

University of Houston

COLLEGE of MEDICINE

BYLAWS

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## **ARTICLE 1: THE COLLEGE**

### Section 1: Name

The name of the organization shall be the Tie. It may also be referred to as the College of Medicine (COM) in these bylaws.

### Section 2: Purpose of the College

The purpose of the Tilman J. Fertitta Family College of Medicine is to improve the overall health and healthcare of the population of not only Greater Houston, but also other urban and rural areas in Texas that face significant doctor shortages, through providing high-quality education, with a focus on primary care, to students who will become physicians who work in these communities.

### Section 3. Purpose of the Bylaws

The Tilman J. Fertitta Family College of Medicine shall be organized as described in these bylaws. The purpose of these bylaws is to define the guidelines and major operating procedures for the administration and governance of the Tilman J. Fertitta Family College of Medicine so that members of the administration and faculty may understand their mutual responsibilities, and faithfully perform their duties. These bylaws are predicated on the principles of shared governance, responsibility, mutual understanding, and respect and are intended to foster a collegial environment. In the event of any conflict between the bylaws and the University of Houston policies and procedures, the University of Houston's policies and procedures will supersede these bylaws.

## **ARTICLE 2: ADMINISTRATION**

### Section 1. The Dean

The Dean of the Tilman J. Fertitta Family College of Medicine is the chief academic, administrative, and financial officer of the College, and is responsible for its operation and for the implementation of its overall policies. The Dean also serves as the Vice President for Medical Affairs at the University of Houston. The Dean is the primary representative of the College of Medicine to the University and external partners. The Dean makes all leadership appointments in the College of Medicine for individuals who assist in the discharge of the Dean's duties. The

Dean is appointed by the Provost of the University of Houston and approved by the Board of Governors.

The Tilman J. Fertitta Family College of Medicine is administratively composed of academic units and administrative sections. Each unit reports directly or indirectly to the Dean. Each academic unit is administered by a Chair who is responsible for the organization and implementation of its programs and reports to the Dean. The Dean of the College of Medicine reports to the President for all budgetary and clinical matters, and to the Provost for all Academic matters. The Dean may create ad hoc committees, teams, or task groups at any time as appropriate for consultation or review of the operation of the College of Medicine.

#### Section 2. Dean's Executive Committee

The Dean will charge and appoint the Dean's Executive Committee. The Dean's Executive Committee has the primary responsibility for advising the Dean on major operational and management issues, as well as educational and strategic planning. The Executive Committee implements effective strategies across the institution that transform the mission, vision and values into the day-to-day operations. The committee members assist with dissemination of information to their relevant faculty and staff in their reporting lines. The Dean's Executive Committee shall be composed of the Dean, those who have a direct reporting relationship with the Dean, and members of the College of Medicine faculty and staff as determined by the Dean. Leadership of the Faculty Council or other attendees shall be on an as-needed basis, with invitations extended by the Dean for the portion(s) of the meeting appropriate to their expertise.

The Executive Committee shall be chaired by the Dean or his/her designee and shall meet on a regular basis as determined by the Dean to discuss the matters set forth on the agenda, as well as any matters properly brought before it by any of its members, Standing Committees of the College, or the Faculty Council. The Executive Committee may, by majority vote, make recommendations to or advise the Dean on these matters. The role of the Executive Committee is advisory in nature.

Special meetings of the Executive Committee may be called by the Dean, or by written request to the Dean by a minimum of five of its members; said request shall include the agenda. A quorum of the Executive Committee shall be a majority

of its members.

## **ARTICLE III: FACULTY**

### Section 1. Definitions

Faculty categories shall follow the University of Houston Faculty Handbook and all applicable University policies/procedures.

### Section 2. Voting Rights

Voting members of the College of Medicine Faculty are those who have greater than half-time appointments at the level of Instructor, Assistant Professor, Associate Professor, or Professor, and are paid by the College of Medicine for greater than .49 FTE. Voting members of the faculty are encouraged to attend meetings and to fully participate as voting members.

Non-voting members of the faculty are those at the level of Instructor, Assistant Professor, Associate Professor, or Professor who have appointments less than .50 FTE, and faculty with designations other than those above. Non-voting members of the faculty are encouraged to attend meetings and to participate in discussions. Voting faculty members shall be empowered to vote on any proposal, resolution, election, or referendum presented to the faculty that requires a vote. Each voting faculty member shall be entitled to one vote.

At times, non-voting members may be appointed to standing committees, ad hoc committees, or work groups by the Dean for their expertise in a critical mission area. In these circumstances, these faculty will have the ability to vote within the course and scope of that assignment. However, they will still not have the right to vote for COM matters outside the parameters of that assignment, including discussion of the assignment at other meetings of the faculty.

### Section 3. Participation

All full-time College of Medicine faculty may serve on internal committees, and on University of Houston bodies to which the College of Medicine contributes representatives. At the discretion of the Dean, part-time or voluntary faculty may be included on certain committees, to ensure a wide range of constituent input, and to recognize the unique role of voluntary and community preceptors.

#### Section 4. Annual Performance Review Guidelines

The Annual Performance Review process will involve a review of the faculty self-evaluation, educational and scholarly achievements, clinical productivity, community engagement, service to the College of Medicine and University, and any other required performance indicators, with their direct faculty supervisors, including Departmental Chairs and Deans. For each component of the review, the faculty will receive feedback and assessment of whether the faculty member exceeded expectations, met expectations, or were below expectations. The Annual Performance Review will conclude with goal setting for the upcoming year. Faculty workload and distribution of effort will also be reviewed at this time.

#### Section 5. Department Chairs – Selection, Tenure, Review, Retention

The Dean, in consultation with the departmental faculty and in accordance with the University of Houston policies, will decide when a search for a chair will be initiated and whether the search will be an external one or restricted to current University of Houston College of Medicine faculty members.

The process of recommending a chair will be performed by a search committee, members of which will be appointed by the Dean.

The committee will recommend one or more possible appointees to the Dean. The Dean may appoint one of the candidates as chair or may request a further search. In hiring an external candidate, all procedures for the appointment of new faculty must be followed, in addition to these procedures.

A chair will be reviewed every five (5) years. When a chair decides not to continue in the position, no review takes place.

The review will be conducted by a committee selected in accordance with the University of Houston policies. The Dean will manage the specifics of the review process, including members of the committee.

The chair of the review committee will first discuss its findings with the Dean and provide a confidential written report. Ordinarily, the Dean will use this evaluation to share with the Chair positive reports on the Chair's leadership, any concerns that are expressed and ideas that are proposed for improvement. The Dean may use the evaluation to indicate specific actions a chair must take to

retain a leadership position. Finally, the Dean meets with the faculty, without the chair, to discuss the results of the evaluation.

#### Section 6. Deans – Selection, Tenure, Review

Deans are selected by the process as defined by the Office of the Provost. Appointment as Dean is without a set time limit. In addition to annual performance reviews under UH policies, each Dean will have a review during the fifth year of his or her appointment, and in each fifth year thereafter, by a College of Medicine committee appointed for this purpose. The specific purview of this review is to provide feedback to the Dean on important issues in their college, as specified by the faculty, as well as any areas of faculty concern.

The review committee will be formed by the Provost, with an appointed Chair and one other member from outside the UHCOM. The Provost will confer with the Dean before making these two appointments. The College Faculty will normally be represented by three to six committee members.

A survey developed and distributed by the Office of the Provost will be sent to each faculty and staff member. These surveys will be completed anonymously, unless individuals choose to identify themselves, and returned to the Office of the Provost. Following, the Committee will develop procedures to identify strengths and areas for growth to report to the Provost, who will meet with the Dean.

#### Section 7. Responsibilities of Faculty

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

- a. Perform the teaching, clinical, service, and research duties and responsibilities assigned to them as part of their employment at the College of Medicine;
- b. Maintain a high level of expertise in their academic and/or clinical discipline;
- c. Develop and recommend policies that govern the educational, research, clinical and operational activities of the College of Medicine including development and evaluation of the curricula for all degree and other educational programs;
- d. Develop and recommend admission, promotion, and degree requirements for students within the College of Medicine;
- e. Act upon reports from and make recommendations to the Dean, faculty committees, and other academic units in the College of Medicine;
- f. Communicate with the Faculty Council of the College of Medicine;



- g. Recommend approval of amendments to these bylaws, as appropriate;
- h. Elect a majority of the members of the standing committees of the College of Medicine;
- i. Elect senators to the University Faculty Senate; and
- j. Provide service to their Department, College of Medicine and University level committees.

#### Section 8. Selection of Faculty

College of Medicine faculty are selected following the posting/hiring procedure defined by the University, concerning recruitment and appointment. Search committee members must have completed the required training to be eligible to participate on a search committee.

Once identified, faculty are recommended for appointment to the Dean by the appropriate Department Chair with recommendation for rank. If in agreement, the Dean then sends a recommendation to the Provost for final approval. Final approval of the appointment, including rank, rests with the Provost, who acts with the authority of the University of Houston Board of Governors.

### **ARTICLE IV: GOVERNANCE**

#### Section 1. The Faculty Council

The Faculty Council shall serve to represent the faculty at large of the College of Medicine and advise the Dean in the following matters:

- College of Medicine issues and policies that transcend the responsibility of individual committees;
- Oversight of the College of Medicine Faculty Council election process;
- Approval of candidates for the receipt of the MD degree;
- Setting agendas for the meetings of the Faculty of Medicine;
- Other decisions which are considered by the Dean to warrant a vote of the Faculty of Medicine.

The Faculty Council shall consist of 13 voting members. These will include:

- Eleven (11) elected faculty representatives, six (6) with the rank of associate professor or above, and five (5) at the rank of assistant professor;
- Two (2) faculty appointed by the Dean, who are representative of the

spectrum of ranks and disciplines of the College of Medicine voting members;

- The terms of all voting members shall be three (3) years

The officers of the Faculty Council shall consist of a chair and a vice-chair. Terms of officers shall coincide with the start of the academic year. Officers of the Faculty Council shall be members of the College of Medicine full-time faculty. Deans and Department Chairs are not eligible.

- The chair and vice chair will be elected from the Council membership, by the Council membership, and serve a three (3) year term. The vice chair shall serve as the chair elect.
  - With each new term, the vice chair for the prior academic year shall assume the role of chair.
  - If the Chair leaves before the end of the three (3) year term, then the Vice Chair assumes the role of Chair, and the group shall elect a new Vice Chair from the remaining members to serve out the remaining Vice Chair's term.
  - The Chair shall then appoint another faculty member to serve out the remaining term of the open slot.
  - The voting members of the faculty council shall elect a new vice chair at the appropriate time.
  - After completing a term as Chair, the departing Faculty Council Chair shall serve as the Immediate Past Chair for a term of three (3) years. This position will be an advisory role to the current chair and vice chair. The Immediate Past Chair will be a non-voting ex-officio member of the faculty council for this three (3) year term.
- Elected members are elected for a three (3) year term and may serve two (2) consecutive terms and are eligible for re-election after one (1) term off the Faculty Council.
- The Chair and the Vice Chair will meet monthly with the Dean to discuss issues of interest to the faculty and the College of Medicine.

The Council shall meet a minimum of four (4) times per year, but may meet as often as needed, to conduct matters relating to the business of the College. Written notice of standing meetings will be sent to the faculty and Dean in advance of the

date of the scheduled meeting, including the time, location, and working agenda. Meetings called for urgent matters will provide such notice as far in advance as reasonable, per the situation.

The Faculty Council may vote on any proposal, resolution, or referendum presented to the Council which requires a vote. Each member is entitled to one (1) vote. A quorum is present if over 50% of membership is present in person, or by a virtual method which allows real-time interaction. If a quorum is not present, electronic voting will be utilized. Votes made through electronic voting will be decided by a simple majority of those voting within the allotted period.

#### Section 2. All Faculty of Medicine

The Faculty of Medicine shall meet at least once a semester during the academic year. The schedule for these meetings will be set and published in advance. Notice of the meetings will be sent to the members of the Faculty of Medicine prior to the meetings. The Chair of the Faculty Council shall preside at all Faculty of Medicine meetings. An agenda will be provided in advance of the meeting.

Appropriate business within the purview of the Faculty of Medicine includes College of Medicine Faculty Bylaws. Amendments to the bylaws will be presented and discussed at a meeting of the Faculty of Medicine prior to a vote on the matter. Following the meeting, the information provided shall be published and disseminated to the entire Faculty of Medicine electronically a week prior to any vote conducted. The vote may be conducted electronically. Any action will be decided by a simple majority of the Faculty of Medicine who participate in the voting process.

A special meeting of the Faculty of Medicine can be called by 51% of the faculty putting forth a request to the Dean.

## **ARTICLE V: PROMOTION AND TENURE**

#### Section 1. Criteria

The key criteria for promotion of faculty into the higher ranks of Associate or Full Professor with tenure are significant achievements in their assigned professional areas, including teaching, research and scholarship, clinical endeavors, service and any other defined domains (where applicable). Scholarship is broadly defined as

intellectual work within a faculty member's scope of work that is validated and communicated beyond the College through peer-reviewed professional publications and other methods of dissemination through their speciality(ies). It may involve discovery of new knowledge, construction of teaching curriculum, development of new technologies, methods, synthesis of information leading to new insights, or other endeavors as defined by faculty working in collaboration with their supervisors. The scholarship endeavor can be in any research field, including, but not limited to, medical education, translational, clinical epidemiological, public health, or community-engaged research.

*Note. Tenure will not be awarded at the College of Medicine until tenure lines of funding are established. At that time, the College of Medicine Faculty Promotion and Tenure Committee will review faculty and recommend tenure based on criteria outlined in, or consistent with, the UH Faculty Tenure and Promotion Policy.*

For non-tenure track faculty, promotion requires achievements in the professional domains of teaching, research and scholarship, clinical endeavors, and service (where applicable). Faculty are expected to exceed expectations in at least two (2) professional domains and consistently exceed expectations for overall performance based on the Annual Performance Review for at least three (3) years. Other specific requirements and timelines are available in the COM Faculty Promotion Policy.

## Section 2. Faculty Role

College of Medicine faculty, along with two (2) UH faculty members external to the College of Medicine, will be included on the Faculty Promotion and Tenure Committee. The Annual Performance Review process will be overseen by the Departmental Chairs and begins with faculty self-evaluation of progress towards their established performance goals. Faculty members will track their contributions to the overall mission of the College of Medicine throughout the year.

The Annual Performance Review process will involve a review of the faculty self-evaluation and professional achievements with their direct faculty supervisor. For each component of the review, the faculty will receive feedback and assessment of whether the faculty member exceeded expectations, met expectations, or were below expectations. The Annual Performance Review will conclude with goal setting for the upcoming year.

### Section 3. Faculty Appointment(s) (Internal to UHCOM)

All titled faculty members of the UHCOM must maintain a faculty appointment within one of the departments. At the faculty member's request, and with the Chair's approval, appointments to other departments may be processed. These will not be recognized by the University of Houston, but will be maintained within the College of Medicine's Office of Faculty Affairs.

## **ARTICLE VI: COLLEGE OF MEDICINE STANDING COMMITTEES**

Standing committees will create and maintain specific processes and procedures within the course and scope of their committee charge, as authorized below. Any modifications or additions to the College of Medicine committee charges will be entered into the charge, once approved by the Executive Committee. Changes will also be distributed to all faculty for a review and comment period of no less than then (10) working days. The Dean's Executive Committee will maintain the final approval of standing committee charges. All standing committees will report to the Executive Committee and Faculty Council a summary of their work for informational purposes at least annually.

### Section 1. Faculty Promotion and Tenure Committee (FPT)

Following UH guidelines, the Faculty Promotion and Tenure Committee (FPT) is charged with making recommendations to the Dean on matters relating to policies and procedures regarding faculty review, promotion, and tenure. This includes recommendations on faculty applications for tenure.

The UHCOM Faculty Promotion and Tenure Committee shall consist of a representative sample of full-time College of Medicine faculty, elected by their peers, and University of Houston, but not College of Medicine faculty, appointed by the Dean, and approved by the elected members of the committee. The Associate Dean for Faculty Affairs (ex-officio) shall oversee the operation of the committee.

### Section 2. Admissions Committee

The Admissions Committee shall be responsible for developing and implementing a process for selection and acceptance of medical students who are considered capable of academic success, and who are expected to become empathetic, highly

competent practitioners of the art and science of medicine, consistent with the mission statements of the University of Houston and the Tilman J. Fertitta Family College of Medicine.

The Admissions Committee is also charged with the responsibility and authority to admit students to College of Medicine solely through processes based upon developed and approved policies.

Membership of the Committee will include, but is not limited to, representatives of full-time faculty, students, residents/fellows, alumni, and community constituents. The Assistant Dean for Admissions shall oversee the operation of the Committee.

### Section 3. Curriculum Committee

The Curriculum Committee develops, reviews, assesses, recommends, and approves changes to the content, curricular structure, learning environment, assessment methodologies, and educational goals of the undergraduate medical education (UME) program and shall evaluate the courses, curriculum, and program outcomes. The committee works to ensure policies and activities that fulfill the academic goals of the College of Medicine and are in compliance with the LCME standards. The Curriculum Committee shall be responsible for informing the Dean on matters related to the curriculum leading to the four-year MD degree.

The Curriculum Committee may create subcommittees to focus on specific areas of the curriculum (for example, clinical, basic science, simulation-based, assessment, program evaluation, etc.) and make recommendations to the Committee as a whole.

Membership shall be composed of elected and appointed voting College of Medicine faculty members, including course and clerkship directors, full-time faculty, the College of Medicine's librarian, students, and Associate/Assistant Deans. The Associate Dean for Medical Education shall oversee the operation of the committee.

### Section 4. Student Performance and Advancement Committee (SPAC)

The Student Performance and Advancement Committee (SPAC) shall be responsible for reviewing the performance of all students and determining the status of each student's academic progress and making recommendations to the

Dean regarding student promotion. The committee shall also be responsible for the review of student professional conduct.

The Student Performance and Advancement Committee shall also recommend to the Dean, via the Faculty Council, candidates for the receipt of the MD degree.

The Student Performance and Advancement Committee shall be composed of elected members, representing both basic science and clinical science. The Associate Dean for Student Affairs, Admission and Outreach, shall oversee the operation of the committee.

#### Section 5. Learning Environment Committee (LEC)

It will be the shared responsibility of all College of Medicine faculty, students, administration, staff, and all clinical affiliates to ensure there is an appropriate learning environment in all settings used for the education of medical students. The Dean has appointed an interdisciplinary Learning Environment Committee composed of faculty, staff, residents/fellows, students, and members from the clinical affiliates. This committee is led by the Associate Dean for Student Affairs, Admissions, and Outreach, with input from the Associate Dean for Medical Education and the Associate Dean for Graduate Medical Education and Faculty Affairs.

#### Section 6. Committee on Inclusive Excellence

The Committee on Inclusive Excellence will be led by the Chair of the group, and, working with the Assistant Dean for Outreach, will be tasked with making recommendations to the Dean on methods to support the College of Medicine mission of a diverse educational and working environment and the development of a culture of inclusiveness within the College's faculty, staff, and student population, extending throughout the communities the Institution seeks to serve and impact.

The College of Medicine's Committee on Inclusive Excellence is designed to build and strengthen inclusion through consistent coordination of action, monitoring, engagement, education, training, and assessment.

Membership of the Committee will include, but is not limited to, representatives of full-time College of Medicine faculty, students, residents/fellows, and community constituents.

The responsibility and authority for oversight and management of the Committee on Inclusive Excellence is with the Dean or his/her designee.

#### Section 7. Continuous Quality Improvement Committee (CQIC)

The CQIC shall be responsible for ensuring systematic evaluation of the education program and strategically plan to promote efficiency, effectiveness, and ongoing improvement. They shall also ensure the achievement of the mission and the effective monitoring of the medical education program's compliance with accreditation standards by continuously engaging in ongoing quality improvements of all college institutional and education policies, programs, and processes.

The Dean is responsible for appointing a CQIC composed of members of the Executive Committee, with additional stakeholders as necessary, to respond efficiently to changing or pressing needs of the College of Medicine, and to be responsive to learner/faculty needs to ensure that appropriate resources are available for addressing any issues identified.

The responsibility and authority for oversight and management of the CQIC is with the Associate Dean for Medical Education; the Assistant Dean for Assessment and Quality Improvement will facilitate and support the activities of the committee.

#### Section 8. Faculty Grievance Committee

Per the College of Medicine Faculty Grievance Policy, the Faculty Grievance Committee shall be responsible for responding to faculty grievances relating to employment matters including, but not limited to, salary, hours and conditions of employment, promotions, assignments of teaching duties, allotment of resources and facilities. The College of Medicine Faculty Grievance Committee does not address:

- Allegations of sexual misconduct, which includes sexual harassment
- Allegations of unlawful discrimination and harassment

The membership shall include two (2) faculty members from each of the College of Medicine departments, which will be elected by the full-time faculty at large.

- Biomedical Sciences



- Behavioral and Social Sciences
- Clinical Sciences
- Health Systems and Population Health Sciences

Per the University Grievance Policy, the college-level grievance committees must be comprised of full-time tenured faculty. Since College of Medicine faculty are exclusively non-tenured at the present time, the College of Medicine FGC shall be comprised of full-time College of Medicine faculty holding the rank of Clinical Associate Professor or Clinical Professor. No member of the administration, including the Dean, Associate or Assistant Deans, or Department Chairs are eligible to serve.

The Committee Chair shall be elected by the College of Medicine FGC members. The Chair shall not vote, unless there is a tie, at which time the Chair shall cast the tie-breaking vote. The Chair will serve a three-year term and is eligible for multiple terms.

Committee members shall serve a term of three (3) academic years. In cases where a member cannot serve the duration of the term, a replacement will be selected by the faculty at large. Consecutive terms are allowed. The committee shall report to the Dean.

The responsibility and authority for oversight and management of the Grievance Committee is with the Associate Dean for Graduate Medical Education and Faculty Affairs.

#### Section 9. Graduate Medical Education Committee

Per the ACGME Institutional Requirements, the College of Medicine must have a GMEC that includes the Designated Institutional Official (DIO), a representative sample of program directors, at least two peer-selected residents, a quality improvement officer/patient safety officer or designee. Additional subcommittees may be formed to carry out portions of the GMEC responsibilities. Such subcommittees must include a peer-selected resident/fellow and must report work out to the full GMEC.

The College of Medicine's GMEC will meet monthly, with the exception of June and December. Membership terms will be indefinite, based upon an individual's

role.

Specific responsibilities are delineated in the ACGME Institutional Requirements.

The responsibility and authority for oversight and management of the GMEC is with the Associate Dean for Graduate Medical Education and Faculty Affairs.

## **ARTICLE VII: COMMITTEE OPERATIONS**

### Section 1. Faculty Involvement

Elections and appointments to standing committees of the College of Medicine will follow the requirements and guidelines set forth in the committee charge.

Modifications or additions to these charges will require approval by the Executive Committee. Appointments commence and end per the calendar set in the specific committee charge, unless there is an unplanned vacancy, which then shall be filled by the Committee Chair.

### Section 2. General Committee Operations

Operating procedures and processes may be developed by the committees as needed. Each committee is responsible for developing and distributing its operating procedures. The following procedures apply to all standing committees mentioned in Article VII above:

- Standing Committees will have a Chair;
- Standing Committees will produce agendas and minutes, following the established College of Medicine template(s), and retain final copies of said documents as work products in perpetuity;
- Conflict of Interest. The chair, upon calling the first committee meeting of the academic year, shall ask each member present if they have a perceived or actual conflict of interest with any matter before the committee. Members will be instructed that in the event of any conflict of interest, real or perceived, the conflicted member of the committee will be excused by the Chair from the official proceedings of the committee related to the conflict of interest. If the Chair has a real or perceived conflict of interest, the chair may excuse themselves and appoint an acting chair from the committee membership to act in the specific circumstance;
- Attendance of committee members is expected; failure to meet attendance standards as defined by the committee charge can result in removal by the Committee Chair;

- Quorum is considered the presence (in person or virtual, if permitted by the Committee Charge) of at least 50% of the voting members. If a quorum is met, matters requiring a vote are considered passed by a simple majority;
- If, for any reason, an elected member or committee chair is not willing or is unable to serve on the committee, the Committee Chair will appoint another member of the Faculty of Medicine, with appropriate rank, to fill the seat until the next scheduled election;
- The Chair may designate a member of the committee to serve in his/her absence;
- Chairs of the committees may create standing or ad hoc subcommittees to address specific needs within the committee's charge. These working groups will be required to produce agendas and meeting minutes, following the established College of Medicine templates, and be filed with the standing committee files and kept in perpetuity, along with the other committee records;
- Standing committees will prepare annual reports of their activities which shall be submitted to the Dean, the Dean's Executive Committee and the Faculty Council leadership;
- Standing committees will present a summary of the annual report to the Executive Committee annually;
- Guests may be invited by the Chair to any committee meeting as deemed necessary for proper conduct of business;
- The Dean may approve any member of a committee to serve more than the maximum stated committee or leadership terms, with approval of the Executive Committee.

## **ARTICLE VIII: COLLEGE OPERATIONS**

### Section 1. Faculty Role in Budgeting

The University of Houston prepares an annual budget, following a process that is linked to the university planning process. The UH Budget Office provides each division with instructions and deadlines for entering their budget into the budget development system. The College of Medicine budget is part of the budget that is approved annually by the units within the parent university and is approved annually by the Governing Board. The Dean of the College of Medicine will have budgetary authority over the allocation of resources within the medical school and works closely with the College of Medicine Associate Vice President for Business

Operations for budgetary planning and allocation. The medical school has a consolidated budget process that includes all medical school departments. The Dean will allocate an annual budget to Department Chairs to manage the department's administration, research, and educational missions.

Department Chairs and Deans will meet with the Associate Vice President for Business Operations to plan their budget, bringing input from their respective areas in the COM. Once set, the AVP for Business Operations will continue to meet with these individuals at least quarterly to monitor expenditures, and ensure finances are in line to meet College of Medicine's goals.

### Section 2. Faculty Responsibilities in Workload and Space Allocation

To carry out the core mission(s) of the University of Houston, faculty members engage in a variety of activities that are traditionally categorized as teaching, research/scholarship, clinical practice (where applicable), and service.

The discovery and dissemination of knowledge through research/scholarship, scholarly endeavors and service to the College of Medicine, university, community, government agencies and professional organizations associated with the various university disciplines, combine with teaching and clinical service to fulfill the academic workload requirements of faculty. Individual faculty member's time and effort within these three categories or others, as assigned by their immediate supervisor, will vary based upon the expectation, demands and responsibilities within the academic departments, disciplines and colleges. The effort individual faculty direct towards teaching, research/scholarship and service will also vary with the type of faculty appointment and national expectations in the disciplines at research intensive universities. Consistent with the goals and mission of the University of Houston, it is expected that the academic workload of faculty will be in line with those of other research-intensive universities.

Regardless of the type of faculty appointment, all full-time faculty members at the College of Medicine are expected to work a minimum of 40 hours a week year-round. Expectations for faculty workload are based on the type of faculty appointment held. Faculty are expected to be physically present for their work, unless other arrangements have been made with their department chairs and approved by the Dean.

The College of Medicine Dean and AVP for Business Operations will work with Department Chairs, Deans, and other leadership to ensure faculty workloads are appropriate, and needed space and resources are appropriately allocated.

## **ARTICLE IX: FACULTY AND STAFF GRIEVANCES**

### Section 1. Faculty Grievances

The College of Medicine follows the guidelines in the current version of the University of Houston Faculty Handbook. Faculty members shall be treated fairly and consistently in all matters related to their employment. The university provides faculty with the right to express their grievances through informal and formal avenues. Retaliation in any form against any faculty member for presenting a grievance is prohibited and may itself be grieved. This grievance policy applies to all faculty members (tenure-track and NTT). A detailed description of the grievance process may be found at:

*<http://www.uh.edu/provost/faculty/current/grievance/>*

Per the College of Medicine Faculty Grievance Policy, the Faculty Grievance Committee shall be responsible for responding to faculty grievances relating to employment matters including, but not limited to salary, hours and conditions of employment, promotions, assigned of teaching duties, allotment of resources and facilities. The College of Medicine Faculty Grievance Committee does not address:

- Allegations of sexual misconduct, which includes sexual harassment
- Allegations of unlawful discrimination and harassment

Any allegations of unlawful discrimination, harassment or sexual misconduct shall be filed with the Office of Equal Opportunity Services (*<http://www.uh.edu/equal-opportunity>*) in accordance with the University's Sexual Misconduct Policy (SAM 01.D.08) or the University's Discrimination and Harassment Policy (SAM 01.D.07), both found at:

*<http://www.uh.edu/edu/af/universityservices/policies/sam/>*

Grievances Procedures relating to promotion and/or tenure decisions are distinct from the general faculty grievance process and can be found on the Faculty Grievance website:

*<http://www.uh.edu/provost/faculty/current/grievance/>*

### Section 2. Staff Grievances

The College of Medicine follows the procedure for handling staff grievances established by the University of Houston. The University of Houston system has a formal commitment to the establishment and maintenance of a constructive problem-solving mechanism for the resolution of employee grievances. The purpose of this policy is to provide a means whereby any employee who feels that he or she has been subjected to unfair, discriminatory, or abusive treatment may be assured of a prompt, orderly, and fair response to his or grievance or appeal. Specific steps may be found in the UHS Administrative Memorandum (SAM) 02.A.05 – *Employee Relations, Grievance and Appeal*.

### Section 3. Ombudsman

The Ombudsperson is a neutral and impartial University of Houston employee whose major responsibility is to act as a resource for university faculty and staff members regarding issues and concerns related to their employment with the university. As a neutral and impartial university employee, the Ombudsperson is not an advocate for any individual or the university, but rather, is an informational source for faculty and staff members. Learn more at:

<http://www.uh.edu/ombuds/>

The Ombudsperson does not address allegations of unlawful discrimination, harassment or sexual misconduct. More information regarding allegations on these issues can be found through the Office of Equal Opportunity Services.

## **ARTICLE X: FACULTY DEVELOPMENT**

### Section 1. Opportunities for Leadership Development

The College of Medicine provides multiple opportunities for faculty development in leadership, as well as a variety of other skill sets. Within the College of Medicine, the Office of Medical Education offers a lengthy menu of educational skill building modules, including curricular design and assessment. The Office of Graduate Medical Education and Faculty Affairs offers training in accreditation, teaching, and leadership. Content specific to an individual's work area may also be offered through individual departments, as well as the University of Houston as a whole. Each faculty member has funding annually to professional development activities.

## **ARTICLE XI: ACCREDITATION**

Accreditation procedures for the Liaison Committee for Medical Education, Texas Higher Education Coordinating Board (THECB), Accreditation Council for Graduate Medical Education (ACGME) and any other required entity shall be managed by the appropriate Associate Dean's office at the College of Medicine and will include a broad section of faculty in the preparation and process.

## **ARTICLE XII: PROCEDURE TO REVIEW OR AMEND BYLAWS**

If these bylaws appear to conflict with federal or state law, University of Houston System Board of Regent policies, or University policy, the higher authority prevails. These bylaws shall automatically be amended when necessary to concur with the stated authority. Such amendments shall be brought to the attention of the Faculty of Medicine.

Proposals to amend the bylaws may be initiated by the Faculty Council or the Dean. The faculty will be provided with notice of the proposed amendment at least two weeks prior to the submission of ballots.

Bylaws will be reviewed by the Faculty Council and provide for a review and comment period for all faculty every five years.

A vote on a proposed amendment shall be preceded by discussion at a meeting of the Faculty of Medicine and may be approved by electronic vote by an affirmative vote of the majority of the total ballots cast by the members of the Faculty of Medicine. Substantive amendments to the bylaws must be approved by the Faculty of Medicine and Dean of the College of Medicine and may require additional approvals from the University of Houston.