

## **Department of Medicine**

**Michigan State University  
College of Human Medicine**

# **BYLAWS OF THE FACULTY**

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## SECTION 1 – THE FACULTY

### 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, research, or academic specialist 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

1.1.4.1 The Department Chairperson shall keep a list of the faculty of the Department of Medicine showing rank, status, and details of the 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 the Departmental Faculty

- 1.3.1 The department chairperson is responsible for the overall functioning of the department. In doing so:
  - 1.3.1.1 The department 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. They 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 department 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.
    - 1.3.1.1.3 The department 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 department chairperson is no longer available or able to perform the duties and responsibilities of department chairperson, the dean in consultation with the Department Faculty shall appoint an acting department chairperson.

#### 1.4 Faculty Governance

1.4.1 Faculty shall have a role in advising the dean on the selection and reappointment of the department 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 department chairperson. The department 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 department chairperson. The division chief shall oversee the clinical, educational, and research functions of the division.

1.4.2.3 The department 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 department chairperson in consultation with the division chiefs.

## SECTION 2 – STANDING AND SPECIAL COMMITTEES

### 2 Standing and Special Committees

#### 2.1 General Functions and Responsibilities

2.1.1 The charges to each committee shall be made by the department chairperson, the Faculty acting corporately, or by both acting in concert.

2.1.2 Standing committees may be charged by the department 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.

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.

## 2.3 Standing Committees

### 2.3.1 Executive Committee

#### 2.3.1.1 Function

2.3.1.1.1 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 department chairperson.

2.3.1.1.2 Its function shall be to:

2.3.1.1.2.1 Define the most effective means of executing specific aspects of policy.

2.3.1.1.2.2 Provide a practical vehicle for the execution of such policies.

2.3.1.1.2.3 Advise the department chairperson regarding matters of faculty rights and privileges and related matters.

2.3.1.1.2.4 Review promotion guidelines for the Faculty annually to ensure consistency with all relevant College and University promotion standards and criteria.

2.3.1.1.2.5 Some members of the Executive Committee will be charged with roles in other committees, such as the Advisory Committee, Reappointment, Promotion, and Tenure Committee, Peer Review and Quality Committee, and other special committees.

#### 2.3.1.2 Membership

2.3.1.2.1 The committee shall consist of six (6) members elected by the Faculty of the Department.

### 2.3.2 Advisory Committee

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

2.3.2.1.1 Advising the department 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.

2.3.2.1.2 Advising the department chairperson to the requirements and need of space.

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

2.3.2.1.4 Developing policies for “risk management” as they relate to the practice of medicine by the MSU Employed Faculty of the Department.

2.3.2.1.5 Implementing the policies approved by the Department as they relate to clinical activities of the MSU Employed Faculty.

2.3.2.1.6 Advising the department chairperson on reappointment, promotion, and or tenure of appropriate Faculty as described in section 4.2. *Reappointment, Promotion and Tenure.*

#### 2.3.2.2 Membership

2.3.2.2.1 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.

2.3.2.2.2 The Chairperson of the Department of Medicine shall act as the Chair of the Advisory Committee.

### 2.3.3 Basic and Advanced Clerkship Directors Committees

#### 2.3.3.1 Function

2.3.3.1.1 To formulate recommendations for the department chairperson concerning internal medicine clerkships and related matters to the various communities.

2.3.3.1.2 To implement in their communities those policies approved by the Department.

2.3.3.1.3 To bring for discussion with the Faculty specific issues that exist in the community but have impact on the Department as a whole.

2.3.3.1.4 To make recommendations concerning student performance in internal medicine clerkships to the department chairperson.

2.3.3.1.5 To advise the Clerkship Directors on the curricula and evaluation procedures for the basic and advanced clerkships.

#### 2.3.3.2 Membership

2.3.3.2.1 Members shall include all the Internal Medicine Clerkship Directors at the various MSU CHM campuses.

### 2.3.4 Reappointment, Promotion and Tenure Committee

#### 2.3.4.1 Function

2.3.4.1.1 To review applicants from appropriate Faculty as described in sections 4.2 and 4.3 and make recommendations to the department chairperson for reappointment, promotion and/or tenure in

compliance with existing Department, College and University guidelines.

#### 2.3.4.2 Membership

2.3.4.2.1 The committee shall have at least five (5) members: two (2) Associate Professors and at least three (3) Professors.

2.3.4.2.2 Regular system (tenure track) candidates will be reviewed only by tenured Professors. If needed, the Executive Committee will recommend tenured Professor(s) from outside of the department to assist with the review.

### 2.3.5 The Peer Review and Quality Committee

#### 2.3.5.1 Functions

2.3.5.1.1 To review ongoing clinical quality improvement projects for Faculty whose departmental employment includes clinical care.

2.3.5.1.2 To submit a formal report to the Chairperson of the Department of Medicine and the Michigan State University Health Care Peer Review Committee per its policy.

2.3.5.1.3 To review incidents such as adverse outcomes, patient complaints, or quality concerns involving Faculty in the Department whose departmental employment includes clinical care.

#### 2.3.5.2 Membership

2.3.5.2.1 The committee shall have five (5) voting members:

2.3.5.2.1.1 The Chair of the Executive Committee or their designee (who will also serve as chairperson of this committee).

2.3.5.2.1.2 One member elected by the Executive Committee from its membership. Three (3) other faculty members appointed by the chairperson of the Executive Committee.

2.3.5.2.1.3 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.

### 2.3.6 Awards Committee

#### 2.3.6.1 Functions



2.3.6.1.1 To provide recognition for deserving faculty by seeking award opportunities and coordinating nominations for internal and national awards.

2.3.6.2 Membership

2.3.6.2.1 The committee shall have five (5) voting members:

2.3.6.2.1.1 One member elected by the Executive Committee from its membership.

2.3.6.2.1.2 Four members elected from the Faculty or from College-sponsored residencies or fellowships.

2.4 Special Committees

2.4.1 Special Committees for specific and limited purposes may be appointed by the department chairperson or the Faculty with the approval of the Executive Committee for pre-specified periods of time.

## SECTION 3 – FACULTY MEETINGS

### 3 Faculty Meetings

3.1 Departmental Meetings

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

3.1.2 The purposes of these meetings shall be to inform Faculty about relevant University and College activities; ensure 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.

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

## SECTION 4 – ANNUAL REVIEWS, REAPPOINTMENT, PROMOTION & TENURE

### 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 department chairperson or their 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,

department chairperson, Advisory Committee and College about their performance and future plans.

#### 4.2 Reappointment, Promotion and Tenure

- 4.2.1 The group designated to make recommendations to the department 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 department 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 department 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.

## SECTION 5 – INTERPRETATION & AMMENDMENTS TO THE BYLAWS

### 5 Interpretation and Amendments to the Bylaws

- 5.1 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.
- 5.2 Amendments to these Bylaws may be introduced by the department 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 department chairperson. Amendments shall become part of the Bylaws when approved by the Faculty with voting privileges and by the College Advisory Council.