as ex-officio members to the Council during term of service on Assembly EC.*
 - Item B. Roles and Responsibilities
 - *In second sentence, strike reference to four (4) standing School of Medicine Committees.*
 - *Replace with Long School of Medicine Standing Committees without reference to specified number.*
 - *Added, "The Assembly EC, in consultation with the Dean, shall endorse all membership nominations to LSOM Standing Committees."*
 - Item C. Assembly Terms and Progression of Officers
 - *Added, "The basic science department faculty member representative will be elected by the Assembly for a term of five years."*
 - Section V. Elections
 - *Added titles to clarify reference to Article VI. Faculty Senate, Section C. Election of Faculty Senators in last sentence.*
- **Article V – School of Medicine Leadership Council**
 - *Added Leadership to title of council*

- Section I. General Membership
 - *Updated membership to reflect expanded membership.*
 - *Add ex-officio memberships of Council members also serving on the Assembly EC in a role not delineated in the general membership of the Council (i.e. Assembly Chair and Assembly Representative)*
- Section III. Purpose and Responsibilities
 - *Added Item A. Purpose, Item B. Responsibilities and combined former Items A, B, and C under new Item B.*
- Section IV. Officers
 - *Updated with current structure, "The Dean of the LSOM shall be the Chair of the Council. The Executive Vice Dean shall serve as Chair of the Council in the Dean's absence."*
- Section V. Meetings
 - *Item A, added clarifying statement, "Any of the following may convene a special meeting of the Council:"*
 - *Item D, revised required maintenance of Council minutes.*
- **Article VII – Standing Committees**
 - *Added new Section I. General Membership to clarify nomination process for membership in a committee.*
 - Section II. Purposes and Responsibilities
 - *Revised purpose & responsibilities statement*
 - *Revised listing of standing committees.*
 - Section III. Meetings,
 - *Clarifying details and processes.*
 - *Added detail about posting summary minutes on Assembly website to ensure confidentiality.*
 - *Exceptions to Records and Reports requirement for the PTAC.*
 - Section IV. Admissions Committee
 - *Revision of Appointment, Membership and Charge to match format of other committees*
 - *Added statement of authority to Charge: The Admissions Committee is the body that shall uphold the mission and vision of the Long School of Medicine in assembling a diverse class of highly qualified medical students each year. The Admissions Committee has direct responsibility and final authority to evaluate and admit medical students. This authority extends to all joint degrees of which the Doctor of Medicine (M.D.) degree is part and includes admission with advanced standing.*
 - Section V. Curriculum Committee
 - *Added appointment statement, "Members are appointed by the Dean from a slate of candidates approved by the Assembly EC."*
 - *Corrected titles listed in voting membership to reflect current structure.*
 - *Added statement of authority to Charge: The Curriculum Committee has the ultimate authority and responsibility for central oversight of the medical education curriculum as a whole, including the overall design, management, integration, evaluation and enhancement of a coherent and coordinated curriculum.*
 - Section VI. Student Progression & Promotion Committee
 - *Changed title of committee from Student Promotion to Student Progression & Promotion*
 - *Added appointment statement, "Members are appointed by the Dean from a slate of candidates approved by the Assembly EC."*
 - *Update of Item C. Charge to include, "Annually, the committee shall present M.D. degree candidates to the Clinical and Basic Science Chair members of the Council for graduation certification."*
 - *Corrected titles listed in Ex-officio membership to reflect current titles/structure.*
 - *Corrected titles listed in Executive Committee membership to reflect current titles/structure.*
 - Section VII. Diversity Committee
 - *Renamed Diversity Committee to Diversity Advisory Council*
 - *Revision of Appointment, Membership and Charge to reflect current titles/structure.*
 - Section VIII. Faculty Promotion, Tenure and Appointment Committee (PTAC)

- *NEW Standing Committee Appointment, Membership and Charge ADDED.*
- **Article IX– Bylaw Amendments**
 - Revised to provide a concurrent 30-day open review and voting period.

PROPOSED BYLAW REVISIONS – DETAIL COMPARISON

CURRENT	REVISIONS
<p>Bylaws of the Faculty Organization of The University of Texas School of Medicine at San Antonio *Adopted by School of Medicine Faculty Assembly on March 4, 2002 *Amended April 7, 2003 *Amended April 12, 2007 *Amended April 29, 2009 *Amended September 20, 2012 *Amended March 21, 2013</p>	<p>Bylaws of the Faculty Organization of The University of Texas Health Science Center at San Antonio, Joe R. and Teresa Lozano Long School of Medicine *Adopted by Long School of Medicine Faculty Assembly on March 4, 2002 *Amended April 7, 2003 *Amended April 12, 2007 *Amended April 29, 2009 *Amended September 20, 2012 *Amended March 21, 2013</p> <p>Article I – Mission Statement The mission of the Long School of Medicine is to provide responsive and comprehensive education, research and service of the highest quality in order to meet the health-related needs of the citizens of Texas. In all aspects of fulfilling this mission, the Long School of Medicine is committed to fostering the broadest diversity and inclusion that ensures successful achievement of the institutional priorities to:</p> <ul style="list-style-type: none"> • Cultivate a pervasive, adaptive and respectful environment promoting diversity, inclusion, equity, professionalism, humanism and opportunity. • Provide exemplary medical education and training to a diverse body of health career professionals at all levels while fostering a commitment to scholarship, leadership and life-long learning across the educational continuum. • Build and sustain recognized leadership, and advance scholarship excellence across the biomedical and health-related research spectrum. • Deliver exemplary and compassionate health care to enhance every patient's quality of life. • Serve as a responsive resource to address community health needs whether local or global. • Attain health equity for the diverse patient population of South Texas.
<p>Article I – Names The names of the bodies constituted in this document shall be the School of Medicine Faculty Assembly (SOMFA) and the School of Medicine Faculty Council (SOMFC) of The University of Texas School of Medicine at San Antonio, hereinafter referred to as the Assembly and the Council.</p>	<p>Article II – Organizational Bodies The organizational bodies addressed in this document shall be The University of Texas Health Science Center at San Antonio, Joe R. and Teresa Lozano Long School of Medicine, hereinafter will be referred to as the Long School of Medicine (LSOM).</p> <p>The Long School of Medicine Faculty Assembly and Leadership Council of The University of Texas Health Science Center at San Antonio (UTHSCSA, dba, UT Health SA), hereinafter referred to as the Assembly and the Council respectively.</p>

Article II- Roles and Responsibilities

The Assembly shall act as the principal body for the development of policy for the School of Medicine subject to the Rules and Regulations of the Board of Regents of The University of Texas System. The Dean, as the chief administrative officer, is responsible for approval and implementation of all policy decisions, subject to the approval of the President of the Health Science Center. The Council shall consider any matters referred to it by the Dean and act as the advisory body to the Dean.

The Assembly and Council shall consider all matters that, directly and indirectly, affect the ability of the School of Medicine faculty to carry out with excellence their programs of teaching, research, and patient care service. These governing bodies may submit recommendations on any matters affecting the interests of the School of Medicine to the Dean for his action and transmittal to the President, the Chancellor, and/or Board of Regents.

Article III - School of Medicine Faculty Assembly

Section I. General Membership

The Assembly shall consist of all members of The UT Health Science Center at San Antonio faculty appointed to the School of Medicine and holding the rank of Professor, Associate Professor, Assistant Professor, or Instructor.

Section II. Voting Members

Each Assembly member who holds a full time faculty appointment shall have one vote.

Section III. Purposes and Responsibilities

A. Faculty and Academic Affairs: The purpose and objectives of the Assembly are to foster, support, and maintain excellence in all aspects of medical education, research, and health service at the UT Health Science Center at San Antonio School of Medicine.

B. Administrative Affairs: The Assembly is formed in accordance with the Rules and Regulations of the Board of Regents of The University of Texas System and exercises its authority within those rules. Members of the Assembly shall exhibit an active interest in the progress and future of the School of Medicine and shall be charged with active participation in major planning for the School of Medicine and the campus as a whole. The Assembly shall accept responsibility for performing those functions essential to the furtherance and conduct of programs of excellence in all activities of the School. The Assembly is responsible for conducting elections to identify the School of Medicine representatives to the UTHSCSA Faculty Senate. The Assembly shall forward issues to the Faculty Senate that may affect the rights, privileges, responsibilities, and welfare of the faculty.

C. Student Affairs: Since the School of Medicine exists primarily as an educational endeavor, the members of the Assembly shall exhibit active interest in student affairs.

Article III- Roles and Responsibilities

The Assembly shall act as the principal body for the development of policy for the LSOM subject to the Rules and Regulations of the Board of Regents of The University of Texas System. The Dean, as the chief administrative officer, is responsible for approval and implementation of all policy decisions, subject to the approval of the President of the Health Science Center. The Council shall consider any matters referred to it by the Dean and act as the advisory body to the Dean.

The Assembly and Council shall consider all matters that, directly and indirectly, affect the ability of the LSOM faculty to carry out with excellence the LSOM mission of teaching, research, and patient care service. These governing bodies may submit recommendations on any matters affecting the interests of the LSOM to the Dean for his action and transmittal to the President, the Chancellor, and/or Board of Regents.

Article IV – LSOM Faculty Assembly

Section I. General Membership

The Assembly shall consist of all persons appointed with any of the academic titles outlined in the [UTHSCSA Handbook of Operating Procedures \(HOP\) 3.1.1 Academic Titles](#) who are employed and salaried through a LSOM academic home.

Section II. Voting Members

Each Assembly member who holds a faculty appointment at greater than 50% FTE shall have one vote.

Section III. Purpose and Responsibilities

A. Purpose: The purpose of the Assembly is to foster, support, and maintain excellence in all aspects of LSOM faculty operations and meeting the LSOM mission.

B. Responsibilities: The Assembly is formed in accordance with the Rules and Regulations of the Board of Regents of The University of Texas System and exercises its authority within those rules. Members of the Assembly shall exhibit an active interest in the progress and future of the LSOM and shall be charged with active participation in major planning for the LSOM and the campus as a whole. The Assembly shall accept responsibility for performing those functions essential to the furtherance and conduct of programs of excellence in all activities of the School. The Assembly is responsible for conducting elections to identify the LSOM representatives to the UTHSCSA Faculty Senate. The Assembly shall forward issues to the Faculty Senate that may affect the rights, privileges, responsibilities, and welfare of the faculty.

***Note: Items A, B, and C combined under B. Responsibilities.**

1. The Assembly has responsibilities to establish, by example, and to maintain, by appropriate means, exemplary standards of ethical, moral, personal, and professional conduct by the student body.
2. Insofar as practical, and within the Rules and Regulations of the University and pertinent laws, the conduct and regulation of student activities other than those relating to academic matters shall be controlled by the students acting through their own organization and rules.
3. Consideration shall be given to insuring appropriate student representation on School of Medicine committees and in various functions as defined by the faculty bodies.

Section IV. Officers

A. Officers: The Officers of the Assembly shall be the Chair, Chair-Elect, Assembly Representative to the Council, and the Secretary/Treasurer. No two officers, for a particular term, may represent the same department. Members of the School of Medicine Faculty Council are not eligible to serve as Officers of the Assembly. In addition to the officers, a basic science department faculty member will hold a voting member position on the Faculty Assembly Executive Committee. This member will be elected by the faculty assembly for a term of five years.

B. Roles and Responsibilities: The Chair shall convene and preside over all meetings of the Assembly Executive Committee (hereinafter referred to as the SOMFA EC) and of the Assembly (regular and special meetings). The SOMFA EC, with the approval of the Dean, shall review and approve/disapprove the nominations submitted to the four (4) standing School of Medicine Committees. The Chair and the Assembly Representative are responsible for attending all Council meetings as voting members of the Council. The Chair-Elect shall preside over Assembly

Section IV. Officers

A. Officers: The Officers of the Assembly, herein referred to as the Assembly Executive Committee (Assembly EC), shall be the Chair, Chair-Elect, Assembly Representative to the Council, the Secretary/Treasurer, and a basic science department faculty member representative. No two officers, for a particular term, may represent the same department.

Select members (Center Directors) of the Council may be eligible to serve on the Assembly EC. Council members elected to the Assembly EC shall continue service to the Council as an ex-officio member with no vote in Council business during their term of service on the Assembly EC, with the exception of the faculty member elected to serve as the Secretary/Treasurer who shall serve a four-year term as an assembly officer. The elected faculty members serves as Secretary/Treasurer in year one, Assembly Representative in year two, Chair-Elect in year three and Chair in term year four. This faculty member shall be permitted to participate as a voting member on the Council intermittently while serving as Assembly Representative (term year two) and Chair (term year four) per Article V. School of Medicine Leadership Council, Section I. General Membership.

If the basic science department faculty member assembly representative, elected to a five-year term, is also a Center Director, the faculty member shall continue service to the Council as an ex-officio member with no vote in Council business during their term of service on the Assembly EC.

B. Roles and Responsibilities:

The duties of the Assembly EC shall be to organize and develop the agenda for regular and special meetings of the Assembly and to focus the activities of the Assembly. The Assembly EC shall also oversee Assembly elections and may call a special election in the event of a vacancy of an Assembly Officer. The Assembly EC, in consultation with the Dean, shall endorse all membership nominations to LSOM Standing Committees.

and Executive Committee meetings in the absence of the Chair. The Chair-Elect shall attend the meetings of the Faculty Senate. The Secretary/Treasurer is responsible for the minutes of the Executive Committee and Assembly meetings and shall post them, in a timely fashion, to the Assembly website and shall also oversee the financial affairs of the Assembly.

C. Assembly Terms and Progression of Officers: All terms of the Officers correspond to the UTHSCSA fiscal year of September 1 through the following August 31. The faculty member elected to serve as the Secretary/Treasurer shall serve a four year term as an Assembly Officer. The first year they will serve as the Secretary/Treasurer. They shall then serve as the Assembly Representative in term year two, Chair-Elect in term year three, and Chair in term year four. In the event of an Officer vacancy in mid-term, each remaining Officer will assume the role and responsibilities of the next progression of Officer's position for the remainder of the term or until a special election can occur. The Chair will then appoint one of the remaining Officers to assume the Secretary/Treasurer role and responsibilities.

D. Assembly Executive Committee: The SOMFA EC shall be comprised of the Officers of the Assembly (Chair, Chair-Elect, Assembly Representative to the Council and Secretary/Treasurer) and the elected basic science department faculty member. The duties of the SOMFA EC shall be to organize and develop the agenda for regular and special meetings of the Assembly and to focus the activities of the Assembly. The SOMFA EC shall also oversee Assembly elections and may call a special election in the event of a vacancy of an Assembly Officer. The recent Past-Chair of the SOMFA EC will serve as an Ex-Officio member to the SOMFA EC.

Section V. Elections

A. Election of Assembly Officers: The Assembly shall elect the Secretary/Treasurer from its membership annually by the end of May. The Officer must be elected from the membership of the Assembly and will serve from September 1st of the elected year until August 31st of the fourth year.

B. Nomination and Election Procedures: The SOMFA EC shall serve as the Election Committee that oversees annual elections of the Assembly Secretary/Treasurer and the School of Medicine Faculty Senators, as well as

The Chair shall convene and preside over all meetings of the Assembly EC and of the Assembly (regular and special meetings). The Chair and the Assembly Representative are responsible for attending all Council meetings as voting members of the Council. The Chair-Elect shall preside over Assembly and Executive Committee meetings in the absence of the Chair. The Chair-Elect shall attend the meetings of the Faculty Senate. The Secretary/Treasurer is responsible for the minutes of the Executive Committee and Assembly meetings and shall post them, in a timely fashion, to the Assembly website and shall also oversee the financial affairs of the Assembly. The recent Past-Chair of the Assembly EC will serve as an Ex-Officio member to the Assembly EC.

C. Assembly Terms and Progression of Officers: All terms of the Officers correspond to the UTHSCSA fiscal year of September 1 through the following August 31. The faculty member elected to serve as the Secretary/Treasurer shall serve a four-year term as an Assembly Officer. The first year they will serve as the Secretary/Treasurer. They shall then serve as the Assembly Representative in term year two, Chair-Elect in term year three, and Chair in term year four. In the event of an Officer vacancy in mid-term, each remaining Officer will assume the role and responsibilities of the next progression of Officer's position for the remainder of the term or until a special election can occur. The Chair will then appoint one of the remaining Officers to assume the Secretary/Treasurer role and responsibilities. **The basic science department faculty member representative will be elected by the Assembly for a term of five years.**

***Note: Item D. combined with Items A & B.**

Section V. Elections

A. Election of Assembly Officers: The Assembly shall elect the Secretary/Treasurer from its membership annually by the end of May. The Officers must be elected from the membership of the Assembly and will serve from September 1st of the elected year until August 31st of the fourth year.

B. Nomination and Election Procedures: The Assembly EC shall serve as the Election Committee that oversees annual elections of the Assembly Secretary/Treasurer and the LSOM Faculty Senators, as well as special Assembly

special Assembly elections. The Election Committee shall determine the method of nomination of candidates, balloting, and ballot counting, and certifying the election. The call for nomination of candidates from and by the Assembly membership shall occur between March - April. A member of the Election Committee will be designated to confirm each nominee's willingness to be a candidate. The slate of candidates will be developed from nominations received by the Election Committee, and a brief biosketch will be submitted from each candidate. The biosketches will be distributed to the members of the Assembly at least two weeks prior to the end of April using broadcast e-mail, Assembly website posting, and other notification, if deemed necessary. Additionally, a separate vote for identified nominees will be held to fill the basic science department faculty member position to replace the incumbent as the term expires or as needed. Voting will be allowed for a 15-day voting period, after which the Election Committee will certify the election prior to the end of May of a given year. Election procedures may be held in conjunction with those in Article V. C.

Section VI. Impeachment of Assembly Officers

A Petition for Impeachment of an elected officer of the Assembly is created when requested by at least 20 percent of the members of the Assembly. This written Petition for Impeachment shall be forwarded to the Dean of the School of Medicine. The Dean shall appoint an Impeachment Committee consisting of those members of the SOMFA EC who are not so named in the Petition for Impeachment. The Impeachment Committee shall determine the method of voting and will request a special poll for Assembly members to vote for or against impeachment. A vote of no confidence shall consist of at least 50 percent of the Assembly voting in the impeachment poll. If the Impeachment Committee certifies a vote of no confidence, the impeached officer's appointment will be terminated immediately. The Impeachment Committee shall determine the method of notification of all parties regarding the voting results.

Section VII. Meetings

A. Regular Meetings: Regular meetings of the Assembly shall be convened by the SOMFA EC at least once a year and up to quarterly. The SOMFA EC shall meet monthly. Assembly members may submit items for any meeting agenda up to three days prior to the meeting. Proposed items for Assembly vote cannot be introduced unless submitted in writing to all members of the Assembly prior to the meeting.

B. Special Meetings: A special meeting of the Assembly shall be convened (a) at the direction of the Council, (b) upon request from the Dean, or (c) upon request of 10 percent or more of the members of the Assembly. Written notice of such special meetings with the agenda shall be sent to all Assembly members one week in advance of the

elections. The Election Committee shall determine the method of nomination of candidates, balloting, and ballot counting, and certifying the election. The call for nomination of candidates from and by the Assembly membership shall occur between March - April. A member of the Election Committee will be designated to confirm each nominee's willingness to be a candidate. The slate of candidates will be developed from nominations received by the Election Committee, and a brief biosketch will be submitted from each candidate. The biosketches will be distributed to the members of the Assembly at least two weeks prior to the end of April using broadcast e-mail, Assembly website posting, and other notification, if deemed necessary. Additionally, a separate vote for identified nominees will be held to fill the basic science department faculty member position to replace the incumbent as the term expires or as needed. Voting will be allowed for a 15-day voting period, after which the Election Committee will certify the election prior to the end of May of a given year. Election procedures may be held in conjunction with those in **Article VI. Faculty Senate, Section C. Election of Faculty Senators**

Section VI. Impeachment of Assembly Officers

A. Impeachment Process: A petition for impeachment of an elected officer of the Assembly is created when requested by at least 20 percent of the members of the Assembly. This written petition for impeachment shall be forwarded to the Dean of the LSOM. The Dean shall appoint an Impeachment Committee consisting of those members of the Assembly EC who are not so named in the Petition for Impeachment. The Impeachment Committee shall determine the method of voting and will request a special poll for Assembly members to vote for or against impeachment. A vote of no confidence shall consist of at least 50 percent of the Assembly voting in the impeachment poll. If the Impeachment Committee certifies a vote of no confidence, the impeached officer's appointment will be terminated immediately. The Impeachment Committee shall determine the method of notification of all parties regarding the voting results.

Section VII. Meetings

A. Regular Meetings: Regular meetings of the Assembly shall be convened by the Assembly EC at least once a year and up to quarterly. The Assembly EC shall meet monthly. Assembly members may submit items for any meeting agenda up to three days prior to the meeting. Proposed items for Assembly vote cannot be introduced unless submitted in writing to all members of the Assembly prior to the meeting.

B. Special Meetings: A special meeting of the Assembly shall be convened (a) at the direction of the Council, (b) upon request from the Dean, or (c) upon request of 10 percent or more of the members of the Assembly. Written notice of such special meetings with the agenda shall be sent to all Assembly members one week in advance of the

meeting.

C. Quorum: Assembly members present at the meeting shall constitute a quorum for the transaction of Assembly business.

D. Rules and Procedure: Robert's Rules of Order (Revised) shall govern the conduct of all meetings. Proxy voting is not authorized.

E. Records and Reports: A full set of minutes of each meeting of the Assembly shall be recorded, and a copy will be sent to the Dean of the School of Medicine for permanent filing. Minutes of the Assembly meetings will be posted on the Assembly website within one month of the meeting.

F. Guests: The Assembly Chair may invite faculty members or other interested parties to attend as guests. Assembly members or other interested parties may, upon written request addressed to the Assembly Chair, be granted permission for guests to attend a meeting of the Assembly. Such guests shall have the privilege of the floor but shall not have the right to vote.

Article IV - School of Medicine Faculty Council

Section I. General Membership

The Faculty Council shall consist of the Dean, all department chairs of the School of Medicine, the Assembly Chair and the Assembly Representative. The Vice, Associate and Assistant Deans of the School of Medicine are ex-officio members of the Council.

Section II. Voting Members

Each member of the Council shall have one vote. The ex-officio members may not vote or second motions.

Section III Purposes and Responsibilities

A. Faculty and Academic Affairs: The purpose and objectives of the Council are to foster, support, and maintain excellence in all aspects of medical education, research, and health service at the School of Medicine.

B. Administrative Affairs: The Council is formed in accordance with the Rules and Regulations of the Board of Regents of The University of Texas System and exercises its authority within those rules. Members of the Council shall exhibit active interest in the progress and future of the School of Medicine and shall be charged with active participation in major planning for the School of Medicine and the campus as a whole. The Council shall accept responsibility for performing those functions essential to the furtherance and conduct of programs of excellence in all activities of the School.

meeting.

C. Quorum: Assembly members present at the meeting shall constitute a quorum for the transaction of Assembly business.

D. Rules and Procedure: Robert's Rules of Order (Revised) shall govern the conduct of all meetings. Proxy voting is not authorized.

E. Records and Reports: Minutes of each meeting of the Assembly will be recorded, and a copy sent to the Dean of the LSOM for permanent filing. Minutes of the Assembly meetings will be posted on the Assembly website within one month of the meeting.

F. Guests: The Assembly Chair may invite faculty members or other interested parties to attend as guests. Assembly members or other interested parties may, upon written request addressed to the Assembly Chair, be granted permission for guests to attend a meeting of the Assembly. Such guests shall have the privilege of the floor but shall not have the right to vote.

Article V - School of Medicine Leadership Council

Section I. General Membership

The Leadership Council shall consist of the Dean, Vice, Associate and Assistant Deans of the LSOM, along with all LSOM department chairs and center directors, the Assembly Chair, the Assembly Representative.

Any member of the Council also serving on the Assembly EC in a role not delineated in the general membership of the Council (i.e. Assembly Chair and Assembly Representative) shall serve as an ex-officio member of the Council during their term of service on the Assembly EC.

Section II. Voting Members

Each member of the Council shall have one vote. Ex-officio members may not vote or second members.

Section III. Purpose and Responsibilities

A. Purpose: The purpose of the Council is to foster, support, and maintain excellence in all aspects of medical education, research, and health service at the School of Medicine.

B. Responsibilities: The Council is formed in accordance with the Rules and Regulations of the Board of Regents of The University of Texas System and exercises its authority within those rules. Members of the Council shall exhibit active interest in the progress and future of the LSOM and shall be charged with active participation in major planning for the LSOM and the campus as a whole. The Council shall accept responsibility for performing those functions essential to the furtherance and conduct of programs of excellence in all activities of the School. Annually, the Clinical and

C. Student Affairs: Since the School of Medicine exists primarily for its educational endeavors, the members of the Council shall exhibit active interest in student affairs.

1. The Council has responsibilities to establish, by example, and to maintain, by appropriate means, exemplary standards of ethical, moral, personal, and professional conduct by the student body.
2. Insofar as practical, and within the Rules and Regulations of the University and pertinent laws, the conduct and regulation of student activities, other than those relating to academic matters, shall be controlled by the students acting through their own organization and rules.
3. Consideration shall be given to insuring appropriate student representation on medical school committees and in various functions as defined by the faculty bodies.

Section IV. Officers

The Officers of the Council shall consist of the Chair, the Vice Chair, and the Secretary. The Dean of the School of Medicine shall be the Chair of the Council. There shall be a Vice Chair and a Secretary elected annually by the Council from its membership. The duty of the Vice Chair is to serve as the Chair in their absence. It shall be the duty of the Secretary to record minutes of the Council meetings and to post them, in a timely fashion, to the Assembly website. The Council shall oversee annual election of the Council Vice Chair and Secretary.

Section V. Meetings

A. Meetings: The Council will have a regular monthly meeting. Special meetings of the Council may be convened by either of the following: the Chair, upon request in writing from four members of the Council, or upon 25 percent of the Assembly. Written notice and the agenda will be distributed consistent with the urgency of the matter(s) at hand.

B. Quorum: A majority of the voting membership of the Council shall constitute a quorum for the transaction of Council business.

C. Rules and Procedure: Robert's Rules of Order (Revised) shall govern the conduct of all meetings. Proxy voting is not authorized.

D. Records and Reports: A full set of minutes of each meeting of the Council shall be recorded, and a copy will be sent to the Dean of the School of Medicine for permanent filing. Minutes of the Council meetings will be posted on the Assembly website within one month of the meeting.

E. Guests: The Council Chair may invite faculty members or other interested parties to attend as guests. Council members or other interested parties may, upon written request addressed to the Council Chair, be granted permission for guests to attend a meeting of the Council.

Basic Science Department Chair members of the Council shall convene to certify M.D. degree candidates for graduation.

Note: Items A, B, and C combined under B. Responsibilities.

Section IV. Officers

The Dean of the LSOM shall be the Chair of the Council. The Executive Vice Dean shall serve as Chair of the Council in the Dean's absence.

Section V. Meetings

A. Meetings: The Council will have a regular monthly meeting. **Any of the following may convene a special meeting of the Council:** the Chair, upon request in writing from four members of the Council, or upon 25 percent of the Assembly. Written notice and the agenda will be distributed consistent with the urgency of the matter(s) at hand.

B. Quorum: A majority of the voting membership of the Council shall constitute a quorum for the transaction of Council business.

C. Rules and Procedure: Robert's Rules of Order (Revised) shall govern the conduct of all meetings. Proxy voting is not authorized.

D. Records and Reports: Minutes of each meeting of the Council shall be maintained in the Office of the Dean.

E. Guests: The Dean may invite *ex officio* officers or representatives of other constituencies who may be affected by decisions of the Council as non-voting participants. Council members or other interested parties may, upon written request addressed to the Dean, be

Such guests shall have the privilege of the floor but shall not have the right to vote.

Article V- Faculty Senate

A. Purpose: In accordance with The UT Health Science Center at San Antonio Bylaws of the Faculty Senate, there are three major purposes for the Senate: 1) to contribute actively toward the goals and missions of the Institution for its ultimate benefit and improvement; 2) to provide a means for campus-wide communication among faculty of all the schools and departments, as well as between the faculty and the administration; and 3) to serve as the representative voice of the faculty of the University.

B. Representation: The faculty of each UT Health Science Center at San Antonio Schools (Medicine, Health Professionals, Dentistry, and Nursing) shall be represented in the Senate as stipulated through Senate Bylaws.

C. Election of Faculty Senators: The Chair of the Faculty Senate will inform the Assembly Chair of the number of Faculty Senate positions to be elected annually by the end of March. Senators will hold office for a term of three academic years. Balloting to determine Assembly representation to the Faculty Senate will be through vote of School of Medicine faculty members of the Assembly. Election procedures may be held in conjunction with other Assembly elections. (See Article III. Section V. Elections)

Article VI - Standing Committees

granted permission for guests to attend a meeting of the Council. Such guests shall have the privilege of the floor but shall not have the right to vote.

Article VI- Faculty Senate

Section I. Purpose

In accordance with The UT Health Science Center at San Antonio Bylaws of the Faculty Senate, there are three major purposes for the Senate: 1) to contribute actively toward the goals and missions of the Institution for its ultimate benefit and improvement; 2) to provide a means for campus-wide communication among faculty of all the schools and departments, as well as between the faculty and the administration; and 3) to serve as the representative voice of the faculty of the University.

Section II. Representation

The faculty of each UT Health Science Center at San Antonio Schools (Medicine, Health Professionals, Dentistry, and Nursing) shall be represented in the Senate as stipulated through Senate Bylaws.

Section III. Election of Faculty Senators

The Chair of the Faculty Senate will inform the Assembly Chair of the number of Faculty Senate positions to be elected annually by the end of March. Senators will hold office for a term of three academic years. Balloting to determine Assembly representation to the Faculty Senate will be through vote of LSOM faculty members of the Assembly. Election procedures may be held in conjunction with other Assembly elections. (See Article IV. LSOM Faculty Assembly, Section V. Elections)

Article VII - Standing Committees

Section I. General Membership

Any Faculty member appointed at greater than 50% FTE who also meets the requirements of the committee is eligible to serve on a Standing Committee.

Faculty interest in committee service is elicited via an annual survey where faculty members can nominate themselves or a peer for a standing committee. Additionally, members of the Assembly EC, a faculty elected executive committee, may also submit recommendations for new members to each of the standing committees. The Assembly EC shall compile all recommendations and develop a list of nominees for consideration by each standing committee Chair and supervisory Dean, typically serving in an ex-officio role on a given standing committee.

The supervisory Dean and Chair of each standing committee shall oversee an equitable means of naming qualified replacements for current committee members completing a term of committee service. Once selections have been made, a final slate of candidates shall be returned to the Assembly EC for approval and presentation to the Dean.

Section I. Purposes and Responsibilities

There shall be the following standing committees: There are four (4) standing committees. The supervisory Dean and the chair of each standing committee shall recommend replacements for current members rotating off the committee in addition to the request sent out by the SOMFA Executive Committee regarding faculty interest. The SOMFA EC will review all submitted names and approve/disapprove these nominees with the approval of the Dean. The SOMFA EC may provide feedback and/or submit recommendations for new members to each of the four standing committees.

Section II. Meetings

A. Meetings: The committee will have regular meetings as determined by the Committee Chair. Special meetings of the committee may be convened by any of the following: the Committee Chair, upon request in writing from four members of the committee, the Assembly Chair, the Council Chair or the Vice Dean for Undergraduate Medical Education. Written notice and the agenda will be distributed consistent with the urgency of the matter(s) at hand.

B. Quorum: A majority of the voting membership of the committee shall constitute a quorum for the transaction of Council business.

C. Rules and Procedure: Robert's Rules of Order (Revised) shall govern the conduct of all meetings. Proxy voting is not authorized.

D. Records and Reports: A full set of minutes of each meeting of the committee shall be recorded, and a copy will be sent to the Dean of the School of Medicine for permanent filing. Minutes of the committee meetings will be posted on the Assembly website within one month of the meeting.

Ultimately, the Dean shall appoint faculty to the LSOM Standing Committees from the slate of candidates presented by the Assembly EC. The Dean may request additional nominees from the Assembly EC at his/her discretion.

Section II. Purpose and Responsibilities

Standing committees are responsible for developing the policies, procedures and actions required for the governance of the LSOM as it relates to each committees specific charge and in support of the School's mission.

There shall be the following standing committees: Admissions, Curriculum, Student Progression and Promotion, Diversity Council and Faculty Promotion, Tenure, and Appointment (PTAC).

Section III. Meetings

A. Meetings: The committee will have regular meetings as determined by the Committee Chair **under advisement of the supervising Dean(s)** (e.g., Associate Dean for Curriculum for Curriculum Committee, or Associate Dean for Faculty for PTAC). **Any of the following may convene a special meeting of the committee:** the Committee Chair, upon request in writing from four members of the committee, the Assembly Chair, the Council Chair **or the respective committee supervising Dean(s)**. Written notice and the agenda will be distributed consistent with the urgency of the matter(s) at hand.

B. Quorum: **A majority of the voting membership of the committee shall constitute a quorum for the transaction of committee business.**

C. Rules and Procedure: Robert's Rules of Order (Revised) shall govern the conduct of all meetings, **when appropriate.** Proxy voting is not authorized. **Voting is conducted in a manner that meets individual committee needs, such as confidentiality.**

D. Records and Reports: **Minutes of each meeting of the committee shall be recorded, and a copy sent to the Dean of the LSOM for permanent filing.**

In order to ensure confidentiality and appropriate handling of potentially sensitive information (i.e. student information), a summary of committee meeting minutes that excludes confidential information will be posted on the Assembly website within one month of the meeting. In the case of the LSOM Faculty Promotion, Tenure and Appointments Committee (PTAC), minutes are a templated report of actions and compiled voting results that are held confidentially by the PTAC supervising Dean, and are not sent nor posted otherwise.

E. Guests: The Committee Chair may invite faculty members or other interested parties to attend as guests. Committee members or other interested parties may, upon written request addressed to the Committee Chair, be granted permission for guests to attend a meeting of the committee. Such guests shall have the privilege of the floor but shall not have the right to vote.

Section III. Admissions Committee

Appointment: Members are appointed to a term of three years. The Dean shall appoint a Chair annually.

Membership: Faculty members are appointed by the Dean on the recommendation of the SOMFA Executive Committee. In situations where deemed necessary for efficient committee functioning, the Dean may extend or shorten the period of service by any committee member. The Admissions Committee consists of a Selection Subcommittee and an Interview Subcommittee. One or more faculty members from each department, at least 25 senior medical students, and 6 to 10 community physicians (appointed by the Dean) comprise the Interview Subcommittee. A group of at least 20 experienced members of the faculty are appointed by the Dean to form a Selection Subcommittee that evaluates individual applicants to decide on offering an interview, and ultimately final ranking for acceptance following the interview. The Interview Subcommittee members interview individual applicants and submit their narrative recommendations to the Selection Subcommittee. The Selection Subcommittee then evaluates the complete application including interview narratives and ranks the applicants for acceptance.

Charge: To interview medical school applicants and communicate their evaluations to the Selection Subcommittee for final discussion and ranking. Decisions are then communicated to the Dean of the School of Medicine.

E. Guests: The Committee Chair may invite faculty members or other interested parties to attend as guests when appropriate. Committee members or other interested parties may upon written request addressed to the Committee Chair, be granted permission for guests to attend a meeting of the committee, **except in the case of PTAC meetings**. Such guests shall have the privilege of the floor but shall not have the right to vote.

Section IV. Admissions Committee

A. Appointment: **Members are appointed by the Dean from a slate of candidates approved by the Assembly EC. Members are appointed to a term of three years. The Associate Dean of Admissions and Outreach shall appoint a Chair annually, who is approved by a majority vote of the members of the admissions committee. In situations where deemed necessary for efficient committee functioning, the Associate Dean for Admissions and Outreach may extend or shorten the period of service by any committee member.**

B. Membership: **The committee shall be comprised of approximately twenty-five members of the LSOM faculty. The majority of the members of the committee shall be comprised of current and active faculty members who are engaged in the life of the medical school community and its students. There should be a balance of clinical and basic science faculty. The diversity of the institution should be reflected in the membership of the committee. Students, housestaff, alumni and physicians in private practice and others will comprise a minority of the membership in the committee.**

C. Charge: **The Admissions Committee is the body that shall uphold the mission and vision of the LSOM in assembling a diverse class of highly qualified medical students each year. The Admissions Committee has direct responsibility and final authority to evaluate and admit medical students. This authority extends to all joint degrees of which the Doctor of Medicine (M.D.) degree is part and includes admission with advanced standing. The Admissions Committee has the following specific objectives:**

- **Screen all applicants for interview selections;**
- **Interview applicants;**
- **Review application documents and personal interview reports for final evaluation and acceptance decisions;**
- **Conduct periodic reviews of pre-requisites, admission criteria, and technical standards of the**

Section IV. Curriculum Committee

Appointment: Members are appointed to a term of three years. The Dean shall appoint a Chair and Vice Chair annually. The Executive Committee consisting of Chair, Vice Chair, Vice Dean, Assistant Deans of Curriculum, and Curriculum Subcommittee Chairs sets agendas and ensures smooth flow of business.

Membership: Faculty members are appointed by the Dean on the recommendation of the School of Medicine Faculty Assembly Executive Committee. In situations where deemed necessary for efficient committee functioning, the Dean may extend or shorten the period of service of any committee member. Voting membership shall consist of six preclinical Module Directors/Discipline Coordinators, three Clerkship Directors, one 4th Year Course Director, three at-large teaching faculty, one Regional Academic Health Center teaching faculty, and three medical students. Ex-officio (non-Voting) membership consists of the Vice Dean for Undergraduate Medical Education, the Senior Associate Dean for Admissions, the Assistant Deans for Curriculum, the Assistant Dean for Students, the Assistant Dean for Academic Enhancement, the Assistant Regional Dean for Education (RAHC), the Assistant Dean for Student Diversity and Professional Development, one representative from the Office of Undergraduate Medical Education, and a representative from the Registrar's Office.

Charge: Curriculum Committee is the body that provides central oversight and makes recommendations to the dean and dean delegates, for the overall design, management and evaluation of a coherent and coordinated curriculum.

Specifically:

- Defines objectives which guide curricular content and provides basis of program evaluations for effectiveness
- Ensures that student formative and summative assessments measure outcomes linked to defined curricular objectives which students receive in a timely manner
- Defines types of patients, clinical conditions, level of responsibility, and appropriate settings for student experiences

Long School of Medicine and make recommendations for changes;

- Conduct periodic reviews of admission policies and procedures in support of maintaining a holistic review process; and
- Participate in interview day activities and recruitment efforts.

Section V. Curriculum Committee

A. Appointment: Members are appointed by the Dean from a slate of candidates approved by the Assembly EC. Members are appointed to a term of three years. The Dean shall appoint a Chair and Vice Chair annually. An executive committee consisting of Chair, Vice Chair, Vice Dean, Assistant Deans of Curriculum, and Curriculum Subcommittee Chairs sets agendas and ensures smooth flow of business. In situations where deemed necessary for efficient committee functioning, the Dean may extend or shorten the period of service of any committee member.

B. Membership: Voting membership shall consist of six preclinical Module Directors/Discipline Coordinators, three Clerkship Directors, one Fourth Year Course Director, three at large teaching faculty, and four medical students. Ex-officio (non-Voting) membership consists of the Vice Dean for Undergraduate Medical Education, the Associate Dean for Admissions & Outreach, the Associate Dean for Curriculum, the Associate/Assistant Dean for Student Affairs, one representative from the Office of Undergraduate Medical Education, and a representative from the Registrar's Office.

C. Charge: The Curriculum Committee has the ultimate authority and responsibility for central oversight of the medical education curriculum as a whole, including the overall design, management, integration, evaluation and enhancement of a coherent and coordinated curriculum. The Curriculum Committee has the following specific objectives:

- Define objectives which guide curricular content and provide basis of program evaluations for effectiveness;
- Ensure that student formative and summative assessments measure outcomes linked to defined curricular objectives which students receive in a timely manner;
- Define types of patients, clinical conditions, level of responsibility, and appropriate settings for student experiences;

- Incorporates opportunities for active learning, independent study, development of critical thinking and problem-solving, demonstration of ethical behaviors and practice of communication skills into pedagogies and assesses related student outcomes
- Ensures comparable educational experience across sites within a discipline
- Accesses expertise in curricular design, pedagogy, assessment and evaluation methods
- Utilizes national norms of accomplishment as a frame of reference
- Monitors content and workload in each discipline and identifies gaps and redundancies
- Evaluates both whole and component parts of the curriculum for achievement of medical education program objectives, revising curriculum continuously and with freedom from parochial, political or department pressures
- Establishes graduation requirements for M.D. candidates

Section V. Student Promotions Committee

Appointment: Members are appointed to a term of three years. The Dean shall appoint a Chair and Vice Chair annually.

Membership: Faculty members are appointed by the Dean on the recommendation of the School of Medicine Faculty Assembly Executive Committee. In situations where deemed necessary for efficient committee functioning, the Dean may extend or shorten the period of service by any committee member. Voting membership shall consist of three at-large teaching faculty, six teaching faculty from foundational curriculum, and six teaching faculty from clinical curriculum. Ex-officio (non-voting) membership consists of the Vice Dean for Undergraduate Medical Education, the Senior Associate Dean for Admissions, the Assistant Deans for Curriculum, the Assistant Dean for Students, the Assistant Dean for Academic Enhancement, the Assistant Dean for Student Diversity and Professional Development, and the Assistant Regional Dean for Education (RAHC). The Vice Dean for Undergraduate Medical Education can call a special meeting in addition to those already specified. An Executive Committee of Chair, Vice Chair, Vice Dean for Undergraduate Medical Education, Assistant Dean for Students, Assistant Dean for Academic Enhancement, and Assistant Dean for Student Diversity and Professional

- Incorporate opportunities for active learning, independent study, development of critical thinking and problem solving, demonstration of ethical behaviors and practice of communication skills into pedagogies and assess related student outcomes;
- Ensure comparable educational experience across sites within a discipline;
- Access expertise in curricular design, pedagogy, assessment and evaluation methods;
- Utilize national norms of accomplishment as a frame of reference;
- Monitor content and workload in each discipline and identify gaps and redundancies;
- Evaluate both whole and component parts of the curriculum for achievement of medical education program objectives, revising curriculum continuously and with freedom from parochial, political or department pressures; and
- Establish graduation requirements for M.D. degree candidates

Section VI. Student Progression & Promotion Committee

A. Appointment: Members are appointed by the Dean from a slate of candidates approved by the Assembly EC. Members are appointed to a term of three years, except in times that a member is required for a vacated position. In the case of a vacated position, the member appointed in replacement serves out the remaining term. The Dean Shall appoint a chair for a term of two years. In situations where deemed necessary for efficient committee functioning, the Dean may extend or shorten the period of service by any committee member.

B. Membership: Voting membership shall consist of three at large teaching faculty, six teaching faculty from foundational curriculum, and six teaching faculty from clinical curriculum. Ex-officio (non-voting) membership consists of the Vice Dean for Undergraduate Medical Education and deans from Student Affairs, Curriculum and Admissions in the Office of Undergraduate Medical Education, and a representative from the Registrar's Office. An executive committee of Chair, Vice Dean for Undergraduate Medical Education and relevant deans from the Office of Undergraduate Medical Education sets agendas and ensures smooth flow of business.

Development to set agendas and ensure smooth flow of business.

Charge: The Promotions Committee is charged with review of the academic progress and professional development of each student during all components of the four year medical education program, making recommendations to the dean and dean delegates. The Committee has primary responsibility for recommending for graduation only those candidates who have satisfactorily completed all graduation requirements and demonstrated the professional conduct appropriate for a physician.

Specifically:

- Reviews all final grades, evaluations and scores for each student failure and endorses or recommends exceptions to the remedial and/or repeat guidelines
- Tracks individual progress for each student for whom a final a final grade of "F" has been recorded for the remainder of the student's educational program
- Tracks progress of individual students on LOA or independent study
- Endorses or recommends exceptions to the academic action guidelines (including warning, probation, suspension, or dismissal) for students failing to meet pre-set milestones for satisfactory progression
- Recommends promotion (and graduation) for qualified students
- Ensures that students recommended for graduation meet professional standards of conduct for physicians
- Monitors and advises regarding breaches of professionalism

Section VI. Diversity Committee

Terms of Appointment: Members are appointed to a term of three years on a staggered schedule with one-third of the committee completing a term of service annually. In situations where deemed necessary for efficient committee functioning, the Medical Dean may extend or shorten the period of service by any committee member. The Associate Dean for Faculty and Diversity serves as Chair.

C. Charge: The Student Progression & Promotions Committee is charged with review of the academic progress and professional development of each student during all components of the four-year medical education program, making recommendations to the dean and dean delegates. The committee has primary responsibility for recommending for graduation only those candidates who have satisfactorily completed all graduation requirements and demonstrated the professional conduct appropriate for a physician. Annually, the committee shall present M.D. degree candidates to the Clinical and Basic Science Chair members of the Council for graduation certification. The Student Progression & Promotions Committee has the following specific objectives:

- Review all final grades, evaluations and scores for each student failure and endorse or recommend exceptions to the remedial and/or repeat guidelines;
- Track individual progress for each student for whom a final a final grade of "F" has been recorded for the remainder of the student's educational program;
- Track progress of individual students on a leave of absence or independent study;
- Endorse or recommend exceptions to the academic action guidelines (including warning, probation, suspension, or dismissal) for students failing to meet pre-set milestones for satisfactory progression;
- Recommend promotion (and graduation) for qualified students;
- Ensure that students recommended for graduation meet professional standards of conduct for physicians; and
- Monitor and advise regarding breaches of professionalism.

Section VII. Diversity Advisory Council (DAC)

A. Appointment: Faculty members, staff, house staff and students are appointed by the Dean from a slate of candidates approved by the Assembly EC.

The appointed faculty members of the DAC serve three-year staggered terms with one-third of the committee competing their term of service annually. Appointments to replace members, whose terms have expired, are held annually. Faculty appointments to the DAC may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term. The LSOM Student Body elects the medical student member annually. The Vice Dean for Inclusion and Diversity and the Director for Health Promotion and Research will serve on the DAC as long as he/she holds this position.

Membership: Faculty members, staff, house staff and students are appointed by the Dean after consideration of interest survey responses, equitable representation, and School of Medicine Faculty Assembly Executive Committee approbation.

Charge: The Committee shall have the responsibility to advise and assist the Associate Dean for Faculty and Diversity in developing, updating and supporting policies and programs that advance diversity and inclusion related to the School of Medicine faculty, staff, students and other trainees, and in particular, regarding recruitment, hiring, retention and promotion. The Diversity Committee will be responsible for interacting with and have representation within all other standing committees. This Committee reports through the Associate Dean for Faculty and Diversity to the Medical Dean and the School of Medicine Faculty Assembly.

B. Membership: DAC membership is comprised of appointed faculty members selected by the Vice Dean for Inclusion and Diversity, one trainee, one staff and one student representative.

C. Charge: The DAC is a Standing Committee of the LSOM, Office of Inclusion and Diversity. The specific charge of the DAC includes:

- Identify and implement a broad range of activities directed to increasing faculty diversity.
- Work with the Faculty Promotion, Tenure & Appointments Committee (PTAC) to assure appropriate processes are in place for enhancing diversity in faculty recruitment, promotion, and award of tenure.
- Liaison with the Office of Inclusion and Diversity in matters relating to faculty diversity.
- Meet on a monthly schedule, or more often as necessary, to accomplish its charge. Interim meetings may be called at any time by the Chairperson or at request of three or more members.
- Form ad hoc subcommittees as may be necessary to accomplish its charge effectively.
- Make regular oral reports to the Office of Inclusion and Diversity and provide a report summarizing its activities at least once each year at an Assembly meeting.
- Before a department initiates a new search or appointment, a DAC member will meet with the chair of the faculty search committee on an as needed basis to discuss recruitment strategies.
- The DAC department representative will meet with his/her department chair annually to discuss recruitment strategies based on the Office of Inclusion and Diversity goals regarding faculty diversity.

Section VIII. Faculty Promotion, Tenure, and Appointments Committee (PTAC)

A. Appointment: Members are appointed to a term of three years on a staggered schedule with one-third of the committee completing a term of service annually. PTAC members can serve two consecutive three-year terms at maximum before a three-year break in service is required before being selected to serve again. In situations where deemed necessary for efficient committee functioning, the PTAC supervising Dean may extend or shorten the period of service by any committee member. The Chair and Vice Chair of the Committee are selected and appointed annually by the Dean together with the PTAC supervising Dean and are from among the experienced PTAC members who agree to serve up to two additional years. Joining the LSOM PTAC will include a 1-2 year additional commitment to serve on an informal post-PTAC CV/career Advisory Panel for LSOM individual faculty and departments seeking advice.

Section VII. Ad Hoc Committees

Ad Hoc Committees are created by the Dean who will appoint the members and the Chair of each Ad Hoc Committee. The Dean will give each Ad Hoc Committee its charge at the first scheduled committee meeting. The committees shall not exist beyond the academic year in which appointed, unless specifically appointed by the Dean for a longer period.

Section VIII. Accountability

Committee Chairs shall submit a written report to the Chair of the Assembly and/or the Dean upon request.

Article VII – Jurisdiction

Section I. Protests of Council Action

Members of the Assembly may submit to the Assembly Chair, in a timely manner, individually signed protests concerning Council action. If such protests concerning any given item are received from at least 20 percent of the Assembly, the Assembly Chair must present the protested item for reconsideration by the Council at the next regularly scheduled meeting.

Section II. Repeal of Council Action

In the event that protested Council action is upheld, it shall be the prerogative of the Assembly to affirm, modify, or rescind the contested Council action by a three-fourths vote of the entire Assembly membership.

B. Membership: The PTAC membership will be consistent with the written LSOM PTAC Standard Operating Procedures. Faculty members are appointed by the Dean in consultation with the PTAC supervising Dean and the current LSOM PTAC Chair after consideration of the following: Department Chair recommendation of faculty members, Department Chair vetting of faculty members expressing interest in PTAC service; the types of committee representation needed to complement attributes of the remaining committee membership, including equitable representation of the basic science and clinical science departments; equitable representation of the department faculty as a whole; inclusion and diversity considerations to the extent possible to eliminate bias regarding faculty gender/race/ethnicity; and Associate Professor versus Professor rank as well as tenure versus nontenure appointed faculty representation aligned with PTAC review policy needs.

C. Charge: The PTAC shall be responsible for conducting all faculty PTAC operations required by the UT Health Handbook of Operating Procedures. All LSOM PTAC operations will be consistent with the written LSOM PTAC Standard Operating Procedures. The PTAC operations are conducted under the oversight and reporting authority of the LSOM Dean responsible for faculty operations. The PTAC serves advisory and reporting roles to the LSOM Dean and ultimately the UT Health SA President about LSOM PTAC operations.

Section IX. Ad Hoc Committees

Ad Hoc Committees are created as needed by the Dean, who will appoint the members and Chair of each Ad Hoc committee. The Dean shall give each Ad Hoc committee its charge at the first scheduled committee meeting. The committees shall not exist beyond the academic year in which appointed, unless specifically appointed by the Dean for a longer period.

Section X. Accountability

Committee Chairs shall submit a written report to the Chair of the Assembly and/or the Dean upon request.

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Section I. Protests of Council Action

Members of the Assembly may submit to the Assembly Chair, in a timely manner, individually signed protests concerning Council action. If such protests concerning any given item are received from at least 20 percent of the Assembly, the Assembly Chair must present the protested item for reconsideration by the Council at the next regularly scheduled meeting.

Section II. Repeal of Council Action

In the event that protested Council action is upheld, it shall be the prerogative of the Assembly to affirm, modify, or rescind the contested Council action by a three-fourths vote of the entire Assembly membership.

Article VIII - Bylaws Amendments

Amendments to these Bylaws may be proposed and submitted in writing by any member of the Assembly at a regular meeting of the SOMFA EC, by SOMFA EC action, by Council resolution, or by petition of twenty-five percent of the members of the Assembly membership. Proposed amendments are to be placed on the agenda of the following regular meeting of the SOMFA EC for discussion and vote. Upon a two-thirds vote of the Officers of the Assembly, the proposed amendment is submitted in the form of secret ballot by the Chair of the Assembly to all members who have voting privileges. Amendments will be submitted in writing to all members of the Assembly for at least 30 days prior to such a vote. Approval of amendments requires affirmative votes of two-thirds of the ballots that are returned within 10 working days of the mailing and shall become effective immediately. The SOMFA EC shall review the Bylaws every five years. When major revisions are deemed necessary, the SOMFA EC will recommend that the Dean appoint an Ad Hoc Bylaw Committee.

Article IX - Bylaws Enactment

The provisions of this instrument shall become effective upon its adoption by a majority vote of the Assembly membership.

Article IX - Bylaws Amendments

Amendments to these Bylaws may be proposed and submitted in writing by any member of the Assembly at a regular meeting of the Assembly EC, by Assembly EC action, by Council resolution, or by petition of twenty-five percent of the members of the Assembly membership. Proposed amendments are to be placed on the agenda of the following regular meeting of the Assembly EC for discussion and vote. Upon a two-thirds vote of the Assembly EC, the proposed amendment is submitted in the form of secret ballot by the Chair of the Assembly to all members who have voting privileges. **Approval of amendments requires affirmative votes of two-thirds of the ballots that are returned within 30 days of the mailing and shall become effective immediately.**

The Assembly EC shall review the Bylaws every five years. When major revisions are deemed necessary, the Assembly EC may recommend the Dean appoint an Ad Hoc Bylaw Committee.

Article X - Bylaws Enactment

The provisions of this instrument shall become effective upon its adoption by a majority vote of the Assembly membership.