

# BYLAWS of the School of Medicine Faculty

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VERSION 2020.05

Approved by the Faculty of the UNLV School of Medicine on July 17, 2020

Approved by the Dean of the UNLV School of Medicine on July 21, 2020

Approved by the Executive Vice President and Provost of UNLV on July 27, 2020



## BYLAWS OF THE SCHOOL OF MEDICINE FACULTY

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*Introduction from the Dean*

Welcome to the University of Nevada Las Vegas School of Medicine. We are delighted to have you on our team, and as one of the first acts we are presenting you with the School of Medicine Bylaws. Although seldom “dog-eared,” or for that matter, even read, I would like to emphasize that our Bylaws are the framework of governance for the School of Medicine. The faculty and administration of the school work in a partnership, and our success depends on transparency and open communication. The Bylaws represent our rules of engagement for governance, operations, policies, and procedures. I encourage you to familiarize yourself with the document to become and remain engaged and productive members of the faculty.

Again, welcome and I look forward to working with you.

**Marc J. Kahn, MD, MBA, MACP, FRCP**

Dean, School of Medicine

Department of Medicine

University of Nevada, Las Vegas

**ARTICLE I. PREAMBLE**

**VISION, MISSION, VALUES**

**VISION:**

UNLV School of Medicine will deliver high quality innovative education, research, and superb clinical care to meet the health care needs of the growing and diverse population of Nevada.

**MISSION:**

UNLV School of Medicine will serve our patients, students, medical professionals and community as a transformational force for improving health care in Nevada. This is accomplished by delivering evidence-based, innovative centers of excellence in medical education and research, coupled with cost-effective, high-quality care that improves the health of our community members throughout their lifespan; becoming an integral contributor to an Academic Health Center, and creating a culture of collaboration through inclusion and excellence.

**VALUES**

The UNLV School of Medicine core values are the guiding principles for its culture, and across all four missions of its enterprise -- education, clinical, research and community service.

WHAT WE DO	HOW WE DO IT
<p><b><i>STRIVE FOR EXCELLENCE</i></b> Expect a culture of continued professional improvement individually and across the collective organization.</p> <p><b><i>DRIVE INNOVATION</i></b> Reimagine medicine to streamline, build upon and disrupt current thinking and practices.</p>	<p><b><i>DEMONSTRATE INCLUSION</i></b> Treat everyone with dignity and respect, and create opportunities that foster a united culture.</p> <p><b><i>ACT WITH INTEGRITY</i></b> Ensure that words, deeds and actions are aligned.</p> <p><b><i>SERVE WITH COMPASSION AND HUMILITY</i></b> Act with genuine care and</p>

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**ARTICLE II. SCHOOL OF MEDICINE FACULTY****2.1 Membership**

For the purpose of this document the term faculty shall refer to academic tenured, tenure-track, and non-tenure track faculty unless otherwise specified. Policies concerning administrative faculty are provided in the UNLV Bylaws.

There are four ranks of academic faculty, designated for contract purposes by Roman numerals as follows: Professor (IV), Associate Professor (III), Assistant Professor (II), Instructor (I). Tenured and tenure-track academic faculty may be employed at rank IV, III, or II. Non-tenure track clinical educator faculty are Rank 0 and may be assigned titles of Professor, Associate Professor, Assistant Professor and Instructor. Physicians who have completed residency but have not attained Board Certification may be employed at rank 0 Instructor. As defined in NSHE Code Title 2, Chapter 3, Section 3.2.1, Rank 0 positions are not eligible for appointment with nor shall have tenure under any circumstances. Rank 0 faculty tracks include faculty-in-residence, clinician-educator. Additional tracks not yet built out will include; clinical-track and research-track. These tracks will be identified by Rank 0 and the corresponding Roman numerals be assigned other appropriate titles such as: Research Assistant Professor 0(II), Research Associate Professor 0(III), Research Professor 0(IV).

Physicians and other clinicians teaching students of the SOM as community faculty volunteers or employed by UNLV at less than 50% may be assigned other appropriate titles such as Clinical Assistant Professor 0(II), Clinical Associate Professor 0(III), or Clinical Professor 0(IV). Other volunteer adjunct faculty who regularly provide curricular or expert consultation, serve on committees, guest lecture, and/or conduct SOM related research may be assigned titles such as Adjunct Assistant Professor 0(II), Adjunct Associate Professor 0(III), or Adjunct Professor 0(IV).

**2.1.1 Voting**

Academic faculty with at least a 50% time appointment in the SOM are eligible to vote in faculty elections and serve as elected or appointed committee members.

**2.1.2 Non-voting**

Academic faculty with less than a 50% time appointments in the SOM are encouraged to participate in faculty meetings but they may not vote in faculty elections nor be elected or appointed to standing committees. In some circumstances non-voting faculty may be appointed to certain standing committees as ex officio members because of specific expertise or responsibilities.

**2.1.3 Faculty Listing**

A listing of all voting and non-voting members of the SOM Faculty will be kept by the SOM Office of Faculty Affairs. This listing shall be provided to the Executive Committee on the first day of the academic year.

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## 2.2 Professional Responsibilities

The responsibilities of the academic faculty include instruction, research, scholarship, clinical care, public, community, and university service. At the time of appointment and annually thereafter, the workload expectations related to each of these roles and the metrics for evaluating them will be clearly delineated in writing. The distribution of workload assignments will be determined in accordance with the mission and priorities of UNLV, and the goals and needs of the SOM and each faculty member's department.

To the extent possible for clinical faculty, all workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, SOM Workload Policy, the Board of Regents Handbook, and bylaws of UNLV and the SOM. SOM Faculty are exempted from the standard University instructional requirement of three (3) courses per semester (see Board of Regents Faculty Workload Guidelines in Board of Regents Handbook Title 4, Chapter 3, Section 3.6e.). It is recognized that the unique nature of the teaching programs in the SOM does not fit into the standardized credit hour guidelines. The SOM Faculty workload assignments and policy shall parallel the University Workload Assignment Policy and Guidelines, only differing where appropriate and justified. Some of the SOM's workload assignments may be defined in terms of contact hours rather than credit hours. The nature of academic work and work in clinical medicine dictates against a standardized definition of work in terms of hours (e.g. 40-hour week).

The written goals of the faculty will be reviewed annually with the Department Chair, Division Director, or Center/Institute Director as appropriate. This review will form an integral part of the annual faculty evaluation by the chair. Tenure-track faculty will develop a five-year plan for faculty development and advancement toward tenure in conjunction with the Chair, Division Director or Center/Institute Director as appropriate. Upon completion of the third year of appointment, faculty mid-tenure review will usually be performed in the fall of the fourth year.

Faculty Development is a process by which the SOM academic faculty work systematically to improve their skills in the following areas:

- 1) Teaching and assessment;
- 2) Research and scholarly activities;
- 3) Clinical practice; and
- 4) Career development.

Faculty development includes but is not limited to:

- Scholarly activity including research, publications, editorial activities, invited presentations
- Development as an educator which may include new skills and new educational approaches and technologies as well as development of educational materials
- Continuing medical education, as a participant and presenter
- Management and leadership training
- Professional organization activities
- Maintenance of clinical skills

The responsibility of the SOM is to facilitate and encourage all faculty to develop and improve their skills. In conjunction with the office of Faculty Affairs, Department Chairs will be responsible for monitoring the progress of the faculty and ensuring the availability of opportunity and support for faculty development. This objective relates directly to the goals of excellence in education, research, and patient care at the SOM.

**2.2.1 Outside Professional Work**

Consistent with the UNLV Conflict of Interest policy, the SOM requires that faculty avoid or disclose and address perceived or real conflicts of interest between their responsibilities as faculty of the SOM and their activities with outside commercial or non-profit entities. This applies to all faculty regardless of their appointment level. Conflict of commitment is not the only aspect of outside work that is considered. The request will also be reviewed for conflicts with UNLV policies as well as financial conflicts of interest or academic conflicts.

All academic personnel including faculty, staff, medical residents, senior fellows, fellows, visiting fellows, and trainees who wish to engage in outside work not included in the UNLV list of pre-approved outside activities for compensation are required to obtain prior written approval from their supervisor in accordance with UNLV Conflict of Interest Policy. Definition of compensation: A person is deemed to engage in an activity for compensation if the person has any economic interest in the activity or has waived or assigned that economic interest. Economic interests include: Monetary payments or the right to receive monetary payments, any equity interest or right to acquire equity interest, any intellectual property (IP) interest. Compensation for outside professional activities will go into the Faculty Practice Plan unless an exception is granted in writing by the Dean of the SOM. Pre-approved activities as designated under the UNLV Conflict of Interest Policy excluded from the definition of outside work. Examples of pre-approved activities are as follows:

- Participating in the work of non-profit professional associations and societies;
- Contributing expertise to scholarly, editorial, and advisory bodies related to academic work;
- Serving on public commissions or boards of philanthropic organizations; and
- Accepting invitations by non-profit organizations, colleges and universities, and governmental agencies for purposes of presenting guest lectures, delivering papers, serving on review panels, and participating in accreditation activities.

The exclusion does NOT apply to teaching credit courses or teaching continuing education classes not provided under the aegis of the UNLV. Excluded activities do not require prior approval. However, if activities involve time away from the University, approval for travel away from the University must be agreed upon from the appropriate supervisor.

**2.2.2 Ban on Speakers' Bureaus**

No SOM faculty member will present at programs designed solely or predominantly for company promotional, sales, or marketing purposes even in those circumstances where the faculty retain control of the content of the presentation and/or any slides that may accompany the presentation.

**2.2.3 Ban on Product Endorsement**

All SOM Faculty are prohibited from endorsing a product for the primary purpose of promoting its purchase. SOM Faculty may give their opinion about commercial products when there is no promotional purpose.

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**2.3 Faculty Governance Duties**

The responsibilities of the academic SOM Faculty are carried out through appropriate governance structures including but not limited to the following:

- 2.3.1 To establish the general goals of the educational policies of the SOM relative to student admission, curricular requirements, promotions, graduation and other educational activities in compliance with the accreditation standards;
- 2.3.2 To make recommendations to the Dean regarding educational programming, clinical practices, and scientific research;
- 2.3.3 To make recommendations to the Dean regarding policies for allocation of SOM resources;
- 2.3.4 To establish criteria for promotion and/or tenure in accordance with NSHE Title 2, Chapter 3, Section 3.4 and UNLV Bylaws, Chapter III, Section 4.3; and Section 16.
- 2.3.5 To elect all members of standing committees except those appointed by the Dean; and
- 2.3.6 To be the approving body for all changes in the SOM Faculty Bylaws.

**2.4 Meetings**

The SOM Faculty is in session during the annual meeting, special meetings, and emergency meetings. At all SOM Faculty meetings, the chair will designate a recording officer who keep and disseminate meeting minutes and ensure they are delivered to the Dean's office within three business days where they will be stored and filed.

- 2.4.1 Faculty Meetings. The SOM Faculty will meet at least once per quarter to receive the reports of standing committees and the Dean. Notice of the time and place of these meeting as well as the agenda will be sent to all faculty members at least three business days prior to the date of the meeting.
- 2.4.2 Special Meetings. Special meetings of the SOM Faculty may be called by the Dean, Executive Committee, or by a signed petition of  $\frac{1}{4}$  of the voting members of the SOM Faculty. Notice of the time and place of special meetings will be sent to all faculty members in advance.
- 2.4.3 Emergency Meetings. When the Dean or Executive Committee deems that an emergency meeting of the SOM Faculty is indicated, it may be called with prior notice of two working days. Business transacted must be limited to the reason the meeting was called.
- 2.4.4 The Dean of the SOM shall solicit agenda items and prepare the agenda for faculty meetings.
- 2.4.5 The Dean of the SOM, or his/her designee, will preside at meetings of the SOM Faculty.
- 2.4.6 Twenty percent of the voting SOM faculty shall constitute a quorum.

**2.5 Faculty Concerns**

A faculty member may request that his/her complaint be heard and, if possible, resolved by the Dean of the SOM. In so doing, the faculty member shall not have relinquished the right to utilize an appropriate Grievance Procedure described in NSHE Title 5, Section 5.7 and UNLV Bylaws Chapter III, Section 6.6; and Section 20.



**2.6 Faculty Grievances**

A grievance is an act or omission to act by the respective administrations of the System institutions, allegedly resulting in an adverse impact on the employment conditions of a faculty member relating to promotion, appointment with tenure or other aspects of contractual status, or relating to alleged violations of the NSHE Code or institutional bylaws. (NSHE Title 5, Section 5.7.2)

UNLV Bylaws, Chapter III, Section 6.6 states that any academic faculty member has the right to file a grievance regarding personnel decisions which may result in adverse impact on the employment conditions relating to promotion, salary increases (including merit), and appointment with tenure. This does not apply to non-reappointment of a probationary faculty member. The Faculty Senate Grievance Committee process may be initiated only after the faculty member has requested reconsideration and the request has proceeded through regular administrative channels to the Executive Vice President and Provost. [See UNLV Bylaws Chapter I, Section 4.3.3, 4.6.9 and Section 5; Chapter III, Section 6 and Section 20. Also see NSHE Title 5, Section 5.7].

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**ARTICLE III. DEPARTMENTS**

The academic departments are the basic organizational units of the SOM. Establishment and naming of academic departments is subject to the Nevada System of Higher Education Code and Board of Regents approval.

**3.1 Membership**

- 3.1.1. All faculty appointments shall have a department designation. A faculty member may be appointed in more than one department, but only one department can be designated as the primary department. For purposes of faculty governance where departmental affiliation is specified, the faculty member's department will be that in which he/she has the primary appointment [See UNLV Bylaws Chapter I, Section 4.3.2].
- 3.1.2. Each department has an appointed Chair. Appointment of the Chair takes into consideration the advice of the department faculty and is in accordance with institutional policy [See UNLV Bylaws Chapter II, Section 10.8].

**3.2 Duties**

- 3.2.1. The Chair, with the advice of the department academic faculty, shall be responsible for recommending appointments within the department, in accordance with the operating procedures of the Appointments, Promotion and Tenure Committee.
- 3.2.2. Departments shall be responsible for developing policies related to their educational functions and for executing educational programs in accordance with the overall curriculum of the School [See UNLV Bylaws Chapter I, Section 4.4 and Chapter II, Sections 5 and 6]. The departments shall be engaged in teaching, research, and service to the academic community and the public [See Workload for Faculty in UNLV Bylaws Chapter III, Section 2]. In each of these endeavors, the Chair shall be responsible for stimulating and supporting faculty efforts.
- 3.2.3. Each year, adhering to a schedule established by the Dean, the Chair shall be responsible for reviewing the qualifications and performance of all members of the department's faculty in accordance with the policies of the SOM [See UNLV Bylaws Chapter III, Section 5]. The Chair will provide each faculty member having a faculty appointment of 50 percent time or more a written evaluation each year. Reviews shall be conducted in accordance with the SOM, UNLV Bylaws and NSHE Code [See NSHE, Title 5, Section 5.12 and 5.13 UNLV Bylaws Chapter 111, Section 8].
- 3.2.4. The Chair shall prepare an annual report summarizing departmental activities and forward it to the Dean.
- 3.2.5. Each department shall participate in a formal review under the auspices of the Dean at least every five years. This review shall include the performance of the department and of the Chair [For process concerning department chair review, see UNLV Bylaws Chapter III, Section 14].

**3.3 Meetings**

Each department shall have regularly scheduled meetings with a prepared agenda. The purpose of these meetings shall be to formulate policies and procedures of the department, encourage departmental participation in the operations of the SOM and facilitate communication between faculty and the department chair.

**ARTICLE IV. STANDING COMMITTEES****4.0 General Operating Procedures for Committees**

General operating procedures for faculty governance committees are provided in Appendix A and should be followed unless they are in conflict with specific instructions and requirements detailed in this Article.

All terms shall begin on July 1 and end on June 30.

If non-voting faculty members are appointed to a standing committee for a specific purpose, the appointment is considered temporary and the term is limited to the duration of the specific purpose or to one year, whichever is shorter.

**4.1 Executive Committee****4.1.1 Membership**

The Executive Committee shall consist of the Dean all Vice Deans, all Senior Associate and Associate Deans, all department chairs, and chairs of the following Standing Committees: Curriculum Oversight; Research; Faculty Appointments, Promotion and Tenure.

**4.1.2 Duties**

The major responsibility of the Executive Committee shall be to conduct the day-to-day business of the SOM Faculty. This function shall include but not be limited to the following:

- 4.1.2.1 Advise the Dean on matters concerning the welfare and function of the SOM;
- 4.1.2.2 Receive and consider reports of the standing committees;
- 4.1.2.3 Recommend to the Dean names of faculty members and qualified individuals from outside the University who might serve on search committees or on ad hoc committees; and
- 4.1.2.4 Receive from the Dean the report of the review of each academic department (including a summary of the recommendations and actions taken), which shall be done at least every five years.

**4.1.3 Meetings**

Meetings of the Executive Committee shall be held at least every quarter with the agenda for such meetings being prepared by the Dean in consultation with the Vice Deans. Additionally, items may be placed on a meeting agenda at the request of any three members of the Executive Committee.

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## 4.2 Admissions Committee

### 4.2.1 Membership

The Admissions Committee is structured to represent academic SOM Faculty, members of the community and SOM students. Seven faculty members will be appointed by the Dean of the SOM from a pool of faculty nominated and/or interested in serving on the committee.

Two community members will be appointed by the Dean of the SOM from a pool of interested individuals. In the first year of the medical school, medical students will elect two first year students. In the second year of the medical school, medical students will elect two second year students. In the third year of the medical school, medical students will elect two second year students.

In the fourth year and moving forward, two medical students in good standing will be elected from the second and fourth years and in addition, two alternate medical students in good standing will be elected from the second and fourth years.

All members of the committee will be voting members. Initial terms for faculty and community members will be four, three and two years determined by lottery.

Members are limited to two successive four-year terms and must be off the committee for three years before being eligible to serve again. SOM students will have one-year terms and will not be eligible to serve a second term.

The Chair of the Admissions Committee will be a faculty member appointed by the Dean and will serve a four-year term. The Senior Associate Dean for Admissions and Student Affairs as well as the Director of Admissions will be non-voting, ex officio to the committee.

### 4.2.2 Duties

This committee has the authority and responsibility for the development, implementation and maintenance/amendment of admissions policies for the SOM. The final responsibility for accepting students to the SOM rests with the Admissions Committee. The selection of individual medical students for admission shall not be influenced by any political or financial factors.

4.2.2.1 The committee will identify pre-medical prerequisite coursework

4.2.2.2 The committee will set standards for the initial and secondary review of applications as well as review all applicants who are invited to interview and will make the final decision concerning each applicant.

### 4.2.3 Meetings

Meetings of the Admissions Committee will take place from September through March of each year.

4.2.3.1 Seven members of whom five must be faculty shall constitute a quorum.

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#### 4.3 Student Progress Committee

##### 4.3.1 Membership

The Student Progress Committee is structured to represent all academic faculty and shall consist of seven faculty and two student members. Faculty members who serve as Block Directors or Clerkship Directors will not be permitted to serve as members of the Student Progress Committee to minimize potential conflicts of interest. Department Chairs and Deans (Associate, Assistant, Vice) will not be permitted to serve as members of the Student Progress Committee to minimize potential conflicts of interest.

Faculty members will be nominated by the general faculty and appointed by the Dean of the SOM. Terms of service for faculty members will be four, three and two years and determined by lottery. Members are limited to two successive four-year terms and must be off the committee for at least three years before they are again eligible. Medical students will elect two student members in good academic standing. Student members will serve one-year terms. In all cases, committee members, including students, must recuse themselves if there is an apparent or actual conflict of interest.

In the first year of the medical school, medical students will elect two first year students. In the second year of the medical school, medical students will elect two second year students. In the third year of the medical school, medical students will elect two second year students. In the fourth year and moving forward, medical students will elect two student members in good academic standing from the second and fourth year classes.

The Chair of the Student Progress Committee will be appointed by the SOM Dean. The Senior Associate Dean for Admissions and Student Affairs will be a non-voting, ex officio member of the committee.

##### 4.3.2 Duties

The Student Progress Committee has the responsibility for issues related to medical student assessment, promotion, graduation, and any disciplinary action. The committee is charged with evaluating and making decisions concerning promotion, remediation, probation, leaves of absence, expanded curriculum plans, suspension, dismissal, and graduation.

4.3.2.1 The Student Progress Committee has the responsibility and authority to recommend to the Dean through the Executive Committee those students who have satisfactorily completed Phase 1 of the curriculum for promotion to Phase 2.

4.3.2.2 The Student Progress Committee has the responsibility and authority to recommend to the Dean through the Executive Committee those students who have satisfactorily completed Phase 2 of the curriculum for Promotion to Phase 3.

4.3.2.3 The Student Progress Committee has the responsibility and authority to recommend to the Dean through the Executive Committee those students who have satisfactorily completed the requirements for graduation.

##### 4.3.3 Meetings

This committee will meet throughout the year as required.

4.3.3.1 Five members of whom three must be faculty shall constitute a quorum.

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#### 4.4 Curriculum Oversight Committee

##### 4.4.1 Membership

- 4.4.1.1 Voting membership of the Curriculum Oversight Committee consists of fifteen teaching faculty and two medical students, one M1 and one M2. Nine of the faculty members are elected by the faculty-at-large, six are appointed by the Dean. The students elected by their respective classes and must be in good academic standing to serve.
- 4.4.1.2 The nine elected faculty will have 3-year terms. This will initially be determined by lottery and allocated as follows: three with 3-year terms, three with 2-year terms, three with 1-year terms. The six appointed faculty will serve 1-year terms. The students will each serve 1-year terms.
- 4.4.1.3 Elected members who leave the committee will be replaced by election. Appointed members who leave the committee will be replaced by appointment.
- 4.4.1.4 Course/clerkship directors are eligible to serve on the committee. Department chairs are not eligible to serve on the committee.
- 4.4.1.5 Elected faculty members are limited to two successive terms of service (6 years), and must be off the committee for two years before being eligible again. Appointed faculty members are limited to three successive terms of service (3 years), and must be off the committee for two years before being eligible again. The M1 student is eligible to be re-elected once.
- 4.4.1.6 A voting faculty member will be elected by the committee to serve as chair. This election will be held each year after new voting members have joined the committee.
- 4.4.1.7 Non-voting, ex officio membership of the Curriculum Oversight Committee consists of the Vice Dean for Academic Affairs & Education; Senior representatives (i.e. deans or directors) for the following: Biomedical science education, Clinical education, Community engagement, Curriculum, Educational outcomes and assessment, Student affairs and admissions.

##### 4.4.2 Duties

- 4.4.2.1 The Curriculum Oversight Committee is structured to promote robust faculty involvement in the design, implementation, and evolution of the School of Medicine's curriculum. It has the authority and accountability for oversight of the design of the curriculum, including competencies, learning objectives, curriculum implementation, setting standards of achievement, and evaluation procedures for the entire four-year curriculum. The committee has responsibility for the curriculum improvement process.
- 4.4.2.2 The committee is charged with developing and implementing the process for continuous oversight and evaluation of the curriculum to assure that it is coherent, coordinated, integrated, and in compliance with LCME standards. This includes oversight of curricular content, learning objectives, pedagogies, assessments, and all pertinent outcomes. It may initiate additional curriculum development activities as needed, for example, in response to changing LCME requirements.
- 4.4.2.3 The Curriculum Oversight Committee will have four internal working groups in the following areas: (1) basic sciences, (2) clinical education, (3) community engagement, and (4) LCME compliance. The charges of the working groups are as follows:

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- Basic sciences working group – assure the principles of the sciences basic to medicine are appropriately represented and coordinated throughout the curriculum.
  - Clinical education working group – assure the principles of clinical practice are appropriately represented and coordinated throughout the curriculum.
  - Community engagement working group – assure the principles of community service, the social determinants of health and disease, health disparities, and hospitality are appropriately represented and coordinated throughout the curriculum.
  - LCME compliance working group – assure the planning and implementation of the curriculum is aligned with each pertinent LCME standard.
- 4.4.2.4 Course/clerkship directors may not serve on a working group where a significant conflict of interest exists. Voting members must likewise recuse themselves from committee matters where a significant conflict of interest exists.
- 4.4.2.5 The Curriculum Oversight Committee is responsible for developing mechanism(s) to allow the submission of agenda items, as well as making this submission process known to constituents within the school.
- 4.4.3 **Meetings**
- 4.4.3.1 Nine members will constitute a quorum.
- 4.4.3.2 The Curriculum Oversight Committee will meet monthly. Ex officio members will have standing invitations to alternating meetings.
- 4.4.3.3 When ex officio members are not present at a meeting, the chair will be responsible for communicating committee actions in writing to the Vice Dean for Academic Affairs & Education.



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**4.5 Research Committee**

The charge of the Research Committee is to create liaison across the UNLV community to facilitate research activity and to review and provide feedback on research activities, issues, proposals, and potential funding opportunities within the SOM Office of Research. The committee shall be charged with the development of the strategic plan for research efforts and recommend to the Dean allocation of research funds which have been placed at the Dean's disposal.

**4.5.1 Membership**

The Research Committee will consist of seven faculty members.

The Chair of the Research Committee will be a faculty member appointed by the Dean and will serve a two-year term. The Assistant Dean for Research will be non-voting and ex officio to the committee.

**4.5.2 Duties**

In addition to the charge, the committee has the authority and responsibility for the design and implementation, and review of research policies for the SOM.

**4.5.3 Meetings**

The committee shall meet quarterly and as required.

4.5.3.1 Four members shall constitute a quorum.

**4.6 Faculty Appointments, Promotion, and Tenure Committee****4.6.1 Membership**

Faculty Appointments, Promotion, and Tenure Committee will consist of seven faculty. Seven members will be nominated and elected from the full-time faculty at large. The Chair of the Faculty Appointments Promotions and Tenure Committee will be a faculty member appointed by the Dean and will serve a three-year term. The Associate Dean for Faculty Affairs will be non-voting and ex officio member to the committee.

**4.6.2 Duties**

4.6.2.1 The committee shall review and make recommendations regarding those individuals considered for appointment at Associate or Professor level and promotion. Members of the committee shall be Associate Professor or Professor and shall review and make recommendations regarding tenure for those individuals in the tenure-track and promotion for those in the tenure or non-tenure tracks.

4.6.2.2 The committee shall make recommendations regarding policies and procedures to be used to evaluate individuals considered for promotion and/or tenure and shall forward these recommendations to the Dean for action.

**4.6.3 Meetings**

The committee shall meet prior to the promotion and tenure review period and as required.

4.6.3.1 Four members shall constitute a quorum.

#### 4.7 Graduate Medical Education Committee [GMEC]

##### 4.7.1 Membership

The GMEC shall include at least the following voting members: the Associate Dean for Graduate Medical Education who shall be the Designated Institutional Official DIO; a representative sample of program directors from its ACGME-accredited programs; a minimum of two peer selected residents/fellows; and, a quality improvement/safety officer or his or her designee.

##### 4.7.2 Duties

4.7.2.1 GMEC responsibilities must include oversight of:

- a) The ACGME accreditation status of the SOM and its ACGME- accredited programs;
- b) The quality of the GME learning and working environment within the SOM, its ACGME-accredited programs, and its participating sites;
- c) The quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements;
- d) The ACGME-accredited programs' annual evaluation and improvement activities; and,
- e) All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the SOM.

4.7.2.2 Review and approval of:

- a) Institutional GME policies and procedures;
- b) Annual recommendations to the SOM administration regarding resident/fellow stipends and benefits;
- c) Applications for ACGME accreditation of new programs;
- d) Requests for permanent changes in resident/fellow complement;
- e) Major changes in ACGME-accredited programs' structure or duration of education;
- f) Additions and deletions of ACGME-accredited programs' participating sites;
- g) Appointment of new program directors
- h) Progress reports requested by a Review Committee;
- i) Responses to Clinical Learning Environment Review (CLER) reports;
- j) Requests for exceptions to duty hour requirements;
- k) Voluntary withdrawal of ACGME program accreditation; requests for appeal of an adverse action by a Review Committee; and, appeal presentations to an ACGME Appeals Panel.

4.7.2.3 The GMEC must demonstrate effective oversight of the SOM's Institutional ACGME accreditation through an Annual Institutional Review (AIR).

4.7.2.4 The GMEC must identify institutional performance indicators for the AIR that includes:

- a) Results of the most recent institutional self-study visit;
- b) Results of ACGME surveys of residents/fellows and core faculty; and,
- c) Notification of ACGME-accredited programs' accreditation statuses and self-study visits.

- 4.7.2.5 The AIR must include monitoring procedures for action plans resulting from the review.
- 4.7.2.6 The DIO must submit a written annual executive summary of the AIR to the Governing Body.
- 4.7.2.7 The GMEC must demonstrate effective oversight of underperforming programs through a Special Review process that meets current ACGME requirements.

#### 4.7.3 Meetings

Attendance: The GMEC must meet a minimum of twice per academic year.

- 4.7.3.1 Each meeting of the GMEC must include attendance by at least one resident/fellow member.

#### 4.8 Peer Review Committee

SOM peer review shall be in accordance with the UNLV Bylaws, Chapter III, Section 8. The peer review procedure is not automatic; rather it becomes operative only after the Dean receives a written request for a peer review from the faculty member.

##### 4.8.1 Membership

The membership of the Committee shall be between five and 10 members, appointed by the Dean, and up to three elected members from the faculty at large, and will not include department Chairs. Each member selected shall be a SOM faculty at the rank of Associate Professor or Professor. The Dean should endeavor to include representatives from various areas of medical school education including undergraduate medical education, graduate medical education, research, clinical and compliance offices.

When a written request for peer review is received by the Dean, the Dean shall select members of the Peer Review Committee from the appropriate pool of elected members.

To avoid conflicts of interest, faculty from the same department or faculty who have personal or professional ties to the faculty member seeking peer review, may not serve on the Peer Review Committee. Tenure-track faculty members (those who are on a tenure-track but not yet tenured) are not eligible to serve on SOM Peer Review Committees.

The Chair of the Peer Review Committee will be elected by the members of the committee.

##### 4.8.2 Meetings

The Associate Dean for Faculty Affairs shall call the first meeting Peer Review Committee and inform committee members of the process and to elect a committee chairperson (See Appendix B for Peer Review Guidelines).

#### 4.9 Merit Committee (only formed in years of merit eligibility)

The Merit Committee shall consist of five faculty members for a period of three years. The chair of the committee will be selected among the elected members on a yearly basis. The committee shall be responsible for the determination of the minimum standards for satisfactory and meritorious performance in teaching, research, clinical and service. The

committee shall meet only in years of merit eligibility. At that point, the committee will meet after annual evaluations have been completed and turned in to the Dean of the SOM.

## **5.0 Conflict of Interest Committee/Work Group**

### **5.0.1 Membership**

At the beginning of each academic year, the Dean shall call for the election of committee members. The committee shall be between five and 10 members, appointed by the Dean, and up to three elected members from the faculty at large, and will not include department Chairs. The Dean should endeavor to include representatives from various areas of medical school education including undergraduate medical education, graduate medical education, research, clinical and compliance offices. In addition, a senior representative from the offices of the Senior Associate Dean for Administration and Finance, Vice Dean for Clinical Affairs, and Director of Compliance will serve as members to the committee.

### **5.0.2 Duties**

The SOM Conflict of Interest (COI) Committee is responsible for defining, identifying, and evaluating potential conflicts of interest related to private commercial interests such as pharmaceutical companies, medical supply companies and biomedical technology in their interactions with UNLV med faculty, students, residents, and staff in associated clinical facilities. The committee's activity is limited to the SOM COI policy. The UNLV COI Committee and COI designated official oversee UNLV COI policy and COI management plans related to UNLV policy.

The SOM COI Committee acts to review, approve, or deny requests for exceptions to SOM COI policy and helps to disseminate information to inform and educate the SOM community about COI. The Committee reviews and revises the COM COI policy annually, for approval by the SOM Executive Committee.

### **5.0.3 Meeting and Voting Procedures**

The committee shall meet no less than twice a year. Voting may occur in person or electronically. A majority vote of the entire committee is required for approval of COI exemption requests, policy revisions, and related matters.

## **5.1 Nomination Committee**

### **5.1.1 Membership**

At the beginning of each academic year, the Dean shall call for the election of committee members. The membership of the committee shall be between five and 10 members, appointed by the Dean, and up to three elected members from the faculty at large. The Dean should endeavor to include representatives from various areas of medical school education including undergraduate medical education, graduate medical education, research, and compliance offices.

### **5.1.2 Duties**

The SOM Nomination Committee shall publicize, solicit, and submit the names of all qualified candidates for vacant positions on School committees.

### **5.1.3 Voting and Voting Procedures**

The committee shall meet no less than twice a year. Voting may occur in person or electronically. A majority vote of the entire committee is required for approval of a candidate to move forward for a SOM faculty-wide ballot.

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**5.2 Diversity and Inclusion Committee****5.2.1 Membership**

The membership shall consist of the Associate Dean for Diversity and Inclusion, Director of Office of Diversity and Inclusion, a representative from the Admissions office, the Student Affairs office, the Office of Faculty Affairs, SOM HR, two delegates-at-large elected each academic year from and by the SOM Academic Faculty by the previously mentioned members, and two student body representatives in good standing, who are nominated or can self-nominate and are elected by their class members.

5.2.1.1 Additional non-voting members will be selected from the community as representatives of the social, cultural, and economic groups we have determined to target in our faculty and student recruitment to form an external advisory committee. Their role will be to assist the committee in better understanding the needs of the community and effectively reaching out to and building relationships with the local community.

**5.2.2 Duties**

5.2.2.1 The major responsibility of the Diversity and Inclusion Committee shall be to discuss programs and policies necessary to meet the school of medicine's diversity and inclusion goals. The Diversity and Inclusion Committee will review new and existing programs and policies based on feedback and data collected from faculty and other offices within the institution in order to ensure continuous improvement.

5.2.2.2 The Diversity and Inclusion Committee shall provide an annual report of activities and outcome data related to the UNLV School of Medicine's stated Diversity and Inclusion goals.

5.2.2.3 The committee will provide oversight to ensure the UNLV School of Medicine is prepared for each LCME site visit and meets all diversity and inclusion requirements through full accreditation and beyond.

**5.2.3 Meetings**

Meetings of the Diversity and Inclusion Committee shall be held at least every quarter with the agenda for such meetings being prepared by the Director of the Office of Diversity and Inclusion. Additionally, items may be placed on a meeting agenda at the request of any members of the Diversity and Inclusion Committee.

**ARTICLE V. AMENDING THE BYLAWS**

Proposed amendments to the SOM Bylaws will be presented to the SOM Faculty along with notification of the time and place of a meeting for the purpose of discussing the bylaw amendments. These will be distributed to all voting faculty at least two weeks prior to the meeting date. The notification will include a summary of the proposed changes.

Voting on the proposed amendments will be accomplished by electronic ballot with passage requiring a vote of greater than 50% of those eligible faculty members who participated in the vote. The faculty vote will be delivered to the Executive Committee who will vote on the recommended changes. Voting on the proposed amendments will be accomplished by electronic ballot with passage requiring a vote of greater than 50% of those eligible committee members who participated in the vote. The Executive Committee vote will be delivered to the Dean of the SOM. The Dean's vote and the faculty and Executive Committee votes will be forwarded to the office of the UNLV President and Provost.

**ARTICLE VI. EFFECTIVENESS**

These bylaws, and any amendments thereto, become effective upon the approval of the faculty and Dean, and upon the approval of the Executive Vice President and Provost and President of UNLV.

**ARTICLE VII. PARLIAMENTARY AUTHORITY**

The Parliamentary authority for the SOM Faculty, the Executive Committee and all other committees shall be Robert's Rules of Order, most recent edition, except where this authority is not consistent with NSHE Board of Regents Handbook, UNLV Bylaws and Policies. All meetings of the faculty and its committee shall be open to the SOM Faculty and medical students except where otherwise specified in the bylaws or when the Chair of the committee declares the meetings to be in Executive Session.

**APPENDIX A: GENERAL OPERATING PROCEDURES**

1. Unless otherwise specified, terms of office on standing committees shall be three years with terms staggered to provide for continuity of membership.
2. Unless otherwise specified, all Chairs, Chairs-Elect, Vice-Chairs, and Vice-Chairs-Elect of standing committees will serve one-year terms or until successors are duly chosen.
3. Each standing committee shall choose from its membership a Chair and a Vice-Chair. The Chair or Vice-Chair from the previous year shall call a meeting before the first day of August for this purpose. The succession of the Vice-Chair to the position of Chair will either be confirmed; or in the alternative a new Chair will be elected. A Vice-Chair will be elected with the intent that this individual will succeed to the position of Chair in the following year.
4. During a given year of faculty governance (August through the next July), a faculty member shall not be the Chair of more than one of the standing committees represented on the Executive Committee.
5. The Chair or Vice-Chair of each standing committee will submit the minutes from each meeting to the Office of the Dean.
6. Unless otherwise specified, a simple majority of the members of each committee will be sufficient to conduct business.
7. The Chair of each standing committee shall report any concerns about the attendance or performance of faculty members on the committee to the Dean.
8. The Chair of each standing committee shall submit a written annual report of the Committee's activities by July 31 to the Executive Committee.
9. Except as expressly stated, all committee members will have the right of voting on all matters of committee business.

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**APPENDIX B: PEER REVIEW GUIDELINES**

If a faculty member disagrees with the evaluation, then within thirty (30) calendar days after notification, he or she may submit a rejoinder (written response to the evaluation) to be incorporated therewith.

**File a Rejoinder**

A rejoinder is a statement attached to your evaluation that expresses why you disagree.

**Requesting a Peer Review**

The peer review procedure is not automatic; rather it becomes operative only after the Dean receives a written request from the faculty member for the formation of a committee of peers to conduct a separate annual evaluation. The contesting faculty member has fifteen (15) calendar days from the dates/he signs the Annual Evaluation Report to submit the peer review request.

**Committee Composition**

A peer review committee consists of elected faculty members including a chair of the committee. The chair is responsible for submitting the final report to the college Dean. The Peer Review Committee will meet within fifteen (15) calendar days of the date the request was made to the Dean of the SOM by the faculty member.

**Peer Evaluation File**

Within 30 calendar days after notification, the faculty member may establish a Peer Evaluation File to include materials he/she judges to be pertinent to the matter being evaluated. Departments shall establish categories of evidence to be included. The department and higher levels of review shall use this file in addition to other sources which may include:

- Performance evaluation
- The Faculty member's Annual Achievement Report
- Other documents used in support of the evaluation (e.g., special assignments, letters of instruction, written warnings, letters from campus constituents).

**The Review**

The review may include written materials submitted by the department head and the faculty member. The department head and higher levels of review may also use the peer evaluation file in addition to other sources.

The review may also include interviews with the faculty member's supervisor and the faculty member. The interview should be restricted to information regarding the appeal. At its discretion, the committee may request interviews with other personnel. However, interviews are limited to persons who have a direct bearing or knowledge of the evaluation or intimate knowledge of the faculty member's work. Character interviews are not allowed. The parties are interviewed separately.

For clarification purposes, the committee may seek additional information. It is not the responsibility of the committee to make the case for the faculty member or the department.



**APPENDIX B: PEER REVIEW GUIDELINES** (Continued)**The Report**

The committee shall submit an independent written evaluation to the Dean and Executive Vice President and Provost within a reasonable time frame (e.g., ten (10) working days from the date of receiving its charge but no later than the end of the B-contract period).

**The Decision**

Both the original evaluation and the recommendation of the Peer Review Committee shall be forwarded to the Dean of the SOM and the Executive Vice President and Provost and both evaluations shall be placed in the faculty member's master personnel file. The Executive Vice President and Provost shall make the final decision on the evaluation to be issued to the faculty member for the year.

The decision of the Executive Vice President and Provost will be in writing and addressed to the faculty member's supervisor. The faculty member will receive a copy of this decision and a copy is to be filed in the faculty member's master personnel file.