

BYLAWS OF THE UNIVERSITY OF TEXAS AT AUSTIN DELL MEDICAL SCHOOL

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Table of Contents

1. **Mission Statement**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3
2. **Governance**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3
3. **Organizational Bodies**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3
4. **Administrative Leaders**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3
5. The Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3
6. Executive Vice Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4
7. Vice Dean of Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4
8. Designated Institutional Official\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4
9. Dean’s Cabinet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4
10. Executive Operations Team**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 5
11. **Faculty Senate**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5
12. **Faculty**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7
13. **Department Chairs**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8
14. **Standing Committees**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9
15. **Faculty Appointments, Promotions, and Tenure Committee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9
16. **Research Committee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10
17. **Standing Committee Reporting Activities, Recommendations, and Decisions to the Vice Dead for Education**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10
	1. Undergraduate Medical Education Curriculum Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10
	2. Graduate Medical Education Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11
	3. Continuing Medical Education Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12
	4. Admissions Selection Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13
	5. Medical Student’s Academic Standing Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13
	6. Continuous Quality Improvement Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14
18. **Amendments Of These Bylaws**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14

These Bylaws establish the policies and procedures for the governance of The University of Texas at Austin Dell Medical School (“Dell Med”) in the areas of general academic mission, welfare, and operations, subject to the policies of The University of Texas at Austin (UT Austin) and the Rulesand Regulations of The Board of Regents of The University of Texas System.

# MISSION STATEMENT

The mission of The University of Texas at Austin Dell Medical School is to revolutionize how people get and stay healthy by educating leaders who transform healthcare; evolving new models of person-centered, multidisciplinary care that reward value, advancing innovation from discovery to outcomes, improving health in our community as a model for the nation, and redesigning the academic health environment to better serve society.

# GOVERNANCE

The faculty is responsible for the governance related to academic and educational matters related to the academic mission of Dell Medical School through the Faculty Senate and supported by the Offices of Faculty Affairs and Office of the Dean. The responsibilities and actions of the Faculty Senate and Dell Medical School’s committees are defined by these Bylaws and reviewed by the Senate.

1. **ORGANIZATIONAL BODIES**

The organizational bodies addressed by this document shall be the Dean, the Faculty Senate, which is made up of elected faculty representatives from each department, the Faculty, the Department Chairs, as well as recognized departments, programs, and academic units of Dell Medical School. Administrative leaders of The University of Texas at Austin Dell Medical School addressed in this document are the Dean, the Executive Vice Dean, the Vice Dean of Education, the Associate Dean of Faculty Affairs, and the Department Chairs. The organizational bodies and committees addressed by this document may inform and advise the Dean on issues related to the academic mission of Dell Medical School.

# ADMINISTRATIVE LEADERS

## THE DEAN

The Dean of the Medical School has overall responsibility for the governance, academic, administrative, and financial affairs of Dell Medical School relating to the academic mission. The Dean is also responsible for the clinical and research missions of Dell Medical School.

The responsibilities of the Dean include, but not limited to:

* Leading the development and implementation of strategic planning activities of the Medical School
* Developing faculty commitment to the missions of education, research and clinical service by recruiting, appointing, promoting, and retaining outstanding faculty.
* Directing and coordinating the activities of the administrative leaders within Dell Medi to accomplish the school's mission.
* Recommending to the President of the University of Texas at Austin, upon the advice of the faculty, those students who have completed the curriculum and are eligible to receive professional degrees.
* The Dean recommends to the Vice Provost for Faculty Affairs and the President’s Committee, those faculty for promotion and tenure and for the appointment of prospective faculty, based on recommendations of the Dell Med Appointment, Promotion, and Tenure Committee.
* Serving as Chair of the Dean’s Cabinet, and the Executive and Operations Team
* Providing oversight to committees as stated in these Bylaws and acting on the recommendations and advice of the committees.
* Serving, personally or by means of a designated representative, as a non-voting *ex officio* member of all standing committees of the school.
* Presenting reports or updates at regular meetings of the Faculty Senate.
* Providing written notification to the Faculty Senate, and chairs of standing committees reporting to the Dean, of the Dean’s actions regarding recommendations forwarded to him/her by these bodies.
* Conducting reviews and performance evaluations in accordance with the university policy.

## EXECUTIVE VICE DEAN

## The Executive Vice Dean provides direction and oversight for joint programs between Dell Medical School and other colleges, schools and units at the University of Texas at Austin, serves as a liaison between the Department Chairs and the Dean to work collaboratively to address issues affecting various departments, serves as a primary point of contact for the Associate Dean for Faculty Affairs focusing on assessment and promotion of candidates including preparing materials for the President’s Promotion Committee, and addressing issues relating to appointment, promotion, and tenure.

## VICE DEAN OF EDUCATION

The Vice Dean of Education has administrative and operational responsibility for the educational programs of the medical school. Standing committees shall engage with, inform, and advise the Vice Dean on issues related to the educational mission.

* 1. **DESIGNATED INSTITUTIONAL OFFICIAL**

The Designated Institutional Official (DIO) has administrative and operational responsibility for oversight and administration in collaboration with the Graduate Medical Education Committee to oversee all accredited programs. Standing committees shall engage with, inform, and advise the Designated Institutional Official on issues related to the academic mission pertaining to Graduate Medical Education. The DIO reports to the Vice Dean of Education.

## DEAN’S CABINET

The Dean’s Cabinet shall advise the Dean, Executive Vice Dean, and Vice Dean of Education on administrative matters of Dell Medical School. The Dean’s Cabinet is composed of the Dean, Executive Vice Dean, Vice Deans, and includes representation from the faculty, chairs, and operational leadership of Dell Medical School. The Dean’s Cabinet shall aspire to achieve and maintain excellence in education, research, service, and clinical care related to the educational mission.

The responsibilities of the Dean’s Cabinet include, but are not limited to:

* Providing fiduciary review and oversight of all operations of UT Austin Dell Medical School.
* Supporting and contributing to the academic mission of UT Austin Dell Medical School.
* Input, review, revision, and approval of policy matters applicable to UT Austin Dell Medical School.
* Advising the Dean concerning administrative matters of the Medical School.
* Making recommendations to the Dean on the management of resources and on the organization and development of the Medical School.
* Appointing and charging *ad hoc* committees of the Cabinet.
* Deliberating upon reports from *ad hoc* committees of the Cabinet.

## Executive Operations Team

The Executive Operations Team shall advise the Dean, Executive Vice Dean, and Vice Dean of Education on operational matters of Dell Medical School. The Executive Operations Team is composed of the Executive Vice Dean, Vice Deans, Operational Leaders, the Chair of the Faculty Senate and includes representation from the faculty, chairs, senior administrators, and the chair of the Faculty Senate. The Executive Operations Team shall aspire to achieve and maintain excellence in the education, research, service, and clinical care operations.

The purpose of this group will be to assure communication and coordination of all Dell Medical School (Dell Med) operations to support, and maintain excellence in all aspects of academics, research, and clinical service at the medical school. Members of the Executive Operations Team (“EOT”), as requested, will share information to support the communication and coordination of Dell Med activities. EOT members will receive information relevant to Dell Med activities and will ensure appropriate engagement to members within their units. As appropriate, the EOT will coordinate activities to optimize the effectiveness and impact of Dell Med efforts.

The responsibilities of the Executive Operations Team include, but are not limited to:

* Review and oversight of the administrative operations of UT Austin Dell Medical School’s service lines, including education, academic affairs, research, and clinical care.
* Supporting and contributing to the academic mission of UT Austin Dell Medical School.
* Input, review, revision, and approval of policy matters applicable to UT Austin Dell Medical School operations.
* Making recommendations to the Dean on the operations, needs, and goals of the Medical School.
* Appointing and charging *ad hoc* committees, if needed.
* Deliberating upon reports from any *ad hoc* committees.

The composition of the committee, terms of membership, and the operating procedures for the committee are established by the Executive Operations Team Charter.

#  FACULTY SENATE

The Faculty Senate shall act as the representing body of the faculty in all matters pertaining to academic affairs and general academic welfare, excluding curriculum. The members are the elected representatives of the faculty and shall be guided in their deliberations by the opinion of their departmental constituents.

The Senate is responsible for recommending policies and procedures for governance of the Medical School and for the general pursuit of academic welfare.

* Membership

The Faculty Senate shall consist of two elected faculty members and one elected alternate from each department and the Chair of each Standing Committee. Each of these members shall be a voting member of the Faculty Senate. All faculty members, except the Chairs of the Departments, Directors of Institutes, and appointed Vice Deans shall be eligible for election as members. The Dean shall be a member of the Faculty Senate without voting privilege. If a Standing Committee Chair is ineligible for member status due to being a Department Chair, Institute Director, or Vice Dean, that Standing Committee Chair will instead appoint a delegate from among the members of his/her Standing Committee to serve in the Faculty Senate membership role. A faculty member may serve simultaneously as both a departmental member and a Standing Committee representative to the Faculty Senate but shall have only one vote.

Terms for Members and Faculty Senate Officers shall begin September 1. Each member shall be elected for a full term of three years and, if re-elected, may immediately succeed himself/herself once. A member who has served two consecutive full terms is not eligible for re-election until the regular election held in the year following the end of his/her term; each member shall have one vote. Members in office at the time of ratification of these Bylaws shall serve the terms for which they were elected and after completing said terms can seek re-election to the Faculty Senate under the rules and procedures specified by these Bylaws.

The Executive Committee of the Faculty Senate shall institute uniform procedures for the elections of members to the Senate and to the Standing Committees. The Chair, Past- Chair, Chair-elect, Secretary, and Secretary-elect shall constitute the Executive Committee of the Senate. The regular election for members shall be completed before the beginning of the academic year (commencing September 1). Each Department’s or Institute’s current members will oversee the nomination and election process of new members. A Senator will be expected to attend at least 50% of the meetings per academic year; however, the Chair of the Faculty Senate can make exceptions for extenuating circumstances (e.g., extended illness). A Senator who has not met the above defined attendance requirement shall be discharged from the Faculty Senate at the end of the current academic year and replaced by another eligible faculty member in the regular election cycle. This faculty member shall complete the remaining term of office of the Senator he/she is replacing. Vacancies arising from the discharge or resignation of a Senator shall be filled by the election of a new Senator to complete the respective term of office. The election shall be held within four weeks of the notice of the resignation to the Faculty Senate Chair. A partial term served to fill a Senator’s unexpired term does not count against the maximum of two consecutive terms for the purpose of reelection.

* Meetings

At the first meeting of the academic year, the Faculty Senate shall elect from among its members a Chair- elect and a Secretary-elect. The Chair-elect from the previous year will assume the duties of the Chair on September 1 and shall supervise the elections for Chair-elect and Secretary-elect.

The Chair of the Faculty Senate shall preside over meetings of the Senate, publicize the agenda for Faculty Senate meetings and send Faculty Senate documents to the Dean. The Secretary shall be responsible for maintaining a record of the attendance of each Senator at regular meetings and shall oversee the compilation, publication, and preservation of minutes of all Faculty Senate meetings. The minutes shall be maintained in the Office of Faculty Affairs and shall be available to any faculty member upon request. The Secretary-elect is responsible for parliamentary procedure during Faculty Senate meetings and shall serve as Parliamentarian.

Upon election, members shall review the bylaws and familiarize themselves with *Robert’s Rules of Order* (revised). Members are responsible for dissemination of approved reports, resolutions, surveys, and information of the Faculty Senate to their respective faculty members.

The Faculty Senate shall hold at least four meetings throughout the academic year. Standing Committee Chairs should present an update to the Faculty Senate on their committee’s work at least once per year. Members may submit items for the agenda until one week prior to the meeting. The agenda shall include provisions for the consideration of old and new business. Special meetings of the Faculty Senate may be called by the Chair of the Senate, the Dean, or by one-fourth of the Faculty Senate members via written request to the Chair. The agenda of all special meetings shall be restricted to the items of business for which the special meeting was called. The agenda shall be circulated to all members at least four days in advance of the special meeting. Administrative staff support for meetings will be provided by the Special Projects Specialist.

Forty percent of the Faculty Senate shall constitute a quorum for the transaction of business. *Robert's Rules of Order* (revised) shall guide the conduct of all meetings. At the discretion of the Chair, issues may be decided by a simple majority in an electronic vote to which at least 50% of the members respond. Absentee responses will be counted as an in-favor vote.

Meetings of the Faculty Senate shall be open to all faculty members. Faculty members who are not members of the Faculty Senate may address the Faculty Senate upon recognition by the Chair of the Faculty Senate but shall not have the right to vote and shall not be counted in the determination of a quorum for the transaction of business.

* Duties

The Faculty Senate is responsible for establishing policies and procedures for governance of UT Austin Dell Medical School and for the general pursuit of academic welfare, excluding curriculum. The duties of the Faculty Senate include:

* Scheduling and convening regular meetings with sufficient time to address agenda matters.
* Making written recommendations to the Dean concerning academic matters.
* Appointing and charging *ad hoc* committees of the Senate.
* Receiving, deliberating upon, and sending to the Dean reports from the standing and *ad hoc* committees of the Senate.
* Reviewing annually policies and procedures of all Standing Committees and making recommendations to those who are responsible for charging those committees.
* Acting upon recommendations from the Faculty.
* Bringing before the meeting of the Faculty recommendations and actions arising in the Senate.
* Regularly informing their constituency of Faculty Senate proceedings.
* Reviewing and providing input for written policies and procedures affecting Medical School governance[[1]](#footnote-1)
* Reviewing these Bylaws at least once every five years.

# VI.  FACULTY

The Faculty shall strive to achieve and maintain excellence in education, research, service, and the delivery of clinical care.

* Membership

The Faculty shall consist of all salaried faculty members and all non-affiliate faculty appointed to Dell Medical School with the rank of Instructor, Assistant Professor, Associate Professor or Professor, whether full-time or part- time, and whether in tenured, tenure track or non-tenure track positions.

The Dean of the Medical School shall serve as Chair of the Faculty, shall preside over meetings of the Faculty, and shall publicize the agenda for Faculty meetings. The Chair of the Senate shall serve as Vice-Chair of the Faculty and shall assume the Chair’s responsibility to preside at meetings of the Faculty in the absence of the Dean. Administrative staff support for meetings of the faculty will be provided by the Special Projects Specialist.

A regular meeting of the Faculty shall be held at least annually. A special meeting of the Faculty may be called by the Dean or upon written request to the Dean by a simple majority of either the Senate or the Council. The agenda outlining the reason for the special meeting shall be circulated to the Faculty at least four days before the meeting. The special meeting shall be restricted to the consideration of the items of business for which the meeting was called.

Ten percent of the Faculty, as of September 1 of that fiscal year, shall constitute a quorum for the transaction of business during regular or special meetings. *Robert's Rules of Order* (revised) or other standard code of parliamentary procedure shall guide the conduct of all meetings. Issues may be decided by a simple majority. At the discretion of the Dean, matters may be decided by an electronic vote. The outcome will be determined by a simple majority of the votes received, with a minimum voting period of four (4) days.

## Responsibilities

The responsibilities of the Faculty shall include, but are not limited to:

* Supporting and contributing to the mission of Dell Medical School.
* Supporting and contributing to strategic planning activities of Dell Medical School and its departments.
* Pursuing and maintaining excellence in their various disciplines.
* Participating in the election of Senators and providing input to Senators.
* Making recommendations, as needed, to the Faculty Senate, Dean, or subcommittees.
* Attending meetings of the faculty.
* Participating in faculty voting.

# DEPARTMENT CHAIRS

The Department Chairs shall strive to achieve and maintain excellence in education, research, service, the delivery of clinical care, and administrative responsibilities.

## Membership

The Department Chairs shall consist of chairs of all recognized Medical School departments.

## Responsibilities

The responsibilities of the Department Chairs shall include, but are not limited to:

* Supporting and contributing to the mission of Dell Medical School.
* Leading the development and strategic planning activities of the department.
* Pursuing and maintaining excellence in their various disciplines.
* Fostering faculty development.
* Mentoring faculty.
* Ensuring completion of required reviews by departmental leadership.
* Ensuring adherence to institutional policies by departmental faculty and staff.
* Distributing resources to support the full breadth of academic activities of the department.
* Considering faculty input in the determination of resource allocations.
* Recommending faculty to the Dean for hiring, promotion, tenure, and non-reappointment or termination.
* Promoting consideration of all members and perspectives.
* Exhibiting effective leadership by example within Dell Medical School.
* Fostering a positive national and international reputation for Dell Medical School.
* Promoting open discussion in regular meetings with the departmental faculty.
* Attending meetings of the Executive Operations Team and other groups as may be formed at the Medical School from time to time.

# STANDING COMMITTEES

There are three types of committees within the Medical School. These consist of two types of standing committees: those that report activities, recommendations, and decisions to the Senate and those that report activities, recommendations, and decisions to the Dean. In addition, there are credentialing, health care, and medical peer review committees established pursuant to Texas law and the guidelines of The University of Texas System. Each standing committee shall maintain a charter that shall be reviewed and updated as needed, to ensure efficient ongoing operations.

Standing committees are responsible for developing the policies, procedures, and actions within their scope required for the governance of the Medical School as related to its mission. Members of the standing committees can be drawn from any faculty of the Medical School with an appointment of .5 FTE or greater and who meets the requirements of the committee.

Each standing committee that reports activities, recommendations, and decisions to the Senate shall present a report of its activities and recommendations, on at least an annual basis, to the Senate. Timely, written reports of all changes in policy or procedure by a committee must be submitted to the Senate for review and comment and then to the Dean for approval. Committee minutes shall be maintained in the appropriate Medical School administrative office.

## FACULTY APPOINTMENTS, PROMOTIONS, AND TENURE COMMITTEE

The Faculty Appointments, Promotions, and Tenure Committee shall evaluate the credentials and qualifications of faculty members and make recommendations to the Dean and engage with the Executive Vice Dean concerning faculty members’ appointment, promotion in rank, and eligibility for tenure. In addition, the committee conducts mid-probationary reviews of tenure-track faculty and advises on other matters relevant to standards and procedures governing appointments, tenure, and promotion at Dell Med School.

* Membership

The committee shall be appointed from among those regular faculty members (both tenure and non- tenured), of the school. Faculty who holds the rank of Professor or Associate Professor but who are not department chairs may be eligible to serve. A committee member may not vote on the appointment or promotion of a faculty member of a higher rank or of a faculty member in their department. The Associate Dean of Faculty Affairs shall be a member without voting privilege.

* Meetings

The Committee will have monthly meetings and will meet more frequently during the Fall semester to review dossiers of faculty being considered for promotion and tenure to ensure timely completion of these reviews. A quorum consisting of 50% of the committee members is necessary to conduct committee business. The committee will be staffed and supported by the Office of Faculty Academic Affairs. The committee may invite guests for specific topics upon request.

1. **RESEARCH COMMITTEE**

The Research Committee shall advise the Dean on matters related to the research enterprise, including research strategies, resource allocation, administration of interim and pilot grant assistance programs, and research awardee selection. The Vice Dean for Research shall be the chair of the committee and the Chairs shall be members.

# STANDING COMMITTEES REPORTING ACTIVITIES, RECOMMENDATIONS, AND DECISIONS TO THE VICE DEAN FOR EDUCATION

## UNDERGRADUATE MEDICAL EDUCATION CURRICULUM COMMITTEE

## The Undergraduate Medical Education Curriculum (UMEC) Committee is the body that oversees the quality of the medical education program. The UMEC Committee provides central oversight and is responsible for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated curriculum.

## Specifically, the UMEC will:

* Assesses expertise in curricular design, pedagogy, assessment, and evaluation methods.
* Establishes graduation requirements for M.D. candidates.
* Defines objectives, which guide curricular content and provides the basis of program evaluations.
* Reviews objectives of educational offerings to ensure congruence with programmatic educational objectives.
* Ensures that content is coordinated and integrated horizontally and vertically across academic periods and the curriculum.
* Ensures that the educational pedagogies incorporate opportunities for active and lifelong learning, independent study, development of critical thinking and problem-solving skills, demonstration of ethical behaviors and effective communication skills, and assesses related student outcomes.
* Ensures that student formative and summative assessments measure outcomes linked to defined curricular objectives and students receive this feedback in a timely manner.
* Ensures comparable educational experience across sites within a discipline.
* Defines types of patients, clinical conditions, level of responsibility, and appropriate settings for student experiences.
* 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.
* Utilizes national norms of accomplishment as a frame of reference for the educational program effectiveness.
* Performs strategic planning for the educational program on a routine basis.
* Serves as the Dell Medical School Graduate Studies Assembly and in that capacity, oversees annual reports from student affairs and admissions.

The UMEC Committee is the central curriculum authority and plans, designs and directs the implementation of all components of the curriculum and its integration and monitors the effectiveness of the curriculum. The UMEC Committee charges the five standing subcommittees to make recommendations to the UMEC Committee.

* Membership

There will be 17 voting members. Voting membership shall consist of the:

* The chair.
* The vice chair.
* Five chairs of the standing subcommittees nominated by the subcommittee and approved by the UMEC chair, or their designee.
	+ Scientific Foundations
	+ Healthcare Delivery
	+ Curricular Integration
	+ Innovation, Leadership and Discovery
	+ Evaluation and Assessment
* Six at-large teaching faculty nominated either by self or chair and voted on by the faculty for staggered three-year terms, with two rolling off each year; and
* Two medical students per class, selected by the students and approved by the UMEC Committee holding one vote per class.
* Ex-officio (non-voting) membership will be selected from Dell Med Leadership and may include roles such as Vice Dean for Education, Designated Institutional Official, Senior Associate Dean for Undergraduate Medical Education, Assistant Dean for Interprofessional Integration, Assistant Dean for Clinical Integration, Assistant Dean for Foundational Sciences, the Dell Med Librarian, Associate Dean for Student Affairs and Director of Accreditation or others needed to assist the UMEC Committee in their work. Ex-officio members are not counted for quorum. The Dean, Vice Deans, legal, compliance, and other executive leadership shall be permitted to participate as ex officio members, as necessary.
* Appointment

At large members are elected by the faculty. Members were appointed for staggered terms of three years. The Dean shall appoint a Chair after reviewing recommendations from the UMEC Committee membership and with input from Education Deans and the Faculty Senate. The Committee Chair will be appointed for a three-year term by the Dean with the possibility of renewal.

Membership of the subcommittees are appointed based on their role or expertise (ex: clerkship directors on the Healthcare Delivery subcommittee). Each subcommittee nominates its chair every three years for UMEC Committee approval.

Two matriculated medical students per class self-nominated or selected through the student senate and approved by the UMEC Committee holding one vote per class.

* 1. **GRADUATE MEDICAL EDUCATION COMMITTEE**

The Graduate Medical Education Committee shall oversee all programs in graduate medical education sponsored by the Medical School. The committee shall examine adequacy of the clinical environments and structure according to the requirements of the Accreditation Council for Graduate Medical Education (ACGME). The committee shall perform appropriate evaluations of each training program to assess compliance with both the institutional requirements and relevant program requirements of the ACGME and shall serve as a forum for discussion of graduate medical education issues, to include not only clinical environments but also resident quality of life, recruitment, and outcomes.

The Graduate Medical Education Committee (GMEC) shall**:**

* + Oversee all programs in graduate medical education sponsored by UT Austin Dell Medical School.
	+ Examine adequacy of the clinical environments and structure according to the guidelines for General Requirements of the Accreditation Council for Graduate Medical Education (ACGME).
	+ Perform appropriate evaluations of each training program to assess compliance with both the institutional requirements and relevant program requirements of the ACGME.
	+ Serve as a forum for discussion of graduate medical education issues, to include not only clinical environments but also resident quality of life, recruitment, and outcomes.
* Membership

The membership of the Graduate Medical Education Committee shall be appointed and recommended from among the faculty members who are program directors of an approved residency or fellowship, two at-large members of the faculty, at least two peer-selected residents or fellows, a quality/patient safety officer, and additional members recommended by the Graduate Medical Education Committee. The Designated Institutional Official shall be a member with privilege and a Chair along with a Vice Chair will lead the group’s charge. The Dean, Vice Deans, legal, compliance, and other executive leadership shall be permitted to participate as ex officio members, as necessary.

The Subcommittees include but are not limited to the Compliance and Accreditation Subcommittee, Resident Duty Hours and Fatigue Mitigation Subcommittee, Professional Development Subcommittee, Quality Improvement and Patient Safety Subcommittee, Resident Affairs Subcommittee, Resident Supervision Subcommittee, House Staff Council Subcommittee and New, Complements, and Additions to Programs Subcommittee. Other subcommittees may be established as determined by the Chair. Membership of the subcommittees are appointed based on their role or expertise. Each subcommittee nominates its chair every three years for GMEC approval.

## CONTINUING MEDICAL EDUCATION COMMITTEE

The Continuing Medical Education (CME) Committee promotes continuing education activities for the faculty. The committee oversees submissions and considers whether to approve, reject, or amend continuing medical education applications submitted by Dell Med clinical departments and institutes pursuing accreditation for CME activities. The committee further serves as content reviewers for accredited CME sessions as needed to assure compliance with the Accreditation Council on Continuing Medical Education (ACCME) accreditation standards and criteria and Dell Medical School CME Policies and Procedures.

The committee is chaired by the Assistant Dean of CME and consists of eight voting members who are appointed to terms reviewed at the discretion of the Chair. Voting is conducted electronically, and committee meetings occur on an ad-hoc basis. Membership consists of physicians, staff, and other medical school leadership who are unencumbered by financial relationships with ACCME-defined ineligible companies and who have expertise in continuing professional development and/or with CME accreditation standards and criteria.

## ADMISSIONS SELECTION COMMITTEE

The Admissions Selection Committee shall evaluate the credentials and qualifications of the student applicants and make the final selection and admit those applicants who are best suited to the study of medicine and contributing to the mission of the school. The committee has final authority over selection of each year’s class by the Faculty Senate, per the Medical School bylaws.

The Admissions Selection Committee:

* Shall develop procedures that are most effective and consistent with best practices in the field of medical school admissions.
* Along with the Assistant Dean for Admissions, shall assure that the bylaws and procedures are followed consistently and reviewed periodically.
* May charge subcommittees, convene ad hoc committees and ancillary committees at its discretion, to best accomplish its purpose.
* Shall charge the Assistant Dean for Admissions with providing training and education to assure that committee members and all persons involved in the admissions process are fully aware of all skills and information needed to perform the responsibilities of the admissions process; and
* Shall collaborate with the university and other entities to support, promote and utilize programs designed to promote a diverse student body.

The Admissions Selection Committee shall have the sole authority to offer admission to any person:

* No individual member of the committee may decide, act, or speak, on behalf of the committee in any admission decision.
* The committee, nor any member, shall not be subjected to any political or financial pressures or external influence.
* It is the responsibility and charge of each member of the committee to recuse themselves from any decision in which a conflict of interest exists.
* The decisions of the Admissions Selection Committee are final and are not subject to appeal.
* Membership

The committee membership shall be composed of 10-20 voting members composed of faculty, community members, and students. At least 10 members shall be faculty members nominated by the Assistant Dean of Admissions with the approval of the Vice Dean of Education in consultation with the Dean. Up to an additional 10 members may be nominated composed of faculty, community members, and students nominated by Assistant Dean of Admissions with the approval of the Vice Dean of Education in consultation with the Dean. The composition of the committee and of any quorum must include a majority of faculty members. There shall be a faculty member Chair of the committee appointed by the Dean. The Assistant Dean of Admissions, and the Associate Dean for Student Affairs shall be voting members of the committee. After the first three years, 2/3 shall serve extended terms in order to stagger the turnover.

## MEDICAL STUDENTS’ ACADEMIC STANDING COMMITTEE

The Medical Students’ Academic Standing Committee shall evaluate medical students’ academic performance and their suitability to progress in the curriculum and shall recommend to the Senior Associate Dean for Education requirements to correct any deficiencies. The actions of the committee shall be in accordance with guidelines that shall be approved by the Faculty Senate. Academic actions may include, but are not limited to, remediation, repeating portions of the curriculum, taking a leave of absence, probation, or dismissal.

The committee shall consist of at least 5 faculty members, each serving three-year terms. There shall be a faculty member chair of the committee appointed by the Vice Dean. The Associate Dean for Student Affairs, Senior Associate Dean for Undergraduate Medical Education, Associate Dean for Evaluation and Faculty Development and Associate Dean for Diversity and Inclusion shall be members without voting privilege.

* 1. **CONTINUOUS QUALITY IMPROVEMENT COMMITTEE**

The Continuous Quality Improvement (CQI) Committee provides continuous monitoring of compliance with accreditation standards, as well as policies related to the medical education program. Through a scheduled series of reviews, committee members determine where improvement activities are needed, and refer these issues to other standing committees or institutional leadership for action. The CQI committee’s charge is to build a lasting infrastructure of human talent, continuous quality improvement processes and information technology dashboards that work together to achieve excellence in the medical education program.

Specifically, the CQI Committee:

* Monitors compliance with accreditation standards and outcomes.
* Identifies opportunities to achieve excellence in relation to accreditation standards.
* Identifies and addresses adverse trends using CQI methods.
* Evaluates outcome data related to accreditation standards.
* Makes recommendations for resolution of problems.
* Membership

The Vice Dean for Education or designee serves as the committee chair.

There will be 13 voting members. Voting membership shall consist of the chair, ten faculty and staff members appointed by the Vice Dean for Education and two elected from at-large faculty positions. All voting members will serve three-year terms.

Voting membership shall consist of faculty and staff with the knowledge and expertise to actively participate in the committee. Ex-officio (non-voting) membership will consist of faculty, staff and administration needed to assist the working group to accomplish its goals.

#  XII. AMENDMENT OF THESE BYLAWS

The Senate shall review these Bylaws at least once every five years.

Amendment of these Bylaws may be proposed by the Dean, Dell Medical School Dean’s Cabinet, the Vice Dean for Education, the Designated Institutional Official, faculty or administrators to the Faculty Senate Chair. The Senate Chair shall bring the proposed amendment to the Senate for discussion.

Any proposed amendments to these Bylaws require approval by a majority of those present at a meeting at which there is a quorum, or by two-thirds of the Faculty Senate membership by electronic voting.

Upon approval by the Faculty Senate, the proposed amendment of the Bylaws shall be submitted to the faculty for review and approval. The proposed amendment must be distributed to the faculty at least ten days prior to either a regular Faculty meeting or a special Faculty meeting called for the purpose of considering the amendment. A special Faculty meeting may be held by electronic means for this purpose.

The amended Bylaws, following approval by the Faculty Senate, Dean, and the Dean’s Cabinet, shall become effective upon approval.

1. Note, student policies are reviewed and approved by the Undergraduate Medical Education Curriculum Committee. [↑](#footnote-ref-1)