



Elson S. Floyd College of Medicine
WASHINGTON STATE UNIVERSITY

Bylaws of the Elson S. Floyd College of Medicine

Revised on April 30, 2018

PURPOSE OF BYLAWS

The purpose of the bylaws of the Elson S. Floyd College of Medicine is to provide operating procedures within university policy, while recognizing the uniqueness of the College of Medicine. The operating procedures described below provide a process and ensure a forum for faculty participation in the leadership of the College of Medicine.

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ARTICLE I

THE PROFESSORIATE

Section A. The Faculty

1. The Faculty consists of all full-time and part-time Full Professors, Associate Professors, Assistant Professors, and Instructors. Faculty may be on tenure-track, clinical track, or research track, as defined in the WSU Faculty Manual, Sections III.E and V.C. Faculty includes those serving as preceptors, clerkship directors, clerkship faculty, and other members of the academic and administrative staff within the ESFCOM, as well as those with the title of Emeritus.
2. Persons appointed to a faculty position must possess appropriate academic degrees, typically terminal degrees, or be otherwise appropriately credentialed, demonstrate achievements within their disciplines, demonstrate the capability and continued commitment to be effective teachers and/or have a commitment to continuing scholarly or clinical work.

Section B. Jurisdiction

1. The Faculty constitutes the basic legislative body of the college, subject to the Faculty Manual of the University and the regulations of the Washington State University Board of Regents, state law, and accreditation requirements, and therefore has jurisdiction in all educational and academic matters within the purview of the College of Medicine, including oversight of its curriculum, and its admission and graduation standards.

Section C. Faculty Appointment, Promotion, and Tenure

1. Provisions

- a. Members of the ESFCOM Faculty will have their primary appointment in only one academic department within the College. This does not preclude, however, a member of the Faculty having a secondary appointment in another ESFCOM department or in another college or department at WSU when such a dual appointment will serve to enhance the educational or research programs in the second department. When such an appointment is made, the academic rank conferred by each of the departments will be the same.
- b. If a tenured member of the ESFCOM Faculty holds an administrative position for which an administrative stipend is a supplement to the faculty salary, tenure will extend only to the portion of the salary provided as a member of the Faculty.

- i. Administrative positions are contracted for a fixed period of time; tenure does not apply to administrative positions.

2. Procedures

- a. The appointment process, at minimum, involves the prospective faculty member, the Department Chair, and the Dean, and complies with university policies and procedures.
- b. Upon appointment, faculty members are informed in writing by their Department Chair or immediate supervisor of college policies on assignment of responsibilities, evaluation, renewal of appointment, promotion and/or granting of tenure, and dismissal, as stated in the Faculty Manual.
- c. Promotion to Associate Professor or Professor, for all faculty tracks, will be initiated by the appropriate Department Chair through submission of a recommendation, with documentation, to the Dean.
- d. The Dean will transmit all such materials to the Faculty Rank, Promotion, and Tenure Committee for its consideration and written report.
 - i. An appointment or promotion supported by the Faculty Rank, Promotion, and Tenure Committee will be submitted for approval per the process outlined in the WSU Faculty Manual and the Provost's Guidelines for Tenure and Promotion.

Section D. Elections

1. General elections

- a. Elections will take place annually to elect 1) members for the elected positions of the ESFCOM standing committees, 2) members of the ESFCOM Faculty Council Executive Committee (FCEC) and 3) ESFCOM representatives to the WSU Faculty Senate.
- b. Ad Hoc Election subcommittee: To oversee the elections in a given cycle, the Faculty Council Executive Committee will appoint an ad hoc Election Subcommittee. The ad hoc Election Subcommittee will be 3 members selected from the Faculty not standing for election to any committee.
 - i. The ad hoc Election Subcommittee will administer the election.
 - ii. The ad hoc Election Subcommittee will report the result of the election to the FCEC, who will, in turn, report the results to the Faculty and Administration.
 - iii. Any irregularities or issues in the conduct of the elections will be investigated and resolved by the ad hoc Election Subcommittee.
- c. Individuals may be nominated by another faculty member or a faculty member may self-nominate.

- d. An automated system may be used for voting; voting will be open for a minimum of 4 workdays.
- e. Committee members will be elected by a plurality of votes.
- f. In case of a tie, voting will be rerun only amongst the tied nominees. Reruns may be repeated until the winner(s) can be established by plurality of votes.
- g. Target dates (within one week of actual date) are:
 - iv. March 1: Ad hoc Election Subcommittee appointed
 - v. March 15: Current committee rosters disseminated
 - vi. April 15: Names of nominees disseminated
 - vii. May 1: Election
 - viii. July 1: Newly elected members take office

2. Annual election of the members of the standing committees of the Faculty Council and the Faculty Council Executive Committee (FCEC) will occur as follows:

- a. Current rosters of standing committees and the FCEC will be disseminated to the Faculty. The rosters will indicate a) when the terms of the committee members began, b) when they expire, c) if the member is eligible for re-election, and d) if eligible, whether he/she is willing to serve another term. If willing to serve, his/her name will be added to the list of nominees.
- b. The ad hoc Election Subcommittee will report the result of the election to the FCEC, who will report the results to the Faculty.
- c. If a seat on a standing committee becomes vacant between elections, the Dean in consultation with the chair of the standing committee may appoint interim committee member(s) until the next annual election.

ARTICLE II

THE FACULTY COUNCIL

Section A. The Faculty Council:

- 1. Purpose:**
 - a. The Faculty Council is the legislative body of the ESFCOM.
 - b. The Faculty Council elects members of the standing committees and the Faculty Council Executive Committee (FCEC).
 - c. The Faculty Council is responsible for periodic review and revision of the ESFCOM Bylaws.
- 2. Composition:**
 - a. All members of the ESFCOM Faculty, as defined in Article 1, Section A, are voting members of the Faculty Council.
- 3. Officers:**
 - a. The Chair of the FCEC serves as the Chair of the Faculty Council.
 - b. The Secretary of the FCEC serves as the Secretary of the Faculty Council.
- 4. Meetings:**
 - a. The Faculty Council meets in the fall and the spring, at the call of the Chair of the Faculty Council.
 - b. Special sessions are held either at the call of the Dean or the Chair of the Faculty Council. A written request for a special session can be submitted by any faculty member to the Chair of the Faculty Council. The Chair, in consultation with the FCEC, will make a decision about calling a meeting.
 - c. The Chair of the Faculty Council serves as the presiding officer. In the absence of the Chair of the Faculty Council, a member of the FCEC, designated by the Chair, presides.
 - d. Order of Business: The agenda for the meeting is developed by the Chair of the Faculty Council or designee based on solicited input from the Faculty or the Dean. Items may be added to the agenda of any meeting under New Business by a majority vote of members present.
 - e. Decisions of the Faculty Council are established by majority vote of the members in attendance (in person or via live telecommunication) at the meeting. Members may not vote by proxy.
 - f. The minutes of meetings will be distributed to all ESFCOM faculty and staff.

Section B. The Faculty Council Executive Committee

- 1. Purpose:**
 - a. The Faculty Council Executive Committee (FCEC) serves as a liaison between the Faculty and the administration.

- b. The FCEC, in conjunction with standing committee chairs, will review and approve nominees for standing committees.
- c. When issues of interpretation of ESFCOM Bylaws arise, the FCEC is the final arbiter.

2. Composition:

- a. The FCEC is composed of two faculty members from each academic department in ESFCOM, and one faculty member-at-large.

3. Election/Appointment/Length of Service:

- a. Members of the FCEC are nominated and elected by the Faculty in their respective departments.
- b. The entire Faculty Council nominates and elects the member-at-large.
- c. ESFCOM faculty members may nominate themselves.
- d. Elections will be held in May for a three year term; the term of office will commence the following July first.
- e. Election of the FCEC members is staggered so that members from the same department are elected on alternate years.
- f. A committee member may resign by submitting a letter of resignation to the Chair of the committee.
- g. A member of the FCEC may be removed by the Chair of the committee if the member has missed more than 50% of the scheduled meetings in an academic year.
- h. If an FCEC seat becomes vacant during the course of a term, the Chair may appoint a replacement who will serve out the remainder of the term.
- i. The Chair of the FCEC may be removed from the Chair position by a two-thirds vote of the full committee.

4. Officers:

- a. Chair: The FCEC elects a Chair annually from among its members.
 - l. The Chair, or Chair's designee from the FCEC, is a voting member of the College Executive Cabinet (referred to herein as the Dean's Cabinet).
- b. Secretary: The FCEC elects a Secretary annually from among its members.

5. Meetings:

- a. The FCEC meets at least monthly to discuss issues of concern to the Faculty or administration, and to develop recommendations.
- b. Decisions of the FCEC are made by majority vote of the committee.
- c. The FCEC roster will be listed on the ESFCOM website.

Section C. The WSU Faculty Senate Representatives

1. **Purpose:**

- a. The mission of the Faculty Senate is to exercise the legislative powers delegated to it, and to make recommendations to the president and appropriate administrative officials of the University and through the President to the Board of Regents on matters affecting the general welfare of Washington State University and its educational, research, and service activities.

2. **Composition:**

- a. Members of the ESFCOM Faculty will be elected by the Faculty Council to serve as representatives to the WSU Faculty Senate. Per Faculty Senate rules, elected senators will include tenure/tenure-track faculty member/s and non-tenure-track faculty member/s.
- b. The number of Faculty Senate representatives depends on the number of tenure/tenure track members at ESFCOM at the given election period. In March, the FCEC tallies the number of tenure/tenure-track faculty to determine the number of available Senate seats for ESFCOM.

3. **Election/Appointment/Length of Service:**

- a. Terms on the Faculty Senate are 3 years. Election of WSU Faculty Senate representatives will be staggered.
- b. Two separate elections will be held simultaneously for the WSU Faculty Senate seats; one for the “permanent faculty” (tenured/tenure-track) and another for the “temporary faculty” (clinical or research track) as described in the Faculty Senate Bylaws.
 - i. Permanent faculty representatives are nominated and elected by the tenured/tenure-track faculty of ESFCOM.
 - ii. Temporary faculty representatives are nominated and elected by the clinical or research track faculty of ESFCOM.
- c. The election will be administered by the Election Subcommittee as appointed by the FCEC.
- d. For a member of the Faculty to be elected to membership in the Senate, a minimum of 40 percent of the eligible voters in the electing category for that position must vote.
- e. Vacancies due to death, recall, resignation, or inability to perform the duties of office may be filled by special election or otherwise as determined by the Senate.

ARTICLE III

STANDING COMMITTEES OF THE FACULTY COUNCIL

Section A. Standing Committees: General Rules of Organization

Unless expressly provided otherwise for a particular committee, the following general rules apply to the standing committees:

1. All Standing Committees will begin their annual activities when the elected members take office on July 1.
2. Each standing committee will include members elected by the Faculty Council and may include one voting member appointed by the Dean.
3. Elected members of standing committees will be elected on a staggered schedule to provide continuity.
4. Term lengths are specified for the elected members of each standing committee.
5. Chairs of Standing Committees:
 - a. Nominees for Committee Chair may be proposed by the members of the standing committee and/or by the Dean.
 - b. The Committee elects the Chair after consultation with the Dean.
 - c. Chairs serve a three-year term.
 - d. Assistant, Associate, and Vice Deans may not serve as chairs of the standing committees in their area of responsibility.
 - e. Chairs may be elected in the year prior to the end of the term of the current Chair. If a new Chair is elected, the Chair-Elect serves as the Vice-Chair for the Standing Committee until the Chair's term expires.
6. A quorum will exist when at least a majority of the voting members are present.
7. The vote of a majority of the members present at a meeting in which there is a quorum will be the recommendation of the committee to the Dean.
8. A member may be considered present when the member is participating through the use of live telecommunication.
9. No member may act by proxy.
10. Non-voting guests, including representatives from University administration, may be present, at the discretion of the Chair of the committee.
11. The authority of the standing Admissions, Curriculum, Scholarship, and Student Evaluation, Promotion & Awards Committees applies to ESFCOM medical students only.
12. Committees should be constituted, where possible, with representation from all clinical campuses.
13. Rosters of standing committees will be listed on the ESFCOM website.

Section B. Appointment of Standing Committees

1. Nominations to the committees may be made by the faculty at large, the Committee Chairs, or the Dean.
2. The FCEC, in conjunction with standing committee chairs, will review and approve nominees.
3. Non-appointed members of the standing committees will be elected by the Faculty Council.
4. Terms of appointment and composition vary on each committee as described in these Bylaws.
5. A person may serve as Chair of only one standing committee at a given time.
6. All appointees will receive written notice of their appointment.
7. A committee member may resign by submitting a letter of resignation to the Chair of the committee.
8. A member of a standing committee may be removed by the Chair of the committee if the member has missed more than 50% of the scheduled meetings in an academic year.
9. If a committee seat becomes vacant during the course of a term, the Chair of the committee, in consultation with the Dean, may appoint a replacement who will serve out the remainder of the term.
10. The Chair of a committee may be removed from the Chair position by a two-thirds vote of the full committee.

Section C: Admissions Committee

1. **Purpose:**
 - a. The Admissions Committee establishes the criteria and procedures for the admission of medical students to the ESFCOM.
 - b. The Admissions Committee selects medical school candidates for admission to the ESFCOM.
2. **Composition:**
 - a. The Admissions Committee is composed of at least 15 voting members and includes ESFCOM faculty members, students, and community members.
 - b. A majority of the Admissions Committee membership will be faculty members of the College of Medicine.
 - c. The Committee will include at least one faculty member from another WSU health professions college.
 - d. The Chair, in consultation with the Admissions Committee and the Dean, appoints at least one community member to the Committee.
 - e. The Chair, in consultation with the Admissions Committee, and the deans for admissions and recruitment, student affairs, and assessment and

evaluation, appoints up to two student members per year to the Committee.

- f. The dean for admissions and recruitment will serve as a member of the Committee.

3. Election/Appointment/Length of Service:

- a. Committee member nominations are solicited from department chairs, faculty, students, and the community.
- b. Non-appointed Committee members are elected by the medical school faculty for a term of 3 years. Members are elected on a staggered schedule to provide continuity.

4. Meetings:

- a. During each application season, the committee meets as scheduled by the Office of Admissions.
- b. All committee members must participate in the annual Admissions Committee workshop or an alternate orientation session with the dean for admissions and recruitment.

Section D: Curriculum Committee

1. Purpose:

- a. The Curriculum Committee defines and formulates competencies and objectives, and ensures that they guide all aspects of the medical student curriculum.
- b. The Curriculum Committee will establish policies governing medical education and ensure that these are implemented.
- c. The Curriculum Committee will advise the Dean and the Faculty Council on matters of accreditation and will work toward curricular design and development, implementation, and evaluation consistent with the mission of ESFCOM.
- d. The Curriculum Committee reviews all components of the curriculum in the College on an ongoing basis and makes appropriate revisions and changes as necessary to ensure a coherent, coordinated, and integrated professional medical curriculum.
- e. The Curriculum Committee has full, and centralized, responsibility and authority in the design, management and oversight of the curriculum, as required for accreditation.

2. Composition:

- a. The Curriculum Committee is composed of at least 15 voting members including:
 - i. Faculty members who are Education Directors in the following clinical domains are appointed to the Curriculum Committee:

Family Medicine, Internal Medicine, Pediatrics, Obstetrics/Gynecology, General Surgery, Psychiatry, Emergency Medicine, and Clinical Skills Education

- ii. The dean for curriculum
 - iii. One representative of the Longitudinal Clinical Experience
 - iv. Three members elected from the foundational sciences (e.g., human structure and function, and cell and molecular biology)
 - v. Four student representatives elected by the medical student body, one from each year (1, 2, 3, & 4)
 - vi. At least one elected faculty member from each clinical campus.
 - vii. At least one member from another health professions college.
 - viii. If each campus and/or one other health professions college is not represented among the 15 elected members, additional members will be elected to fulfill those criteria.
- b. Other ESFCOM faculty and/or administrators may be appointed as non-voting members of the curriculum committee, by the Dean or his/her designee.

3. Election/Appointment/Length of Service:

- a. Non-appointed Committee members are elected by the medical school faculty for a term of 3 years. Members are elected on a staggered schedule to provide continuity.
- b. Subcommittees, reporting to the Curriculum Committee, will be formed as needed to continuously review components of the curriculum, address implementation issues, and recommend changes to the Curriculum Committee for improvement of content, integration, and evaluation as necessary. The chairs of these subcommittees will be appointed by and report to the Chair of the Curriculum Committee.

4. Meetings:

- a. The Curriculum Committee meets at least monthly.

Section E: Equity Committee

1. Purpose:

- a. The Equity Committee advises the Dean on the development of policies and practices that promote diversity and inclusion in the ESFCOM. This includes identifying underrepresented and underserved populations and developing initiatives to facilitate an environment conducive to diversity and inclusion in its education, research, clinical care, and service.
- b. The committee reviews implementation of the ESFCOM Diversity Policy and evaluates the quality and success of diversity initiatives.

2. Composition:

- a. The Equity Committee will include:
 - i. At least one faculty member elected from each department in the ESFCOM
 - ii. One faculty member elected from each of the 4 clinical campuses
 - iii. One community member, appointed by the Chair in consultation with the Dean
 - iv. One student representative elected by the student body
 - v. One staff member
 - vi. One member from another WSU health professions college
 - vii. The dean for student experience
 - viii. The dean for student affairs
 - ix. The dean for admissions and recruitment

3. Election/Appointment/Length of Service:

- a. Non-appointed Committee members are elected by the medical school faculty for a term of 3 years. Members are elected on a staggered schedule to provide continuity.

4. Meetings:

- a. The Equity Committee will meet at least quarterly.

Section F. Faculty Rank, Promotion, and Tenure Committee (FRP&T)

1. Purpose:

- a. FRP&T will review and recommend appointments and promotions to faculty rank as well as recommendations for tenure, as described in the established policies and procedures.

2. Composition:

- a. FRP&T is composed of at least 5 members of the faculty who have attained the rank of Associate Professor or Professor.
- b. At least one faculty member from each department will be represented on the committee.
- c. At least three tenured faculty members are required to participate in decisions regarding tenure. If three tenured faculty members are not on the full committee, additional ad hoc tenured members will be added to bring the total to three, for specific decisions regarding tenure.
- d. Department Chairs will not be members of the FRP&T committee.

3. Election/Appointment/Length of Service:

- a. Non-appointed Committee members are elected by the medical school faculty for a term of 3 years. Members are elected on a staggered schedule to provide continuity.

4. Meetings:

- a. The FRP&T Committee will meet at least twice per year.

- b. The Chair will submit all recommendations of the committee for appointment, promotion, and tenure to the Dean.

Section G: Scholarship Committee

1. Purpose:

- a. The Scholarship Committee establishes criteria and procedures for the awarding of ESFCOM-directed scholarships to medical students.

2. Composition:

- a. The Scholarship Committee will include
 - i. At least two elected representatives from the ESFCOM faculty
 - ii. The dean for student affairs
 - iii. The dean for admissions and recruitment
 - iv. Development Officer of ESFCOM
 - v. The deans of the Clinical Campuses

3. Election/Appointment/Length of Service:

- a. Non-appointed Committee members are elected by the medical school faculty for a term of 3 years. Members are elected on a staggered schedule to provide continuity.

4. Meetings:

- a. The committee meets at least twice per year and may meet at other times upon the call of the Chair of the Committee or the Dean.

Section H: Student Evaluation, Promotion & Awards Committee

1. Purpose:

- a. The Student Evaluation, Promotion & Awards Committee makes recommendations regarding the standards and procedures for all ESFCOM medical student evaluation, advancement, graduation, and disciplinary action.
- b. Upon approval by the Dean, the standards and procedures are included in the student handbook.
- c. The Student Evaluation, Promotion & Awards Committee verifies individuals in each class for promotion and graduation by review of each student's academic performance.

2. Composition:

- a. The Student Evaluation, Promotion & Awards Committee is composed of at least 5 representatives including:
 - i. The dean for student experience

- ii. At least one faculty representative elected from the preclinical courses.
 - iii. At least one faculty representative elected from clinical clerkships.
 - iv. A student representative from years 3 or 4 may be elected by the student body to serve on this committee.
 - v. The dean for assessment and evaluation, the dean for student affairs, and Course and Clerkship directors are non-voting invited guests to the committee.
3. **Election/Appointment/Length of Service:**
- a. Non-appointed Committee members are elected by the medical school faculty for a term of 3 years. Members are elected on a staggered schedule to provide continuity.
4. **Meetings:**
- a. The Committee will meet at least once per term, or four times per year.
 - b. The content of the committee meetings are confidential.

Section I. Special Committees of the Faculty Council

1. **Purpose:**
- a. Special Committees may be established as needed by the Dean and/or the Chair of the Faculty Council.
 - b. The recommendation to form a Special Committee will be communicated to the Dean and to the Chair of the Faculty Council.
 - c. No decision of a special committee will override the decision of a standing committee.
2. **Composition**
- a. A Special Committee's composition will be determined on a case-by-case basis.
3. **Election/Appointment/Length of Service:**
- a. The members of a Special Committee will be appointed by the Dean and/or the Chair of the Faculty Council.
4. **Officers:**
- a. Chair: The Chair of a Special Committee may be appointed by the Dean, or by the Chair of the Faculty Council.
5. **Meetings:**
- a. Special Committees meetings will be determined on a case-by-case basis.

ARTICLE IV

THE DEAN AND THE DEAN'S COLLEGE EXECUTIVE CABINET

1. **Purpose**

- a. The Dean is the chief academic officer of the ESFCOM.
- b. The Dean's College Executive Cabinet (herein referred to as the Dean's Cabinet) will be the executive advisory body to the Dean in all matters pertaining to ESFCOM affairs. The Dean's Cabinet will act on recommendations brought before it and present its recommendations to the Dean.
- c. The Dean's Cabinet advises the Dean on major operational and management issues and also approves all major policies and procedures relating to the operation of the College.
- d. The Dean's Cabinet assists with dissemination of information to the Faculty, administration, and staff on medical school policies and practices, and provides reports to the semi-annual meetings of the Faculty Council on all policy and procedural changes, and on all issues that require a vote of the full faculty (e.g. the certified graduation list).

2. Composition

- a. The Dean's Cabinet may be composed of:
 - i. Dean
 - ii. Vice, Associate, and Assistant Deans (when appropriate)
 - iii. Chair, or the Chair's designee, of the FCEC
 - iv. Chair or Acting Chair of each academic department
 - v. ESFCOM student representative
 - vi. Others in designated administrative and committee positions
 - vii. Others appointed by the Dean to serve as voting or non-voting members.

3. Officers:

- a. The Dean is chair of the Dean's Cabinet.

4. Meetings

- a. The Dean's Cabinet will meet as scheduled by the Dean.
- b. The Dean, or his/her designee, will preside at meetings of the Dean's Cabinet.
- c. The Dean's Cabinet members may request that items be added to the agenda.

ARTICLE V

AMENDMENTS

Section A. Who May Submit Proposed Amendments

1. Proposed amendments to these Bylaws may be submitted to the Chair of the Faculty Council by any of the following:
 - a. The Dean of the College
 - b. Chairs of standing committees
 - c. A group consisting of at least five members of the Faculty Council

Section B. Proposals

1. All proposals will contain the specific change(s) with reason(s) for the change(s).

Section C. Processing

1. The Chair of the Faculty Council will bring the proposals to the Faculty Council Executive Committee. The Faculty Council Executive Committee, in consultation with the Dean, will review the proposal and decide whether or not to send the proposal to the full Faculty Council for approval.
 - a. If sent forward, the proposal will be placed on the agenda of the next meeting of the full Faculty Council.
2. The Chair of the Faculty Council will deliver the decision of the Faculty Council on the proposed amendment to the Dean, who will forward the amended Bylaws to the Chair of the Faculty Senate.
3. Amendments to these Bylaws become effective upon approval by the University Faculty Senate.

ARTICLE VI

PRIMACY OF UNIVERSITY BYLAWS

In the event of a conflict between these Bylaws and the WSU Faculty Manual, the latter document will be controlling.

ARTICLE VII

SUPERSEDEAS

These Bylaws will become effective upon approval by the Faculty Council and the WSU Faculty Senate, and from and after such date will supersede all prior Faculty Bylaws of the ESFCOM.