

Amended and Approved by Voting Faculty March 2016  
Department of Medicine

**Michigan State University  
College of Human Medicine**

# **DEPARTMENT OF MEDICINE**

  

# **BYLAWS OF THE FACULTY**

**Revised by the Department of Medicine Executive Committee December 8, 2015**

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## **1. SECTION 1 - The Faculty**

### **1.1. Definitions of Faculty**

#### **1.1.1. MSU Employed Faculty**

**1.1.1.1.** MSU Employed Faculty of the Department of Medicine shall consist of all persons who are directly employed by MSU and are appointed under the rules of tenure (i.e., regular faculty) or hold the rank of Professor, Associate Professor, Assistant Professor or Instructor in the Health Programs (HP), fixed term or research appointment systems.

#### **1.1.2. Community Based Faculty**

**1.1.2.1.** The Community Based Faculty of the Department of Medicine shall consist of all persons not directly employed by MSU, but who are actively engaged in the academic or research missions of the Department and are appointed in the Clinical/Adjunct appointment system with or without the “clinical” or “adjunct” prefix.

**1.1.2.2.** The non-prefix Faculty of the Department of Medicine shall consist of Community Based Faculty who due to meeting specific eligibility criteria of the College of Human Medicine are awarded the privilege of dropping the “clinical” or “adjunct” prefix. Continuing eligibility for appointment without the “clinical” or “adjunct” prefix will be assessed during the annual review of the non-prefix Faculty. The final decision about non-eligibility will be made by the Chairperson of the Department of Medicine.

#### **1.1.3. Honorary Faculty**

**1.1.3.1.** Honorary Faculty of the Department of Medicine shall consist of visiting professors and professors emeriti who have not been reappointed as fixed term Faculty.

**1.1.4.** Identification of the Department Faculty. The Chairperson shall keep a list of the Faculty of the Department of Medicine showing rank, status and details of interdepartmental shared time.

### **1.2. Voting Privileges**

**1.2.1.** All MSU Employed Faculty (described above in 1.1.1) who are appointed in the Department of Medicine shall have voting privileges in the Department of Medicine.

**1.2.2.** MSU Employed Faculty who are jointly appointed in the Department of Medicine and another MSU department are awarded voting privileges in the Department of Medicine if at least 50% of their effort is dedicated to the Department of Medicine.

**1.2.3.** Community Based Faculty with a non-prefix appointment (described above in 1.1.2.2) and professors emeriti who have been reappointed as fixed term faculty shall also have voting privileges in the Department of Medicine.

1.2.4. Community Based Faculty with a pre-fix appointment (described above in 1.1.2.1) and Honorary Faculty (described above in 1.1.3) have the right to attend meetings of the Department of Medicine and have voice, but shall not have voting privileges.

1.2.5. Residents, fellows and other physicians in-training shall not have voting privileges.

### 1.3. Organization of Departmental Faculty

1.3.1. **The Chairperson** is responsible for the overall functioning of the department. In doing so:

**1.3.1.1.** The Chairperson shall seek the counsel of the faculty of the Department of Medicine in formulating major policy decisions affecting departmental personnel and matters pertaining to hiring, appointments, promotions, tenure, teaching and service responsibilities, curriculum, research and clinical practice. S/he shall provide such information as shall be requested by the faculty to assist in the development of informed opinion in the issues concerned.

1.3.1.1.1. Policy decisions will be formulated in compliance with existing University, College, and Department policies and procedures.

1.3.1.1.2. In order to achieve the high standards of patient care expected under the University Policy for Risk Management and Quality Assurance, the Chairperson has the responsibility and authority to summarily suspend a faculty member's departmental clinical activities given presumptive cause until the matter can be reviewed by the Peer Review Committee and a determination can be made as to whether a more permanent suspension is warranted. The Peer Review and Quality Committee must be notified within three (3) business days of this action with follow up as described in *section 2.4.6.3.3.1*.

1.3.1.1.3. The Chairperson has the authority to initiate a suspension of a faculty member's clinical privileges. Subsequently, the Executive Committee will appoint an ad hoc Committee with members internal and external to the Department to review the case.

**1.3.1.2.** In the event that the chairperson is no longer available or able to perform the duties and responsibilities of Chairperson, the dean in consultation with the Department Faculty shall appoint an Acting Chairperson.

### 1.4. Faculty Governance

1.4.1. Faculty shall have a role in advising the dean on the selection and reappointment of the Chairperson.

#### 1.4.2. Divisions

**1.4.2.1.** The Department shall be organized in divisions representing specialties of Internal Medicine or other functions, as designated by the Chairperson. The Chairperson shall review the desirability/need for each division at least once a year with advice from the Advisory Committee.

**1.4.2.2.** Each division shall have a Chief appointed by the Chairperson. The Division Chief shall oversee the clinical, educational, and research functions of the division.

**1.4.2.3.** The Chairperson shall have the discretion, with advice from the Advisory Committee, to remove a Division Chief from the role.

- 1.4.2.4. The faculty assignment to each division shall be made by the Chairperson in consultation with the Division Chiefs.
- 1.4.2.5. The faculty of each division shall meet at least quarterly to review the activities of the division as they pertain to education, research and patient care.
- 1.4.2.6. The Division Chiefs shall report to the Chairperson the activities of the division regarding education, research and patient care on a regular basis.

## **2. SECTION 2 - Standing and Special Committees**

### **2.1. General Functions and Responsibilities**

- 2.1.1. The charges to each committee shall be made by the Chairperson, the Faculty acting corporately, or by both acting in concert.
- 2.1.2. Standing committees may be charged by the Chairperson with examining, investigating and making recommendations on any matter of proper interest to the Department of Medicine and relevant to the charge of the committee. Such committees shall submit reports to the Chairperson who in turn will bring those matters that are of concern to the Faculty of the Department as a whole at the next scheduled Department Faculty meeting or via email.
- 2.1.3. Reports and recommendations accepted, approved or disapproved by the faculty shall be placed in a permanent file or electronic file in the Department of Medicine and be made available to the faculty on request.

### **2.2. Nominations to Departmental and Extra-Departmental Committees**

- 2.2.1. Representatives of the Faculty on the department Executive Committee and Reappointment, Promotions, and Tenure Committee; college and university committees (such as the College Advisory Council) shall be elected by eligible Faculty.
  - 2.2.1.1. The assistant to the Chairperson of the Department of Medicine shall send out an e-mail to eligible Faculty with a link or an attachment of the relevant section(s) of the bylaws describing the position and instructions to return nominations within a specified period of time (e.g., 2 weeks).
  - 2.2.1.2. Any eligible Faculty member may nominate him/herself or another eligible Faculty member.
  - 2.2.1.3. After nominations are received, the assistant to the Chairperson shall verify the eligibility and willingness of the proposed candidates to run. Faculty who agree to run shall prepare a short biography or provide a link to an appropriate webpage with information that will be attached to ballots.

### **2.3. Voting**

- 2.3.1. The assistant to the Chairperson, after consultation with the Chair of the Executive Committee, shall send ballots with biographical information to Faculty with voting privileges via e-mail. S/he shall specify a time period (e.g., 2 weeks) for votes to be returned.
- 2.3.2. The Chairperson's assistant will count all returned ballots. Passage of any measure shall require a simple majority of all returned ballots. A record of the result shall be kept in the Department file. If there are more than two (2) candidates and no majority is achieved a "run off" election between the two (2) candidates with the highest plurality will be held.

**2.4. Standing Committees (five of them):**

**2.4.1. General Functions and Responsibilities**

- 2.4.1.1.** The charges to each committee shall be made by the Chairperson, the Faculty acting corporately, or by both acting in concert.
- 2.4.1.2.** Standing committees may be charged by the Chairperson with examining, investigating and/or making recommendations on any matter of proper interest to the Department of Medicine and relevant to the charge of the committee. Such committees shall submit reports to the Chairperson who in turn will bring those matters which are of concern to the Faculty of the Department as a whole at the next scheduled faculty meeting or via email.
- 2.4.1.3.** Reports and recommendations accepted, approved or disapproved by the Faculty shall be placed in a permanent paper or electronic file in the Department of Medicine and be made available to the faculty on request.
- 2.4.1.4.** Each committee shall keep minutes of its meetings. The minutes of each committee, after being approved by that committee, will be forwarded to the Department Chair for information. Copies of the minutes of each committee will be kept on file in the Department Chair's office.

**2.4.2. Executive Committee**

**2.4.2.1. Function**

- 2.4.2.1.1.** This committee shall act as the executive body of the Faculty in the formulation and execution of policy in matters referred to the Faculty by the Chairperson.
- 2.4.2.1.2.** Its function shall be to:
  - 2.4.2.1.2.1.** Define the most effective means of executing specific aspects of policy.
  - 2.4.2.1.2.2.** Provide a practical vehicle for the execution of such policies.
  - 2.4.2.1.2.3.** Advise the Chairperson regarding matters of faculty rights and privileges and related matters.
  - 2.4.2.1.2.4.** Review promotion guidelines for the Faculty annually to ensure consistency with all relevant College and University promotion standards and criteria.
- 2.4.2.1.3.** The Executive Committee will meet at least quarterly.
- 2.4.2.1.4.** The minutes, after being approved by the committee, shall be forwarded to the Department Chair and the voting faculty for information. A copy of the minutes shall be kept on file in the Department Chair's office.

**2.4.2.2. Membership**

- 2.4.2.2.1.** The committee shall consist of six (6) members elected by the Faculty of the Department.
  - 2.4.2.2.1.1.** One (1) Community Based Faculty from the Grand Rapids community who shall be elected by non-prefix Faculty in Grand Rapids.
  - 2.4.2.2.1.2.** One (1) Community Based Faculty from a community other than Grand Rapids who shall be elected by the Basic Internal Medicine Clerkship Directors.

2.4.2.2.1.3. Four (4) MSU Employed Faculty who shall be elected by all Faculty with voting privileges; there will be at least one member with each of the following ranks: Professor, Associate Professor and Assistant Professor.

2.4.2.2.2. The Chairperson of the Department of Medicine shall be an ex-officio member of this committee without vote.

2.4.2.2.3. The chairperson of the Executive Committee shall be elected from among its members, by its members.

2.4.2.2.4. The vice chairperson of the Executive Committee shall be elected from among its members, by its members. The vice chairperson will then serve as the chairperson of the committee the next year.

#### **2.4.2.3. Terms of Service**

2.4.2.3.1. Committee members shall be elected for a period of two (2) consecutive years. Individuals may be re-elected for up to three (3) consecutive terms (6 years).

2.4.2.3.2. The membership of the Executive Committee shall be staggered in such a manner that at least two (2) members are elected every year.

2.4.2.3.3. The election of the committee members will be done by the voting faculty via electronic ballot. The election shall be conducted during April and be completed by the first of May. The elected members will take office on August 15<sup>th</sup>. Given the requirements for the composition of the Executive Committee, voting for this committee will proceed as follows:

2.4.2.3.3.1. The assistant to the Chairperson shall use the procedures outlined in *Section 2.2 Nominations to Departmental and Extra-Departmental Committees* to call for nominations on April 15. At least one eligible Faculty member must be nominated for each vacant rank. The eligible candidate with the most votes for the appropriate vacancies will fill those positions. Once the requirements for rank on the committee is fulfilled, open positions will be filled by candidates with simple majorities of votes.

2.4.2.3.4. If unexpected vacancies occur on this committee, further elections shall be held to complete the term of the member leaving the committee.

#### **2.4.3. Advisory Committee**

**2.4.3.1. Function:** The Advisory Committee shall act on behalf of the Faculty as a steering committee of the Department, including:

2.4.3.1.1. Advising the Chairperson on the coordination and implementation of the functions of the various divisions and the Department as a whole as they relate to patient care, education and research.

2.4.3.1.2. Advising the Chairperson to the requirements and need of space.

2.4.3.1.3. Coordinating and facilitating the off-campus and on-campus clinical activities of the MSU Employed Faculty of the Department.

- 2.4.3.1.4. Developing policies for “risk management” as they relate to the practice of medicine by the MSU Employed Faculty of the Department.
- 2.4.3.1.5. Implementing the policies approved by the Department as they relate to clinical activities of the MSU Employed Faculty.
- 2.4.3.1.6. Advising the Chairperson on reappointment, promotion, and or tenure of appropriate Faculty as described in section 4.2. *Reappointment, Promotion and Tenure.*

**2.4.3.2. Membership**

- 2.4.3.2.1. Members include all of the Division Chiefs, the internal medicine residency Program Director, others selected by the Chairperson of the Department, and the chairperson of the Executive Committee.
- 2.4.3.2.2. The department Chairperson of the Department of Medicine shall act as the chairperson of the Advisory Committee.

**2.4.3.3. Meetings**

- 2.4.3.3.1. The Advisory Committee shall meet at least quarterly.
- 2.4.3.3.2. The minutes, after being approved by the committee, shall be forwarded to the Department Chair for information. A copy of the minutes shall be kept on file in the Department Chair’s office.

**2.4.4. Basic and Advanced Clerkship Directors Committees**

**2.4.4.1. Function**

- 2.4.4.1.1. To formulate recommendations for the Chairperson concerning internal medicine clerkships and related matters to the various communities.
- 2.4.4.1.2. To implement in their communities those policies approved by the Department.
- 2.4.4.1.3. To bring for discussion with the Faculty specific issues which exist in the community but have impact on the Department as a whole.
- 2.4.4.1.4. To make recommendations concerning student performance in internal medicine clerkships to the Chairperson.
- 2.4.4.1.5. To advise the Clerkship Director on the curriculum and evaluation procedures for the basic and advanced clerkships.

**2.4.4.2. Membership**

- 2.4.4.2.1. Members shall include all the Internal Medicine Clerkship Directors at the various MSU CHM campuses.
- 2.4.4.2.2. Committee members shall elect a chairperson from within its membership to serve a one year term. The chairperson may be re-elected for consecutive terms.

**2.4.4.3. Meetings**

- 2.4.4.3.1. The committee shall meet at least once per quarter.
- 2.4.4.3.2. The minutes, after being approved by the committee, shall be forwarded to the Department Chair for information. A copy of the minutes shall be kept on file in the Department Chair’s office.



## **2.4.5. Reappointment, Promotion and Tenure Committee**

### **2.4.5.1. Function**

- 2.4.5.1.1. To review applicants from appropriate Faculty as described in sections 4.2 and 4.3 and make recommendations to the Chairperson for reappointment, promotion and/or tenure in compliance with existing Department, College and University guidelines.

### **2.4.5.2. Membership**

- 2.4.5.2.1. The committee shall have at least five (5) members: one (1) Assistant Professor, one (1) Associate Professor, and at least three (3) Professors.
- 2.4.5.2.2. The Assistant Professor, Associate Professor and one Professor will be selected from the Executive Committee, by the Executive Committee.
- 2.4.5.2.3. The committee shall add additional members from within the department or outside the department as needed to achieve representation by women and minorities.
- 2.4.5.2.4. All tenured Professors in the Department of Medicine will review tenure system faculty applicants. If needed, the Executive Committee will recommend tenured Professor(s) from outside of the department to assist with the review.
  - 2.4.5.2.4.1. For regular (i.e. tenure system) faculty, additional members recommended by the Executive Committee shall be appointed by the Chairperson of the Department of Medicine to ensure that at least four (4) tenured faculty are on the committee.
  - 2.4.5.2.4.2. The Chairperson of the Department of Medicine may also appoint additional professors to the committee at his/her discretion.
  - 2.4.5.2.4.3. The chairperson of this committee will be the chairperson of the Executive Committee.

### **2.4.5.3. Terms of Service**

- 2.4.5.3.1. The terms for members of the Executive Committee on this committee will match their Executive Committee membership terms.
  - 2.4.5.3.1.1. Professors appointed by the department Chairperson to supplement the five (5) member minimum shall serve temporarily, with the duration of the appointment specified by the department Chairperson.
    - 2.4.5.3.1.1.1. Other members shall serve three (3) year terms, for no more than two (2) consecutive terms.
    - 2.4.5.3.1.1.2. If a member declares a conflict of interest, the Executive Committee shall appoint a replacement in accordance with the composition of the Executive Committee.

## **2.4.6. The Peer Review and Quality Committee**

### **2.4.6.1. Functions**

- 2.4.6.1.1. To review ongoing clinical quality improvement projects and to submit a formal report to the Chairperson of the Department of Medicine and the Michigan State University HealthTeam Peer Review Committee per HealthTeam policy.

- 2.4.6.1.2. To review incidents involving Faculty in the Department for which adverse outcomes, patient complaints, or quality concerns arise.

**2.4.6.2. Membership**

- 2.4.6.2.1. The committee shall have five (5) voting members:
  - 2.4.6.2.1.1. The chairperson of the Executive Committee or his/her designee (who will also serve as chairperson of this committee).
  - 2.4.6.2.1.2. One member elected by the Executive Committee from its membership. Three (3) other faculty members appointed by the chairperson of the Executive Committee.
  - 2.4.6.2.1.3. Additional members from the Faculty or from College-sponsored residencies or fellowships may be appointed to the committee as non-voting members. Non-voting members will participate only in the Quality Improvement aspect of the committee.

**2.4.6.3. Meetings**

- 2.4.6.3.1. The committee shall meet at least quarterly; a quorum shall be defined as three (3) voting members.
- 2.4.6.3.2. The minutes, after being approved by the committee, shall be forwarded to the Department Chair for information. A copy of the minutes shall be kept on file in the Department Chair's office.
- 2.4.6.3.3. Additional meetings shall be convened for the purposes of confidential peer review, under one or more of the following conditions.
  - 2.4.6.3.3.1. A faculty member is suspended from clinical activities by the Chairperson, in which case the review and decision must occur within two (2) weeks of the suspension.
  - 2.4.6.3.3.2. A complaint is received regarding the professional behavior or competence of a faculty member and is judged by the Chairperson or Chairperson of the *Peer Review and Quality Committee* to be of serious importance and sufficient or potential credibility.

**2.5. Special Committees**

- 2.5.1. Special Committees for specific and limited purposes may be appointed by the Chairperson or the Faculty with the approval of the Executive Committee. Such committees shall remain active for periods of no longer than one year.
  - 2.5.1.1. In the event that a special committee should be required for more than one year, the Chairperson, in consultation with the Executive Committee, may extend the term for one additional year.
  - 2.5.1.2. Standing and special committees may invite to their meetings, at their discretion and without restriction, any persons in an advisory or observational capacity and without vote, subject only to the approval of the majority of the committee present.
    - 2.5.1.2.1. The minutes, after being approved by the committee, shall be forwarded to the Department Chair for information. A copy of the minutes shall be kept on file in the Department Chair's office.

### **3. SECTION 3 - Faculty Meetings**

#### **3.1. Departmental Meetings**

3.1.1. Department meetings shall be convened regularly by the Chairperson of the Department of Medicine.

**3.1.1.1.** The purposes of these meetings shall be to inform Faculty about relevant university and college activities; insure continuity and consistency in the decisions made by the Faculty; to provide an opportunity to review the effects of Departmental activities; and to conduct official business.

**3.1.1.2.** The Chair of the Department of Medicine shall prepare a formal agenda and distribute it to the Faculty at least one (1) week before each meeting. Faculty may send written requests to the Chairperson to place items on the agenda.

**3.1.1.3.** A quorum shall be defined as Faculty members with voting privileges who are present at a meeting.

3.1.2. Ad-hoc departmental meetings may also be convened at any time upon request by a simple majority of Faculty with voting privileges.

#### **3.2. Voting at Departmental Meetings**

3.2.1. Passage of any measure shall require a simple majority of eligible Faculty present at the meeting.

3.2.2. The Chairperson shall not vote in the first instance on any motion. In the event of a tied vote, he/she shall vote to break the tie.

#### **3.3. Minutes of Departmental Meetings**

3.3.1. All departmental meetings of the Faculty shall be recorded and the minutes shall be distributed to Faculty within two (2) weeks.

3.3.2. Minutes of department meetings shall also be submitted for approval at the next department meeting.

### **4. SECTION 4 - Annual Reviews, Reappointment, Promotion and Tenure**

#### **4.1. Annual Faculty Review and Evaluation**

4.1.1. Each year, every faculty member (except Honorary Faculty) shall have an annual review. The review shall be conducted by the Chairperson or his/her designee in accordance with Department and College policies and procedures.

4.1.2. The annual review is used to evaluate a faculty member's performance during the past year and to provide a clear statement of performance expectations and accomplishments. The evaluation will assess the faculty member's performance against expectations and provide an opportunity for the faculty member to provide information to their Division Chief, Chair, Advisory Committee and College about their performance and future plans.

#### **4.1.3. Procedure:**

**4.1.3.1.** The annual review/evaluation form shall be distributed to all faculty members in the Department during December.

**4.1.3.2.** The review shall be completed by March 31, and an electronic copy sent to the CHM Dean's office for their files.

- 4.1.3.3. All faculty members shall have an annual review with either their Division Chief or the Chair.
- 4.1.3.4. During this review, statements of one (1)- and three (3)-year objectives shall be reviewed and future one (1)- and three (3)- year goals to be established.
- 4.1.3.5. The annual review shall include a review of the one (1)-year statement of objectives, the extent to which these have been met and the reasons why some of the objectives may not have been accomplished. This statement shall emphasize particular areas in which the faculty person will concentrate his/her activities.
- 4.1.3.6. The Division Chiefs will meet individually with the Chair to summarize the reviews of the members of their Division.
- 4.1.3.7. The Chair makes the final decision on all ratings and percent of effort in each of four categories (research, instruction, administrative/committee, and clinical/professional service).
- 4.1.3.8. The annual statement of objectives and statement of annual review shall be kept by the Chair in his/her files, and shall be available to the RPT Committee for consideration of RPT.
- 4.1.3.9. Following completion of the annual review process, the Chair will make recommendations for further review for reappointment, promotion and/or tenure to the Reappointment, Promotion and Tenure (RPT) Committee (see 4.2 below). The Chair's review will take place in sufficient time for this consultation with the RPT Committee. The RPT Committee will then independently review all faculty eligible for reappointment, promotion and tenure, and submit a list of faculty to be reviewed in the next cycle to the Chair early enough for definitive planning.

#### 4.2. Reappointment, Promotion and Tenure

- 4.2.1. The group designated to make recommendations to the Chairperson for the **reappointment of tenure system** faculty shall be the Reappointment, Promotion and Tenure Committee (RPT Committee).
- 4.2.2. The group designated to make recommendations to the Chairperson for the **promotion and/or tenure of MSU-Employed Faculty and non-prefix Community Based Faculty** shall be the Reappointment, Promotion and Tenure Committee.
- 4.2.3. The group designated to make recommendations to the Chairperson for the **reappointment of all non-tenure system faculty and the promotion of Community Based Faculty with a prefix designation** shall be the Advisory Committee.
- 4.2.4. Non-tenure system Faculty must be reviewed and notified of any adverse decisions about reappointment at least 90 days prior to the end of their current appointments.
- 4.2.5. Recommendations which do not involve the award of tenure are reviewed successively by the dean, the provost and the president, who makes the final decision.
- 4.2.6. Recommendations which involve the award of tenure are reviewed successively by the dean, the provost, and the president, who makes the final recommendation to the Board of Trustees for action.

#### 4.3. Procedure:

- 4.3.1. The Department follows the process for annual reviews and reappointment, promotion and tenure outlined in the University guidelines and Department's policies and procedures.
- 4.3.2. Successful candidates for Reappointment, Promotion and Tenure must fulfill all relevant Department, College and University criteria.

- 4.3.3. The Chair shall notify all faculty members in May of the requirements and deadlines for promotion and/or tenure review in the following academic year. Special notice will be given to faculty members whose review will be required for reappointment in the tenure system. This notification will be in writing.
- 4.3.4. Individual faculty members shall notify the Chair of their intent to be reviewed for promotion and/or tenure by September 1. This notification will be in writing.
- 4.3.5. Individual faculty members (candidates) requesting review shall submit the required materials (Department policy & Procedures for RPT) to the RPT Committee by October 1.
- 4.3.6. The RPT Committee shall conduct a full review of the submitted application package.
- 4.3.7. Committee members vote to recommend or not to recommend the candidate for promotion, reappointment and/or tenure. There will be an opportunity for the candidate to confer with the RPT Committee before an official recommendation is made.
- 4.3.8. A quorum to conduct business shall consist of four (4) members. Recommendations of the Committee shall be made by a majority vote of the members present at a meeting at which there is a quorum. No member of the Committee will engage in any deliberations or voting on his/her own reappointment, promotion or tenure (or salary). S/he shall be absent himself/herself from the proceedings during such time.
- 4.3.9. The chairperson of the RPT Committee shall prepare a report for the Department Chair. This report will include a description of the review process, the complete dossier including external letters reviewed by the committee, a summary of the positive and negative qualifications of the candidate, and conclusions and recommendations of the RPT Committee.
- 4.3.10. The RPT Committee reviews the report(s) for consistency with department and University guidelines. Any discrepancies with University procedures must be documented and addressed.
- 4.3.11. The Department Chair makes judgment taking into consideration peer evaluations, and will communicate the recommendation of the RPT Committee and the decision of the Chair to the candidate, in writing, at least two weeks prior to the Chair's deadline for submitting recommendations to the Office of the Dean. This communication shall include a summary of the positive and negative qualifications of the candidate that were crucial in the review process.
- 4.3.12. Upon notification, the candidate will have the opportunity to confer with, orally or in writing, the RPT Committee as a whole and/or the Chair before a final recommendation is submitted to the Dean.
- 4.3.13. Appropriate documentation shall be maintained by the Department Chair. Each candidate's form "Recommendation for Reappointment, Promotion or Tenure" will be made part of the candidate's promotion and tenure file, and will be available to the candidate and to future RPT Committees upon request.
- 4.3.14. In the event a candidate is not satisfied with either the decision made by the RPT Committee and/or with the faithfulness with which the Committee executed the procedures, the candidate may confer with the committee as a whole. The candidate may also confer with and/or make representations to the Department Chair and can appeal the decision. Should the candidate not be satisfied with the results of the appeal, the candidate may file a grievance under the provisions of the university and department grievance procedures, pursuant to procedures set forth in Section 5 of this Bylaws (see below).

- 4.3.15. The RPT Committee shall serve as a consulting body to the Chairperson for matters of evaluation of individual faculty members hired under the rules of tenure as they progress through the reappointment, promotion and tenure process. Only regular tenured faculty whose academic rank is higher than the individual being considered shall review the qualifications of the individual under consideration.

## **5. SECTION 5 - Grievance and Complaint Procedures**

- 5.1. Any member of the Faculty may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the University Faculty Grievance Official (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.
- 5.2. Students shall refer to the student grievance policy.

## **6. SECTION 6 - Interpretation and Amendments to the Bylaws**

- 6.1. The faculty, as represented by a majority of those eligible members voting at a faculty meeting, shall be the final authority with regard to the interpretation of these Bylaws, subject to any restrictions imposed by the latest version of approved Bylaws of the College of Human Medicine of Michigan State University, as amended.
- 6.2. Amendments to these Bylaws may be introduced by the Chairperson, the Executive Committee, or by any group of five (5) or more members of the Faculty with voting privileges. Proposed amendments must be submitted to the Faculty in writing at least two (2) weeks prior to the meeting by the Chair. Amendments shall become part of the Bylaws when approved by the Faculty with voting privileges and by the College Advisory Council.