

# FACULTY CONSTITUTION FOR THE INDIANA UNIVERSITY SCHOOL OF MEDICINE

## MISSION

It is the mission of the Indiana University School of Medicine to advance health in the State of Indiana and beyond by promoting innovation and excellence in education, research, and patient care.

## VISION

The Indiana University School of Medicine will be one of the premier medical schools in the nation based on our education, scientific investigation, and health care delivery.

## CORE VALUES

- **Excellence** that is reflected in the innovative conduct and advancement of education, research, and patient care.
- **Respect** for individuals who are affiliated with, or come in contact with, Indiana University School of Medicine: students, residents, fellows, faculty, staff, employees, partners, communities, patients and families.
- **Integrity** that embraces the very highest standards of ethical behavior and exemplary moral character.
- **Diversity** that is reflected in actions that appreciate all individuals.
- **Cooperation** that is manifested by collegial communication and collaboration.

## PREAMBLE

We, the faculty members of Indiana University School of Medicine, in recognition of our common goal to advance health through the process of education, research, and patient care, and in recognition and appreciation of the rights and responsibilities bestowed upon us by the State of Indiana, the Indiana University Board of Trustees for the accomplishment of this goal, do establish this Constitution for the purpose of creating a system that will aid in the identification, definition, and accomplishments of major specific objectives of this faculty.

## ARTICLE I. Name of Organization

The name of the organization shall be the Faculty of the Indiana University School of Medicine (hereinafter called "The Faculty").

## ARTICLE II. Responsibility

The Faculty shall have responsibility to:

- a. Advise the Dean of the Medical School (hereinafter called "the Dean") on policies, regulations, and procedures designed to achieve the educational objectives of Indiana University School of Medicine (hereinafter named "the Medical School"),
- b. Promote the excellence of the Medical School in all mission areas,
- c. Ensure that the highest standards of professionalism are upheld.

## ARTICLE III. Organizational Structure

**Section 1. Composition.** The Medical School faculty representative structure shall be comprised of the Faculty Steering committee and ten standing committees.

## **Section 2. Officers**

The Steering Committee shall consist of the President and Secretary of the faculty (who will be its Chair and Secretary, respectively), the President-Elect, and the Secretary-Elect

## **Section 3. Standing Committees**

The following standing committees shall be constituted to advise and complete the business of the school

- a. Academic Standards Committee
- b. Admissions Committee
- c. Biomedical Research Committee
- d. Community Relations Committee
- e. Curriculum Council Steering Committee
- f. Faculty Promotions and Tenure Committee
- g. Lecturer and Clinical Rank Faculty Promotions Committee
- h. Student Promotions Committee
- i. Awards Committee
- j. Faculty Development Coordinating Committee

## **Section 4. Faculty Steering Committee (FSC)**

The Faculty Steering Committee (FSC) shall consist of the following members:

- a. President of the Faculty (Chair)
- b. Secretary of the Faculty
- c. President-Elect
- d. Secretary-Elect
- e. Immediate-Past President
- f. Dean of the IU School of Medicine
- g. A representative from each School of Medicine Department
  - a. For departments with >100 faculty there will be an additional representative for each additional 100 faculty
- h. Four regional campus representatives
  - a. One North campus representative (Northwest, South Bend)
  - b. One East campus representative (Fort Wayne, Muncie)
  - c. One South campus representative (Bloomington, Evansville)
  - d. One West campus representative (Terre Haute, Lafayette)
- i. A representative from the IU Faculty Council (UFC)
- j. Additional ex officio members of the FSC as specified in the bylaws.

## **Section 5. Meeting Structure**

The Steering Committee should meet at least ten times per year to conduct the necessary business of the Faculty.

## **ARTICLE IV. Membership of the Faculty Organization**

### **Section 1. Role of the Dean**

The Dean shall identify the status of all Faculty members, their ranks and whether full-time, part-time or volunteer.

### **Section 2. Voting Membership**

Voting members of this organization shall have all membership privileges. Individuals having full-time or part-time faculty positions with the rank of Assistant Professor or higher shall be voting members. The term “full-time faculty” includes all those whose professional activities are under the direct auspices and control of the Medical School. The term “part-time faculty” is defined in the bylaws. Full-time and part-time professional librarians in the Medical School shall be voting members. Faculty holding non-tenure track Clinical Rank, Scientist Rank, and Lecturer Rank appointments shall be voting members.

### **Section 3. Associate Members**

Associate Members of this organization shall have all membership privileges except those of voting and holding elective office. Such associate members shall comprise all individuals having academic appointments other than those noted above in Article IV, Section 2: Voting Membership.

## **ARTICLE V. Faculty Service on Standing Committees**

### **Section 1. Dean-Appointed Members.**

The Dean or his/her designee appoints chairs and members to constitutionally required committees and such ad hoc committees as the Dean deems appropriate, in accordance with the procedures specified in the bylaws. The committees shall follow and devise their own rules as further specified in the bylaws, in consultation with the Faculty Steering Committee.

### **Section 2. Elected Members.**

For the ten Medical School standing committees listed in Article III, Section 3, the Faculty shall elect two members per year to serve in two-year terms to each committee on as wide a representational basis as possible.

### **Section 3. Responsibilities of the Faculty Steering Committee**

This committee shall serve as the primary representative body of the School of Medicine faculty. The members of this committee represent their departments and campuses. This committee shall:

- a. Ensure effective communication between faculty, their departments and campuses, and the respective committees upon which they serve and the Steering Committee,
- b. Identify opportunities and strategies to help advance the Medical School in all mission areas,
- c. Monitor the accomplishments of all constitutionally required committees,
- d. Assess and promote the general welfare and vitality of the Faculty,
- e. Review the long-range plans of the Medical School and advise the Dean on them,
- f. Call special Faculty Assemblies as necessary,
- g. Propose an agenda for each Faculty Assembly,
- h. Conduct email ballots for faculty elections.

**Section 4. The Nominations Committee** shall consist of the President Elect, the Immediate-Past President, and no fewer than three voting Faculty members appointed by the President of the Faculty to a one-year term. The Executive Associate Dean for Faculty Affairs and Professional Development shall serve as an ex-officio member, and the President-Elect shall chair this committee. The Nominations Committee shall be responsible for producing yearly a viable slate of candidates in good standing with the School. The committee shall use both the submissions of faculty preferences for service (faculty preference sheet) and the active recruitment of qualified nominees.

**Section 5. Other Ad Hoc Committees** may be appointed by the President who shall specify their charges, membership and chair. They shall report to the Faculty on completion of their charges. The tenure of all such committees shall automatically lapse each July 1st.

**Section 6. Unit Representatives to the IUPUI Faculty Council**

The School of Medicine shall provide Unit Representatives to the IUPUI Faculty Council in the number as determined annually by that Council. The President, President-Elect, Secretary and Secretary-Elect of the Medical School Faculty shall serve as Unit Representatives to the IUPUI Faculty Council, provided that they are eligible by the IUPUI Constitution for such office, and will not otherwise be serving as members of that body. The Faculty during the annual election will elect the remainder of the needed representatives.

**Section 7. Unit Nominees to the University Faculty Council**

The Nominations Committee shall recommend and the Steering Committee shall designate two candidates for IUPUI at-large representative to the University Faculty Council. The Secretary shall send a letter nominating these candidates to the IUPUI Faculty Council Secretary during the spring semester each academic year.

**ARTICLE VI. Faculty Elections**

**Section 1.** Voting Faculty members may nominate candidates for President-Elect, Secretary-Elect, or Faculty-elected membership of Medical School Standing Committees, campus representatives, and Unit Representatives to the IUPUI Faculty Council. Candidates must be voting Faculty members.

**Section 2.** Their nominations must be submitted in writing to the Secretary in the fall of each academic year. If there are fewer candidates than vacant elective positions for any office or committee, the Nominations Committee, with the concurrence of the Steering Committee, shall nominate additional candidates (with their consent as above) to bring the number up to at least one more than the number of vacant elective positions in each category. The final list of candidates for each position shall be circulated to the Faculty for election by mail or electronic ballot of voting Faculty members no later than the first part of the spring semester each academic year. The results of the election of Unit Representatives shall be validated by the Secretary of the IUPUI Faculty Council during the spring semester each academic year. All election results shall also be validated at the Annual Business Meeting.

**Section 3.** Voting members of non-Indianapolis regional campuses may nominate candidates for Faculty Steering Committee membership. Their nominations must be submitted in writing to the Secretary in the fall of each academic year. If, there are fewer candidates than necessary, the Nominations Committee, with the concurrence of the Steering Committee, shall complete the slate. The final list of candidates shall be circulated for the vote by mail or electronic ballot to the Faculty of non- Indianapolis campuses only. The results of the election shall be validated at the Annual Business Meeting.

**ARTICLE VII. Terms of Office and Duties**

**Section 1. The President** shall chair Faculty and Steering Committee Meetings. In the President's absence, the President shall delegate this authority to another member of the Steering Committee. The meetings shall be conducted according to Robert's "Rules of Order" except as provided otherwise in this Constitution and By-Laws. The President on assuming office may appoint a Parliamentarian to serve for one year.

**Section 2. The Secretary**, in addition to duties given elsewhere in this Constitution, shall conduct correspondence and keep minutes for the Faculty and Steering Committee meetings.

**Section 3. The President-Elect and Secretary-Elect** shall hold this position for one year commencing

July 1st and shall become President and Secretary respectively during the second year following their election.

**Section 4. Terms for Officers.**

The term of the elected office for Faculty members shall be one subsequent year for President and Secretary and two consecutive years for membership in any one Medical School Standing Committee. Two members shall be elected yearly to each Medical School Standing Committee to replace those whose tenure lapses.

**Section 5. Terms for Regional Campus Members.**

The term of office for the representatives to the Steering Committee from the non-Indianapolis campuses shall be two years. The four-regional representatives shall be elected in alternate years and shall be from different regional campuses: North (Northwest, South Bend); East (Fort Wayne, Muncie); South (Bloomington, Evansville); West (Terre Haute, West Lafayette). It shall be the particular duty of the elected representatives to communicate the concerns of the Faculty at the regional campuses they represent to the Steering Committee.

**Section 6. Terms for Department Representatives**

Department representatives shall serve 2-year terms.

**Section 7. Simultaneous Service.**

A voting member of the Faculty may hold only one elective position within the Medical School, but may serve simultaneously on the IUPUI Faculty Council and/or the all University Faculty Council.

**Section 8. Eligibility.**

The Dean, Executive Associate Deans, Associate Deans, Assistant Deans, and Department Chairs are ineligible for elective office.

**Section 9. Unexpired Terms**

The President shall appoint voting Faculty members to fill any vacancies arising in Faculty-elected positions. Such appointments shall be effective until the next Faculty elections, when the Faculty shall elect a voting Faculty member to serve any unexpired part of the term.

**ARTICLE VIII. Faculty Meetings**

**Section 1. Quorum.**

Fifty voting members of the Faculty shall constitute a quorum.

**Section 2. Meetings**

Regular Meetings shall be held at least two times a year. One of these shall be an Annual Business Meeting to be held during the Spring of each year to validate the election of a President-Elect, Secretary-Elect, two members of each Medical School Standing Committee, the Unit Representatives to the IUPUI Faculty Council, and those elected to complete unexpired terms of office. This meeting shall also consider reports from the Steering Committee spokesperson of the Faculty-elected members of each standing Medical School Committee and from the Dean.

Special Meetings shall be called within thirty days of the receipt by the Secretary of a petition from twenty-five members of the Faculty. Special Faculty meetings shall consider the business detailed in the Faculty petition. The President or the Dean may also direct the Secretary to call a Special Faculty Meeting to discuss stated specific business.

**Section 3. Notification of Meetings.** The Secretary shall notify all members of the Faculty at least one

week in advance by circulating an agenda by mail or electronic media, and the time and place of each Faculty meeting. The Secretary shall also issue minutes of each meeting.

**Section 4. Agenda for Meetings.** To place new business on the agenda, a Faculty member should give notice to the Secretary at least two weeks before the meeting concerned and such notice shall be in writing or electronic media.

**ARTICLE IX. Amendments to the Constitution**

**Section 1.** Proposed amendments to the Constitution must be submitted to the Secretary of the Faculty at least fourteen days before a Faculty meeting. The proposed change shall appear on the agenda for the Faculty Meeting at which it is to be discussed. Approval of an amendment to the Constitution requires at least two-thirds affirmative votes of those responding in a mail or electronic ballot of voting Faculty members to be conducted with the next annual elections.

Adopted November 11, 1970. Amended 4/29/71; 5/16/73; 3/8/77; 5/25/81; 5/9/85; 4/27/88; 4/26/89; 5/17/00; 3/1/01; 5/20/03; 5/16/06; 4/19/12; 4/30/19.

# **BYLAWS OF THE FACULTY STEERING COMMITTEE (FSC) INDIANA UNIVERSITY SCHOOL OF MEDICINE (IUSM)**

## **BYLAW ARTICLE I. OFFICERS OF THE COMMITTEE: DUTIES**

### **Section A. President**

The President of the FSC shall:

- Be the primary representative of, and spokesperson for, the faculty
- Chair all Faculty and Faculty Steering Committee meetings; delegate this authority to another member of the Steering Committee in his/her absence
- Conduct meetings according to Robert's "Rules of Order;" appoint a parliamentarian if desired;
- Represent the School of Medicine faculty through serving as a Unit Representative to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Ensure that the IUSM provides Unit Representatives to the IUPUI Faculty Council in the number as determined annually by that Council
- Appoint eligible faculty members to fill any vacancies arising in elected positions to the FSC
- Appoint at least 3 voting faculty members to the Nominations Committee
- In consultation with the other FSC officers, establish an agenda for all Semi-annual Faculty and monthly Steering Committee meetings
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened
- Represent the School of Medicine faculty by serving as a representative to the IUSM Executive Committee

### **Section B. President-Elect**

The President-Elect of the FSC shall:

- Attend Faculty and Faculty Steering Committee meetings
- Represent the School of Medicine faculty by serving as a Unit Representative to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Chair the Nominations Committee
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened

### **Section C. Past President**

The Past President of the FSC shall:

- Attend Faculty and Faculty Steering Committee meetings
- Participate on the Nominations Committee
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened

### **Section D. Secretary**

The Secretary of the FSC shall:

- Attend Faculty and Faculty Steering Committee meetings
- Be responsible for notifying members of the FSC at least one week in advance by circulating the agenda, time and place of each FSC meeting
- In consultation with the other FSC officers, set the agenda for each semi-annual Faculty and monthly Faculty Steering Committee meetings
- Be responsible for conducting correspondence and keeping minutes for the Faculty and Steering Committee meetings, in conjunction with FSC committee's administrator; Issue minutes of each semi-annual Faculty and Faculty Steering Committee meetings
- Represent the School of Medicine faculty through serving as a Unit Representatives to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Be responsible for obtaining nominations for the annual faculty elections and ensure that the election process proceeds according to the timeline outlined in the IUSM Faculty constitution
- Validate the election results
- Confirm the IFC representatives to the FSC for the academic year
- After election results are in and prior to the start of each academic year, communicate to the IUPUI Faculty Council Staff Coordinator the IUSM Unit Representatives to the IUPUI Faculty Council and the IUSM candidates to be included on the slate for the University Faculty Council ballot

#### **Section E. Secretary-Elect**

The Secretary-Elect of the FSC shall:

- Attend Faculty and Faculty Steering Committee meetings
- Assist the Secretary as needed
- Represent the School of Medicine faculty through serving as a Unit Representatives to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)

#### **Section F. Ex Officio Members**

- The Dean of the Indiana University School of Medicine shall serve as an ex officio member of the FSC and shall represent the School Administration.
- The IUSM Executive Associate Dean for Faculty Affairs and Professional Development shall serve as a non-voting, ex officio member of the FSC to act as a resource on matters of school and university policy.
- IU Health, IU Health Physicians, Eskenazi Health, and The Roudebush VA Medical center may appoint a non-voting ex officio member to the FSC. The members must be School of Medicine Faculty. They are to facilitate communication between the School of Medicine Faculty and the leaders of the Health Care Entities in which they provide clinical effort.
- One member from the volunteer faculty ranks shall serve as a non-voting ex officio member of the FSC. This person shall be nominated through the preference sheet and selected by the nominations committee.
- A representative of the School of Medicine Graduate Division as a non-voting, ex officio member of the FSC
- A librarian representative of the School of Medicine's Ruth Lilly Medical Library Unit as a voting, ex officio



member of the FSC

## **BYLAW ARTICLE II. ADDITIONAL VOTING MEMBERS OF THE FACULTY STEERING COMMITTEE**

### **Section A. Department representatives**

- A representative from each department will be elected to the FSC by the eligible voting members of that department. Those departments with >100 faculty may appoint an additional representative for each additional 100 faculty (i.e. 1-199 faculty = 1 representative; 200-299 = 2 representatives; 300-399 = 3 representatives, etc.)
- Only faculty with primary appointments in their Departments may run for election and vote for their representatives.
- Department representatives may be full-time or part-time faculty members, as defined in Article III, section A.
- They are responsible for communicating FSC initiatives to their peers and likewise responsible for bringing the concerns of their peers to the FSC.
- Department representatives will serve 2-year terms.
- Members may serve more than one term.
- The number of faculty in each Department will be determined from the yearly IUSM census done in October.

### **Section B. Representatives from the non-Indianapolis regional campuses**

- These four faculty members must be eligible voting members at one of the Regional Medical Education Campuses. They will represent their respective campus by region: North (Northwest, South Bend); East (Fort Wayne, Muncie); South (Bloomington, Evansville); West (Terre Haute, West Lafayette). For elections in an odd year, the representatives from the North and West Regions shall be elected. For elections in an even year, the representatives from the South and East regions shall be elected. (Two-Year Term, two people elected per year). Regional Representatives cannot simultaneously serve as a Departmental Representative during the term for which they are elected. During the election period, faculty members appointed on a regional medical education campus will vote for a Regional Representative, but will not also vote for a Departmental Representative. This ensures that all voting faculty members across the state will get one vote for a representative.

### **Section C. Representatives to the IUPUI Faculty Council**

- One faculty steering committee member will be elected to represent the IU School of Medicine on the IUPUI Faculty Council (IFC). Unit representatives are elected for two-year terms. Eligibility requirements are set by the IFC.

### **Section D. Representative to the Indiana University Faculty Council**

- The faculty member in this role is put forward by the IUSM Faculty President to run for the University Faculty Council. This faculty member would represent the IU School of Medicine; elected members may serve two consecutive two-year terms. If this nominated faculty member does not get elected to the UFC, he/she will not serve on the FSC. Eligibility requirements are set by the UFC.

### **BYLAW ARTICLE III. ELECTIONS**

Voting members of the IUSM faculty are given the opportunity to participate in the faculty representative election process for the IU School of Medicine each academic year.

#### **Section A. Definition of Part-Time Faculty**

For eligibility, faculty members must hold permanent IU faculty appointments (e.g., AC1 appointments) of .60 FTE or more, or must hold an appointment of .60 FTE or more as of the IUSM census date with an affiliated institution that is part of the IUSM Indianapolis campus or Academic Health Center, per the IUSM Guidelines for the Appointment, Reappointment, and Promotion of Affiliate Faculty Members.

#### **Section B. The Faculty Preference Sheet**

The Faculty Preference Sheet is sent to the IUSM faculty in the fall to allow them to indicate their interest in serving on committees, both standing and ad-hoc. Faculty may also nominate other faculty members for committees.

#### **Section C. The Nominations Committee**

The Nominations Committee is responsible for producing yearly a slate of candidates in good standing with the school which will be derived from the faculty preference sheet and the active recruitment of qualified nominees. The committee will consist of the President Elect, the immediate-Past President, and at minimum three voting Faculty members appointed by the President of the Faculty. The Executive Associate Dean for Faculty Affairs and Professional Development will serve as an ex-officio member of the committee, and the President-Elect will chair the committee.

#### **Section D. Ballot**

Those faculty members that were selected by the Nominations Committee to be on the ballot will be notified and asked to accept or decline the nomination within 2 weeks. Once acceptance is received, the final ballot is constructed and delivered to the FSC for vetting. After approval from the Faculty Steering Committee, the ballot is sent to voting faculty and remains open for votes for four weeks.

#### **Section E. Elected Members**

Election winners are notified after the ballot is closed. Winners are announced each year at the Spring Faculty Meeting.

### **BYLAW ARTICLE IV. STANDING COMMITTEES REPORTING TO THE FSC**

**Dean-appointed committee members**

Acting as the Dean's designee, the Executive Associate Dean for Faculty Affairs, Professional Development, and Diversity (EAD) consults with committee chairs in the appointment of committee members to ensure that committees are diverse and representative of key stakeholder groups. Each spring, committee chairs are asked to review their current rosters with consideration of diversity in terms of gender, race/ethnicity, department, degree (i.e., PhD, MD), and campus. Faculty members who express interest in a particular committee via the preference sheet are also considered. New committee members are invited to serve by either the EAD or committee chair, with committee appointments confirmed by the EAD in an annual committee appointment letter.

**Academic Standards Committee**

The Academic Standards Committee (ASC) of IUSM is charged by the Curriculum Council Steering Committee with implementing a systematic evaluation process for the curricular components (courses and clerkships) of the medical education program to ensure adherence to the IUSM Institutional Learning Objectives and curricular policy; comparability of instruction, assessment, and outcomes; and equivalency in grading. There are also student representatives to this committee.

Eligibility: Tenure or non-tenure track faculty

**Admissions Committee**

The goals of the Admissions Committee of the Indiana University School of Medicine are to select those applicants who possess the strong academic abilities and personal characteristics necessary to become caring, compassionate physicians, and to build an entering medical class that reflects the diversity of Indiana. There are also student representatives to this committee.

Eligibility: Tenure or non-tenure track faculty

**Awards Committee.**

The Awards Committee is responsible for managing the process of selecting recipients for the School's two major awards: the Steven C. Beering award for Advancement of Biomedical Science; and the Mark Brothers Award. In addition, the Committee is responsible for identifying significant external awards for which IUSM faculty will be nominated as viable candidates. This includes major national awards and competitive grant nominations (such as Howard Hughes, Burroughs Wellcome), as well as local honors, including IJB awards, local organizations, etc. Whenever there is a restriction in the number of candidates that can be nominated per School, the Committee will conduct the selection process and recommend a nominee/s.

Eligibility: Tenure or non-tenure track faculty

**Biomedical Research Committee**

The Biomedical Research Committee assists the faculty and advises the administration in the provision of a stimulating environment for creative scholarship. The committee recommends methods of enhancing the worth of individual protocols or research programs, encourages innovation, stimulates new investigative

endeavors, fosters interdisciplinary and multidisciplinary approaches, and provides counsel on the identification and wide use of institutional resources. The Biomedical Research Committee is charged with the scientific review of research grants that are submitted for the Biomedical Research Grants, Research Enhancement Grants or Showalter Trust funding mechanisms.

Eligibility: Tenure or non-tenure track faculty. Members of the committee should have an extramurally funded research program and experience both in writing and submitting external grant proposals. The members of the committee are expected to review between 6-10 grants each year.

**Curriculum Council Steering Committee**

The Curriculum Council Steering Committee is the faculty body that manages the medical curriculum for the Indiana University School of Medicine through oversight of its design, implementation and management of the School's curriculum at all campuses. The CCSC sets curricular policy for education and has oversight responsibility for ensuring compliance and comparability. The CCSC reviews data at specified intervals to monitor and evaluate the curriculum as a whole and make informed decisions to enhance, coordinate, and ensure coherence of the educational program. The

CCSC will have a member from each Regional Campus. There are also student representatives to this committee.

Eligibility: Tenure or non-tenure track faculty

**Community Relations Committee**

The Faculty Community Relations Committee recognizes that the faculty, staff and students of the Indiana University School of Medicine are affected by, and have an effect on, their surrounding neighborhoods and the broader Indiana community. The committee promotes the resources and the various educational, research and clinical programs of the School of Medicine, enhancing the health and the quality of life in the community and on the school's campuses.

Eligibility: Tenure or non-tenure track faculty

**Faculty Development Coordinating Committee**

The mission and purpose of the Faculty Development Coordinating Committee is to inform the strategic plan for faculty development by actively engaging with OFAPD. This includes evaluation of policies, assistance in reaching a broader group of faculty and the development of novel programs and/or policies crucial for the maintenance of high levels of faculty vitality at IUSM.

Eligibility: Tenure or non-tenure track faculty

**Lecturers and Clinical Rank Faculty Promotions Committee**

This committee reviews and makes recommendations concerning lecturer and clinical rank faculty dossiers submitted for promotion and/or awarding of a long-term appointment contract. Committee members are expected to familiarize themselves with School and Campus tenure and promotion requirements, to be prepared to discuss anywhere from 20 to 60 dossiers that have been submitted, and to serve as the primary or secondary reviewer of a few dossiers assigned by the committee chair. This involves a written review which the member presents to the rest of the committee.

- Participate on the Nominations Committee
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened

#### **Section D. Secretary**

The Secretary of the FSC shall:

- Attend Faculty and Faculty Steering Committee meetings
- Be responsible for notifying members of the FSC at least one week in advance by circulating the agenda, time and place of each FSC meeting
- In consultation with the other FSC officers, set the agenda for each semi-annual Faculty and monthly Faculty Steering Committee meetings
- Be responsible for conducting correspondence and keeping minutes for the Faculty and Steering Committee meetings, in conjunction with FSC committee's administrator; Issue minutes of each semi-annual Faculty and Faculty Steering Committee meetings
- Represent the School of Medicine faculty through serving as a Unit Representatives to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Be responsible for obtaining nominations for the annual faculty elections and ensure that the election process proceeds according to the timeline outlined in the IUSM Faculty constitution
- Validate the election results
- Confirm the IFC representatives to the FSC for the academic year
- After election results are in and prior to the start of each academic year, communicate to the IUPUI Faculty Council Staff Coordinator the IUSM Unit Representatives to the IUPUI Faculty Council and the IUSM candidates to be included on the slate for the University Faculty Council ballot

#### **Section E. Secretary-Elect**

The Secretary-Elect of the FSC shall:

- Attend Faculty and Faculty Steering Committee meetings
- Assist the Secretary as needed
- Represent the School of Medicine faculty through serving as a Unit Representatives to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)

#### **Section F. Ex Officio Members**

- The Dean of the Indiana University School of Medicine shall serve as an ex officio member of the FSC and shall represent the School Administration.
- The IUSM Executive Associate Dean for Faculty Affairs and Professional Development shall serve as a non-voting, ex officio member of the FSC to act as a resource on matters of school and university policy.
- IU Health, IU Health Physicians, Eskenazi Health, and The Roudebush VA Medical center may appoint a non-voting ex officio member to the FSC. The members must be School of Medicine Faculty. They are to facilitate communication between the School of Medicine Faculty and the leaders of the Health Care Entities in which they provide clinical effort.
- One member from the volunteer faculty ranks shall serve as a non-voting ex officio member of the FSC.

This person shall be nominated through the preference sheet and selected by the nominations committee.

- A representative of the School of Medicine Graduate Division as a non-voting, ex officio member of the FSC
- A librarian representative of the School of Medicine's Ruth Lilly Medical Library Unit as a voting, ex officio member of the FSC

## **BYLAW ARTICLE II. ADDITIONAL VOTING MEMBERS OF THE FACULTY STEERING COMMITTEE**

### **Section A. Department representatives**

- A representative from each department will be elected to the FSC by the eligible voting members of that department. Those departments with >100 faculty may appoint an additional representative for each additional 100 faculty (i.e. 1-199 faculty = 1 representative; 200-299 = 2 representatives; 300-399 = 3 representatives, etc.)
- Only faculty with primary appointments in their Departments may run for election and vote for their representatives.
- Department representatives may be full-time or part-time faculty members, as defined in Article III, section A.
- They are responsible for communicating FSC initiatives to their peers and likewise responsible for bringing the concerns of their peers to the FSC.
- Department representatives will serve 2-year terms.
- Members may serve more than one term.
- The number of faculty in each Department will be determined from the yearly IUSM census done in October.

### **Section B. Representatives from the non-Indianapolis regional campuses**

- These four faculty members must be eligible voting members at one of the Regional Medical Education Campuses. They will represent their respective campus by region: North (Northwest, South Bend); East (Fort Wayne, Muncie); South (Bloomington, Evansville); West (Terre Haute, West Lafayette). For elections in an odd year, the representatives from the North and West Regions shall be elected. For elections in an even year, the representatives from the South and East regions shall be elected. (Two-Year Term, two people elected per year). Regional Representatives cannot simultaneously serve as a Departmental Representative during the term for which they are elected. During the election period, faculty members appointed on a regional medical education campus will vote for a Regional Representative, but will not also vote for a Departmental Representative. This ensures that all voting faculty members across the state will get one vote for a representative.

### **Section C. Representatives to the IUPUI Faculty Council**

- One faculty steering committee member will be elected to represent the IU School of Medicine on the IUPUI Faculty Council (IFC). Unit representatives are elected for two-year terms. Eligibility requirements

are set by the IFC.

#### **Section D. Representative to the Indiana University Faculty Council**

- The faculty member in this role is put forward by the IUSM Faculty President to run for the University Faculty Council. This faculty member would represent the IU School of Medicine; elected members may serve two consecutive two-year terms. If this nominated faculty member does not get elected to the UFC, he/she will not serve on the FSC. Eligibility requirements are set by the UFC.

#### **BYLAW ARTICLE III. ELECTIONS**

Voting members of the IUSM faculty are given the opportunity to participate in the faculty representative election process for the IU School of Medicine each academic year.

##### **Section A. Definition of Part-Time Faculty**

For eligibility, faculty members must hold permanent IU faculty appointments (e.g., AC1 appointments) of .60 FTE or more, or must hold an appointment of .60 FTE or more as of the IUSM census date with an affiliated institution that is part of the IUSM Indianapolis campus or Academic Health Center, per the IUSM Guidelines for the Appointment, Reappointment, and Promotion of Affiliate Faculty Members.

##### **Section B. The Faculty Preference Sheet**

The Faculty Preference Sheet is sent to the IUSM faculty in the fall to allow them to indicate their interest in serving on committees, both standing and ad-hoc. Faculty may also nominate other faculty members for committees.

##### **Section C. The Nominations Committee**

The Nominations Committee is responsible for producing yearly a slate of candidates in good standing with the school which will be derived from the faculty preference sheet and the active recruitment of qualified nominees. The committee will consist of the President Elect, the immediate-Past President, and at minimum three voting Faculty members appointed by the President of the Faculty. The Executive Associate Dean for Faculty Affairs and Professional Development will serve as an ex-officio member of the committee, and the President-Elect will chair the committee.

##### **Section D. Ballot**

Those faculty members that were selected by the Nominations Committee to be on the ballot will be notified and asked to accept or decline the nomination within 2 weeks. Once acceptance is received, the final ballot is constructed and delivered to the FSC for vetting. After approval from the Faculty Steering Committee, the ballot is sent to voting faculty and remains open for votes for four weeks.

##### **Section E. Elected Members**

Election winners are notified after the ballot is closed. Winners are announced each year at the Spring Faculty Meeting.

#### **BYLAW ARTICLE IV. STANDING COMMITTEES REPORTING TO THE FSC**

**Dean-appointed committee members**

Acting as the Dean's designee, the Executive Associate Dean for Faculty Affairs, Professional Development, and Diversity (EAD) consults with committee chairs in the appointment of committee members to ensure that committees are diverse and representative of key stakeholder groups. Each spring, committee chairs are asked to review their current rosters with consideration of diversity in terms of gender, race/ethnicity, department, degree (i.e., PhD, MD), and campus. Faculty members who express interest in a particular committee via the preference sheet are also considered. New committee members are invited to serve by either the EAD or committee chair, with committee appointments confirmed by the EAD in an annual committee appointment letter.

**Academic Standards Committee**

The Academic Standards Committee (ASC) of IUSM is charged by the Curriculum Council Steering Committee with implementing a systematic evaluation process for the curricular components (courses and clerkships) of the medical education program to ensure adherence to the IUSM Institutional Learning Objectives and curricular policy; comparability of instruction, assessment, and outcomes; and equivalency in grading. There are also student representatives to this committee.

Eligibility: Tenure or non-tenure track faculty

**Admissions Committee**

The goals of the Admissions Committee of the Indiana University School of Medicine are to select those applicants who possess the strong academic abilities and personal characteristics necessary to become caring, compassionate physicians, and to build an entering medical class that reflects the diversity of Indiana. There are also student representatives to this committee.

Eligibility: Tenure or non-tenure track faculty

**Awards Committee.**

The Awards Committee is responsible for managing the process of selecting recipients for the School's two major awards: the Steven C. Beering award for Advancement of Biomedical Science; and the Mark Brothers Award. In addition, the Committee is responsible for identifying significant external awards for which IUSM faculty will be nominated as viable candidates. This includes major national awards and competitive grant nominations (such as Howard Hughes, Burroughs Wellcome), as well as local honors, including IJB awards, local organizations, etc. Whenever there is a restriction in the number of candidates that can be nominated per School, the Committee will conduct the selection process and recommend a nominee/s.

Eligibility: Tenure or non-tenure track faculty



**Biomedical Research Committee**

The Biomedical Research Committee assists the faculty and advises the administration in the provision of a stimulating environment for creative scholarship. The committee recommends methods of enhancing the worth of individual protocols or research programs, encourages innovation, stimulates new investigative endeavors, fosters interdisciplinary and multidisciplinary approaches, and provides counsel on the identification and wide use of institutional resources. The Biomedical Research Committee is charged with the scientific review of research grants that are submitted for the Biomedical Research Grants, Research Enhancement Grants or Showalter Trust funding mechanisms.

Eligibility: Tenure or non-tenure track faculty. Members of the committee should have an extramurally funded research program and experience both in writing and submitting external grant proposals. The members of the committee are expected to review between 6-10 grants each year.

**Curriculum Council Steering Committee**

The Curriculum Council Steering Committee is the faculty body that manages the medical curriculum for the Indiana University School of Medicine through oversight of its design, implementation and management of the School's curriculum at all campuses. The CCSC sets curricular policy for education and has oversight responsibility for ensuring compliance and comparability. The CCSC reviews data at specified intervals to monitor and evaluate the curriculum as a whole and make informed decisions to enhance, coordinate, and ensure coherence of the educational program. The

CCSC will have a member from each Regional Campus. There are also student representatives to this committee.

Eligibility: Tenure or non-tenure track faculty

**Community Relations Committee**

The Faculty Community Relations Committee recognizes that the faculty, staff and students of the Indiana University School of Medicine are affected by, and have an effect on, their surrounding neighborhoods and the broader Indiana community. The committee promotes the resources and the various educational, research and clinical programs of the School of Medicine, enhancing the health and the quality of life in the community and on the school's campuses.

Eligibility: Tenure or non-tenure track faculty

**Faculty Development Coordinating Committee**

The mission and purpose of the Faculty Development Coordinating Committee is to inform the strategic plan for faculty development by actively engaging with OFAPD. This includes evaluation of policies, assistance in reaching a broader group of faculty and the development of novel programs and/or policies crucial for the maintenance of high levels of faculty vitality at IUSM.

Eligibility: Tenure or non-tenure track faculty

**Lecturers and Clinical Rank Faculty Promotions Committee**

This committee reviews and makes recommendations concerning lecturer and clinical rank faculty dossiers

submitted for promotion and/or awarding of a long-term appointment contract. Committee members are expected to familiarize themselves with School and Campus tenure and promotion requirements, to be prepared to discuss anywhere from 20 to 60 dossiers that have been submitted, and to serve as the primary or secondary reviewer of a few dossiers assigned by the committee chair. This involves a written review which the member presents to the rest of the committee.

Eligibility: Non-tenure track faculty at full professor rank holding the long-term contract only

**Promotion and Tenure Committee**

This committee reviews and votes on tenure track faculty dossiers submitted for tenure and/or promotion, and on progress toward tenure for those faculty members receiving their 3-year and 5-year reviews. Committee members are expected to familiarize themselves with School and Campus tenure and promotion requirements, to be prepared to discuss anywhere from 20 to 60 dossiers that have been submitted, and to serve as the primary or secondary reviewer of a few dossiers assigned by the committee chair. This involves a written review which the member presents to the rest of the committee.

Eligibility: Tenured faculty at full professor rank only

**Student Promotions Committee**

This committee reviews the academic progress of our students and considers individual issues of academic probation, non-progression regarding competency curriculum, or withdrawal/dismissal from the school for failure to maintain academic standards. There are also student representatives to this committee.

Eligibility: Tenure or non-tenure track faculty

## **BYLAW ARTICLE V. COMMITTEE REPORTS**

Standing committee reports are submitted to the Secretary of the Faculty Steering Committee annually by the committee chair or designee. Formal presentation of the standing committee reports will be made to the FSC based on a schedule of presentation determined by the Secretary.

Ad-Hoc Committee reports are submitted to the Faculty Steering Committee for review and approval in April of each academic year.

## **BYLAW ARTICLE VI. BUDGETARY AFFAIRS COMMITTEE**

The Budgetary Advisory Committee (BAC-FSC) of IUSM shall be an ad hoc committee charged to consult with School administration about the financial health of the School, sources and allocation of funds to support the School's tripartite mission, and relevant benchmark data when available. Members shall be the FSC President, Secretary, President-elect, Secretary-elect, and two FSC members appointed by the FSC president. Appointed members will serve 2-year terms. The executive associate dean of financial and administrative services will be an ex-officio member. This advisory committee will report to the FSC annually.

## **BYLAW ARTICLE VII. DEFINITION OF A QUORUM**

A quorum will be required for all official votes taken at the FSC meetings. A quorum will be defined as a simple majority of all FSC voting members.

## **BYLAW ARTICLE VIII. AMENDMENTS TO THE BYLAWS**

### **Section A. Introduction of Amendments**

A resolution to amend the Bylaws may be introduced at any regular meeting of the FSC by any voting member, or by written petition of at least 20 members of the voting faculty submitted to the President of the Faculty.

### **Section B. Adoption**

Adoption of an amendment to the Bylaws shall require a favorable vote of 2/3 of all voting FSC members. Members will be allowed to cast their vote at the FSC meeting or within 48 hours following the regular FSC meeting, if prior 2-week advance notice of the intention to conduct a vote is given to members of the FSC.

### **Section C. Clerical Modifications**

The President is authorized, after consultation with the Secretary, to make simple clerical modifications to the Bylaws such as corrections to spelling or punctuation, insertion or removal of cross-references, or updating the Bylaws to reflect changes in the names of administrative offices or positions, provided that doing so in no way alters the intent of the text.

Adopted November 17, 2016. Amended 1/31/17; 5/25/18; 4/18/19.