BYLAWS of the School of Medicine Faculty

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APPROVED:

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BYLAWS OF THE SCHOOL OF MEDICINE FACULTY

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ARTICLE I. PREAMBLE

The educational, service and scholarly missions of the UNLV School of Medicine (SOM) are accomplished through the cooperative and interdependent activities of the faculty and the administration. The success of this partnership hinges directly upon open communications among faculty members and administrative officers in the School of Medicine since the free exchange of knowledge, experience, hopes, history and plans form the matrix upon which effective governance is based.

The purpose of these bylaws is to provide the framework by which the SOM Faculty governs itself and participates in the development and implementation of policies and procedures related to the missions of the SOM. These bylaws describe the organizational structure of the Medical Faculty and the relationships between the SOM Faculty and the University Administration.

This governance structure provides for the orderly flow of information and concerns within the School and enables the conduct of business in a timely manner.
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, clinical educator, clinical and research and 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 adjunct faculty volunteers or employed by UNLV at least 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 Academic Affairs. This listing shall be provided to the Executive Committee on the first day of the academic year.
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.

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. 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 are 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, but if they involve time away from the University, approval for travel away from the University should be sought from the appropriate supervisor.

2.2.2 Ban on Speakers' Bureaus
All SOM Faculty will not present at programs designed solely or predominantly for company promotional, sales, or marketing purposes even if those circumstances are controlled by the faculty receive 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.
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 20 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).
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 III, 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 August 1 and end on July 31.

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, Vice Deans, all department chairs, and chairs of the following Standing Committees: Curriculum Committee, Research Committee, Faculty Appointments, Promotion and Tenure Committee, and delegates-at-large elected from and by the SOM Academic Faculty.

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 other month 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.
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.
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.

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. Student members will serve one-year terms. 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 non-voting and ex-officio to the committee.

4.3.2 Duties
The Student Progress Committee has the responsibility and authority to develop and implement policies and procedures regarding medical student assessment, promotion, graduation and any disciplinary action. The committee is charged with establishing a set of policies that are student centered but mindful of the responsibility to patient safety and responsibility to the community.

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.
4.4 Curriculum Committee

4.4.1 Membership
The Curriculum Committee is structured to represent teaching faculty. The committee consists of eleven teaching faculty. Four members are elected by the faculty-at-large and seven members are appointed by the Vice Dean for Academic Affairs and Education. A total of five medical students in good standing will be elected by their respective classes to serve as members to the Curriculum Committee (two student representatives), Scientific Foundations Subcommittee (one student representative), Community Engagement Subcommittee (one student representative), and Clinical Education Subcommittee (one student representative).

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 of the medical school, and moving forward, medical students will elect two second year and two fourth year students.

Initial terms for faculty will be four, three, or two years determined by lottery. Subsequently, terms will be four years. Faculty members are limited to two successive terms on the committee and must be off the committee for two years before being eligible again. Medical students will serve for one-year terms. All members have a vote.

The Curriculum Committee will be Co-Chaired by the Associate Dean for Curriculum & Assessment and a faculty member elected by the committee. The Curriculum Committee reports to the Vice Dean for Academic Affairs.

4.4.2 Duties
The Curriculum Committee has authority and accountability for oversight of the design of the curriculum, including competencies, learning objectives, curriculum implementation, and evaluation procedures for the entire four year curriculum. The committee has responsibility for the curriculum improvement process.

This 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.

It reviews detailed plans for curriculum content and pedagogical methods to be utilized by each block/unit as presented by the subcommittees, to assure overall coherence of learning objectives, curriculum, and evaluation methods. Plans will be sent back to the subcommittees for additional work if concerns are identified. It reviews methods and options for assessment of students. It may also initiate additional curriculum development activities to refer back to the appropriate subcommittee as needed, for example, in response to changes in LCME requirements.

The subcommittees of the Curriculum Committee are designed to enhance vertical and horizontal integration across the entire curriculum because they are organized around broad subject-matter themes that will continue in all four years of the curriculum. The Curriculum Committee will elect from its members subcommittee chairs.
All subcommittees report to the parent Curriculum Committee, which has the authority and accountability for oversight of the design of the curriculum.

Membership of each subcommittee: seven faculty members, four shall be elected by the faculty as a whole and, three shall be appointed by the Dean from a list of volunteers drawn from the teaching faculty. 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.

Five subcommittee members, four of whom must be faculty, will constitute a quorum. The subcommittees are:

- **Scientific Foundations Subcommittee**
  Charge: Assure that the principles of the sciences basic to medicine are represented in the integrated organ blocks and that scientific principles are revisited in the clinical years. Review the blocks and intersessions courses in the Phase 1 of the Curriculum with the support of the Office of Program Evaluation.

- **Clinical Education Subcommittee**
  Charge: Assure that the principles of Clinical Science including communication, cultural competence, evidence-based medicine, and Ethics are represented throughout the curriculum. Review the Doctoring courses, clerkships, and intersession courses in all phases of the curriculum with the support of the Office of Program Evaluation.

- **Community Engagement Subcommittee**
  Charge: Assure that the principles of community service, the social determinants of health & disease, disparities, nutrition, hospitality in medicine, and Spanish are represented throughout the curriculum. Review the Learning Communities Courses and the Nevada Community Medicine courses with the support of the Office of Program Evaluation.

4.4.2.1 The Curriculum Committee is charged with developing and implementing the process for continuous oversight and evaluation of the curriculum to assure that it is coherent, coordinated, and integrated.

4.4.2.1.1 Reviews detailed plans for curriculum content and pedagogical methods to be utilized by each block/unit as presented by the Phase Subcommittees, to assure overall coherence of learning objectives, curriculum, and evaluation methods. Plans will be sent back to the sub-committees for additional work if concerns are identified.

4.4.2.1.2 Reviews methods and options for assessment of students developed by a subcommittee dedicated to this role.

4.4.2.1.3 May also initiate additional curriculum development activities to refer back to the appropriate subcommittee as needed, for example, in response to changes in LCME requirements.

4.4.3 Meetings

4.4.3.1 Nine members of whom six must be faculty shall constitute a quorum.
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 Vice 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.

4.6 Faculty Appointments, Promotion, and Tenure Committee
4.6.1 Membership
Faculty Appointments, Promotion, and Tenure Committee will consist of seven faculty.
The Chair of the Faculty Appointments Promotions and Tenure Committee will be a tenured faculty member appointed by the Dean and will serve a two-year term. The Vice Dean for Academic Affairs and Education will be non-voting and ex officio 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.

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 Five 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 and Faculty Development 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 Vice Dean for Academic Affairs 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 Vice Dean for Academic 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
   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.
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.

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.
5.2 Diversity and Inclusion Commitment

5.2.1 Membership

The membership shall consist of the Associate Dean of 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, 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.

a) 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

a) 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.

b) 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.

c) 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 three weeks prior to the meeting date. The letter of 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.

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.
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 date s/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.