



## **Bylaws of the Faculty of the School of Medicine**

**University of Puerto Rico**

**Effective July 1, 2017**

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# **BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE - UPR**

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# **BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE - UPR**

## **GENERAL PROVISIONS**

The purpose of these Bylaws is to guide the Faculty in its mission of accomplishing the goals of the School of Medicine (SoM). It defines the administrative relationships within the School of Medicine and sets forth the privileges and responsibilities of the Faculty. These Bylaws establish the structures and procedures necessary for the achievement of the faculty's functions and responsibilities in accordance with the University Law and The UPR General Rules **(24.5<sup>1</sup>)**. The School of Medicine reaffirms the right of the Faculty and its members to academic freedom in teaching and in research **(11<sup>1</sup>)**. The School of Medicine also reaffirms the students' paramount and fundamental right to receive all of the necessary elements of each course taught by the Faculty within the frame of mutual respect and freedom of speech **(11.4<sup>1</sup>)**.

## **CHAPTER I**

### **THE FACULTY OF THE SCHOOL OF MEDICINE**

#### **Article 1 - Faculty Responsibilities and Function**

- a. Provide teaching and promote learning to students and residents
- b. Provide clinical service at the assigned clinical sites or settings as a way to promote teaching and learning (clinical faculty).
- c. Have a Faculty Personnel Committee **(24.4<sup>1</sup>)**.
- d. Recommend new academic programs, and extension and continuing medical education projects to the Academic Senate **(24.5.1<sup>1</sup>)**.
- e. Raise issues to the Chancellor **(24.5.2<sup>1</sup>)**.
- f. Participate in consulting processes **(24.5.4<sup>1</sup>)**.
- g. Recommend candidates for MS, PhD, MD, MD/PhD **(24.5.5<sup>1</sup>)**.
- h. Recommend to the Academic Senate or higher authorities the creation, elimination or reorganization of dependencies or departments **(24.5.6<sup>1</sup>)**.
- i. Recommend academic and honorary distinctions **(24.5.7<sup>1</sup>)**.
- j. Elect Academic Senators **(24.5.8<sup>1</sup>)**.
- k. Elect faculty members to permanent and Ad-hoc committees according to committees' bylaws.
- l. Evaluate the performance, knowledge, and attitudes of students and residents.
- m. Perform research and publish the results of their investigations.
- n. Meet the objectives of the University of Puerto Rico **(24.5.3<sup>1</sup>)**.
- o. Meet the objectives of the SoM.

<sup>1</sup>UPR General Rules, 2002 edition as amended in 2006.

<sup>2</sup>Certification Number 024 1996-97 Junta de Síndicos Universidad de Puerto Rico, Profesor Adjunto

<sup>3</sup>Certification #66 1994-95 Junta Universitaria

<sup>4</sup>Certification 078 2010 – 2011 Deberes, Responsabilidades, y Derechos del Profesor en Relación con el Estudiante (Senado Académico).

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<sup>5</sup>Certification 151, Board of Trustees, 2000

### **Article 2 – Membership**

The members of the Faculty will be the Dean of the School of Medicine, all the teaching and research personnel with academic rank **(45.1<sup>1</sup>)**, adjunct professors **(Certification Number 024 1996-97 Junta de Síndicos Universidad de Puerto Rico, Profesor Adjunto)** and Faculty with conditioned tenure **(46.3<sup>1</sup>, 120.25<sup>1</sup>)**.

### **Article 3 - Right to Vote**

Full time faculty members (as defined in **UPR General Rules, 2006, article 64**), those with the right to vote for Academic Senators as defined in articles **21.7.1.1<sup>1</sup>, 21.7.1.2<sup>1</sup>, 21.7.1.3<sup>1</sup>, 21.7.1.4<sup>1</sup>**, those holding a geographical full-time appointment **(Certification #66 1994-95 Junta Universitaria<sup>3</sup>)**, tenured faculty on active duty, faculty with conditioned tenure and any other faculty members with any type of appointment, which have at least seventy-five percent (75%) of assigned task and/or 28 hours weekly; and professors emeritus shall have the right to vote in Faculty Meetings **(24.2.1<sup>1</sup>)**

### **Article 4 - Duties and Privileges of Faculty Members (as specified in the General Rules of the University.)**

- a. Attend all Faculty Meetings punctually **(24.2.5<sup>1</sup>)**.
- b. Perform duties and attributions of the Faculty **(63<sup>1</sup>)**.
- c. Have teaching duties **(64<sup>1</sup>)**.
- d. Have academic duties **(65<sup>1</sup>)**.
- e. Bring forth issues pertaining to the Faculty, and not covered by the UPR Rules or these Bylaws, to the Faculty Affairs Committee.

### **Article 5 - Rights of Faculty Members**

- a. Faculty will be evaluated, promoted and compensated using uniform and established criteria that will guarantee an equal and fair treatment of each faculty member. **(Certification 078 2010 – 2011del SA RCM<sup>4</sup>)**
- b. Other rights approved by the Faculty that do not infringe upon the UPR General rules.

### **Article 6 - Permanent and Special Committees of the Faculty**

There will be the following permanent committees: Committee on Administration, Admissions Committee, Clinical Affairs Committee, Curriculum Committee, Concurrent and Combined Degrees Committee, SoM Institutional Assessment Committee, Faculty Affairs Committee, Faculty Personnel Committee, Graduate Medical Education Committee, Biomedical Sciences and Graduate Studies Committee, Strategic Planning and Development Committee, and Leave of Absence Committee. There will also be an academic committee for each year of

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medical studies (Medicine I, II, III - IV), an advancement committee for each year of medical studies (Advancement Committees I, II, III and Graduation and Awards Committee) and other committees as deemed necessary for the proper functioning of the School. See Chapter III for descriptions.

### **CHAPTER II**

#### **THE DEANSHIP OF THE SCHOOL OF MEDICINE**

##### Article 1 - **The Dean**

Appointment - The Dean shall be appointed by the Board of Governors upon recommendation by the Chancellor of the Medical Sciences Campus to the President of the University of Puerto Rico. The Chancellor will notify the faculty of the School of Medicine of the initiation of the consultation process. Within 30 days after the notification, the faculty will elect, by secret ballot, six tenured faculty members to be part of the Search Committee. The students will elect one representative to be a member of this Committee. The Committee will have a total of seven members. The Committee will recommend candidates to the Chancellor. A written report will contain a summary of the Committee proceedings and final recommendations **(20.1<sup>1</sup>, 20.1.1<sup>1</sup>)**

The Dean will be the Chairperson of the Faculty **(24.2.4<sup>1</sup>)** and the administrative head of the School of Medicine. The Dean represents the School at commencement exercises and at all other public academic activities. The Dean is the Chief Academic Officer (CAO) and the ultimate responsible administrator for the educational program. CAO responsibilities may be delegated to the Associate Dean of Academic Affairs. The Dean will make all final decisions regarding student advancement. The Dean shall be responsible to the Chancellor for the teaching, research, service, accreditation, and administrative functions of the School of Medicine. The Dean will supervise the work of, and be ultimately responsible for all actions taken by the Associate Deans, Assistant Deans, Department Chairpersons, and all members of the Faculty. The Dean shall not be simultaneously Dean and head of any department, section or subdivision within the School of Medicine. The Dean shall be a full time member of the Faculty.

The Dean shall have, but is not limited to, the following functions and prerogatives:

- a. Recommend to the Chancellor: appointments, promotions, resignations, leaves, and dismissals from the faculty with written notification to the faculty member concerned.
- b. Formulate and submit to the Chancellor the budget proposal for the School of Medicine.
- c. Select and appoint the Associate and Assistant Deans after confirmation by the Chancellor.
- d. Will abide to the internal rules and regulations of all permanent and Ad-hoc committees including the selection of committee members by the faculty.
- e. Appoint permanent and special committees of the School of Medicine.
- f. Be an ex-officio member of all permanent committees except for the Admissions and Personnel committees.

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- g. Recommend appointments for Department Chair to the Chancellor following UPR Rules and Regulations (**25.3.1<sup>1</sup>, 25.3.2<sup>1</sup>**).
- h. Appoint Chief of Sections recommended by Department Chair.
- i. Appoint Program Directors by recommendation of Department Chairs upon approval by the Associate Dean for Graduate Medical Education and the Graduate Medical Education Committee (GMEC).
- j. Call for and preside over Faculty meetings.
- k. Submit to the Chancellor an annual report of the work performed by the Faculty, including the Faculty Practice Plan, and present it to the Faculty on its scheduled annual meeting.
- l. Make available to all members of the Faculty and all new appointees a copy of these Bylaws and all applicable rules, regulations, and documents.
- m. Submit to the Chancellor the Strategic Plan of the School of Medicine.
- n. Maintain close supervision of the operation of the Faculty Practice Plan assuring a balance between the times dedicated to clinical practice and that required for teaching and research.
- o. Be the Chairperson of the Committee on Administration of the School of Medicine.
- p. Participate as a member of the Academic Senate and the Administrative Board.
- q. Promote and assure student participation in the proceedings and decisions of the academic community to guarantee the students' academic and personal welfare.
- r. Carry out any other work related to the position or, any other duty that the Chancellor may assign as long as it does not infringe upon the rights and duties of the Faculty and its members as delineated in the UPR General Rules and in these Bylaws, or any other rights previously acquired by the Faculty.

### Article 2 - Associate Deans

Article 2.1 – **Associate Deans** - There shall be Associate Deans - an Associate Dean for Academic Affairs, an Associate Dean for Biomedical Sciences and Graduate Programs, an Associate Dean for Clinical Affairs, an Associate Dean for Graduate Medical Education, an Associate Dean for Students Affairs, and an Associate Dean for Administration, to assist the Dean in the School's administrative functions. The Dean shall recommend to the Chancellor the nominees for appointments to Associate Deanships positions. The Associate Deans **shall not** be simultaneously Chair of any department. The Associate Deans shall be full time members of the Faculty.

**The Associate Dean for Academic Affairs** shall have the following functions:

- a. Be the Chairperson of the Curriculum Committee.
- b. Establish and direct the administrative structure needed for the oversight and coordination of the educational program for the M.D., concurrent and combined degree programs.
- c. Direct and oversight the curricular revisions and changes as decided by the Curriculum Committee.

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- d. Direct and oversight the planning and development of new courses in the curriculum when such are approved by the Curriculum Committee.
- e. Supervise the continued curriculum management and evaluation done by the Curriculum Committee and Medicine Committees.
- f. Supervise the preparation and revision of the academic programs, and coordinate the availability and use of all the necessary teaching resources to be employed in the academic programs.
- g. Recommend appointment of faculty members to standing and special committees.
- h. Submit to the Dean an annual report on the work performed in the Associate Deanship. The report shall contain the outcome and performance analysis of the MD Curriculum effectiveness, among others. It shall supplement, but not duplicate departmental reports. This report will be shared with the faculty at the end of year faculty meeting.
- i. Formulate and submit to the Dean the proposed budget for the Associate Dean's Office.
- j. Carry out any other duties assigned by the Dean.

The **Associate Dean for Biomedical Sciences and Graduate Programs** shall have the following functions:

- a. This person shall be the Director of the Graduate Program. In this function the Associate Dean shall call and preside over the meetings of the Biomedical Sciences Graduate Studies Committee.
- b. Supervise the preparation and revision of the academic programs, and coordinate the availability and use of all the necessary teaching resources to be employed in the academic programs.
- c. Coordinate with the Associate Dean for Academic Affairs the academic programs leading to the graduate and combined degree programs.
- d. Coordinate the support and development of research programs and activities, within the Biomedical Sciences and Graduate Programs.
- e. Formulate and submit to the Dean the proposed budget for the Associate Dean's Office.
- f. Recommend appointment of faculty members to standing and special committees.
- g. Submit to the Dean an annual report on the work performed in the Associate Deanship. This report shall supplement, but not duplicate departmental reports. This report will be shared with the faculty at the end of year faculty meeting.
- h. Carry out any other work assigned by the Dean.

The **Associate Dean for Clinical Affairs** shall have the following functions:

- a. The Associate Dean for Clinical Affairs is the liaison between the School of Medicine and clinical teaching sites including hospitals and ambulatory facilities. In this function, the Associate Dean will represent the Dean of Medicine with the corresponding delegated authority in the establishment of formal agreements with clinical facilities and shall intervene in those administrative actions relative to the academic functions of the Faculty in their respective hospitals and/or ambulatory facilities.



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- b. Actively work in conjunction with course directors and department chairs to participate in the recruitment of faculty within the clinical teaching sites and within the community physicians to increase the teaching faculty within the clinical sites and clinical courses in order to support the academic MD program. Will facilitate and be responsible that all letter of agreement and or affiliation contracts with clinical faculty recruited for the MD program are up to date.
- c. Represent the Dean if necessary, in faculty meetings at affiliated hospitals and/or in the Executive Committees of said hospitals.
- d. Formulate and submit to the Dean the proposed budget for the Associate Dean's Office.
- e. Submit to the Dean an annual report on the work performed in the Associate Deanship. This report will be shared with the faculty at the end of year faculty meeting.
- f. Carry out any other work assigned by the Dean.

**The Associate Dean for Graduate Medical Education** shall have the following functions:

- a. The Associate Dean for Graduate Medical Education is the Designated Institutional Official (DIO) for Graduate Medical Education (GME). As such, the DIO is responsible for the management of the GME Office and day-to-day work related to this area including the Residency Programs.
- b. Be the Chairperson of the Graduate Medical education committee (GMEC) and must demonstrate effective oversight of the Sponsoring Institution's and residency programs accreditation. The evaluation of the Institutional GME office will be done in coordination with the Graduate Medical Education Committee.
- c. Inform the Dean about particular issues related to the clinical services provided by the faculty or the resident staff.
- d. Submit to the Dean an annual executive summary of the Annual Institutional Review (AIR) on the effective work performed in the Associate Deanship and quality of residency programs. This report shall supplement, but not duplicate, departmental reports. This report will be shared with the faculty at the end of year faculty meeting.
- e. Formulate and submit to the Dean the proposed budget for the Associate Dean's Office.
- f. Submit recommended Program Directors by the Department Chairs to the Dean and when approved by the Dean, submit to GMEC and ACGME and ratify their approval. Once approved by GMEC and ACGME report to the Dean so he/she can appoint the Program Director.
- g. Carry out any other responsibility or task assigned by the Dean.

**The Associate Dean for Administration** shall have the following functions:

- a. The Associate Dean for Administration is the administrator of the School's fiscal resources. In this function, the Associate Dean will be responsible for the general management and supervision of the General Fund, the School of Medicine Faculty Practice Plan, Contracts, Gifts and Donations, and Indirect Costs.

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- b. Provide general administrative support to all departments, deanships, the Development Office, Endowment Center and related units as needed. The Associate Dean will supervise the Purchasing Unit of the School.
- c. Supervise the Faculty Affairs Office of the School of Medicine, including maintaining faculty personnel records, provide support to the School's Personnel Committee, organize Faculty Meetings, and maintain and update the faculty database.
- d. Submit to the Dean and the Faculty of the School, an annual budget report and other special reports on financial issues of departments, deanships and related units. The Associate Dean will be responsible for submitting the Annual Financial Questionnaire on Medical School Financing of the LCME.
- e. Formulate and submit to the Dean the proposed budget for the Associate Dean's Office
- f. This Associate Dean will be an Ex-officio member of the Practice Plan Advisory Board and ex-officio member of the Deferred Compensation Plan Board.
- g. Carry out any other responsibility or task assigned by the Dean.

### **The Associate Dean for Students Affairs shall have the following functions:**

- a. Be the Chairperson of the Admissions Committee.
- b. Coordinate and supervise all services provided to students including psychological and counseling services.
- c. Maintain the Dean informed of students affairs and assist the Dean with recommendations related to student issues.
- d. Maintain the surveillance of student's academic records.
- e. Acts as the National Board of Medical Examiners (NBME) Chief Proctor representative at the Medical School.
- f. Serve as student advocate at the School in all areas pertaining to the academic program and services provided to students.
- g. Serve as liaison and advocate between the School and the Campus Deanship for Student Affairs in areas pertaining to centralized student services.
- h. Submit to the Dean an annual report on the work performed in the Associate Deanship. This report will be shared with the faculty at the end of year faculty meeting.
- i. Carry out any other work or task assigned by the Dean.

Article 2.2 - **Assistant Deans** - The Dean shall select and appoint Assistant Deans after confirmation by the Chancellor as needed. The Assistant Deans shall be full time Faculty members.

### Article 3 – **Departments**

- a. The Faculty shall be organized into departments **(25<sup>1</sup>)**.
- b. The creation or reorganization of a Department requires authorization by the appropriate University Authorities **(25.1<sup>1</sup>)**.
- c. Meetings of the departments shall be at least twice per semester **(25.4<sup>1</sup>)**. Quorum will be constituted by 33% of the faculty members of the Department with regular

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appointments (more than 20 hours per week). In clinical departments with less than 5 regular faculty members, quorum will be established by 33% of the total members of the department including those with less than 20 hours per week. **(25.4.3<sup>1</sup>)**

- d. The Dean upon recommendation of the Department Chair shall appoint Chief of Sections or Subdivisions. They shall have the following functions:
  1. To call and preside over section's meetings.
  2. Prepare and submit to the Department Chair the annual budget of the section or subdivision.
  3. Prepare and submit to the Department Chair an annual report on the work performed by the section or subdivision.
  4. Upon recommendation of the Department Chair to the Dean, the Dean may terminate the appointment of a Chief of Sections or Subdivisions when such action is deemed to be in the best interests of the School. The Chief of Sections or Subdivisions shall have the right to appeal a termination to the Dean and to the Adverse Decision Review Committee. In circumstances requiring immediate action, the Dean may temporarily suspend a Chief of Sections or Subdivisions appointment pending consultation with the Adverse Decision Review Committee.

### Article 4 – **Departments Chairs**

The Chancellor with the recommendation of the Dean will appoint each Department Chair. **(25.3.1<sup>1</sup>)**. The Dean shall consult the departmental faculty members prior to this recommendation to the Chancellor **(25.3.2<sup>1</sup>)**. This appointment procedure shall follow the UPR General Rules **(40<sup>1</sup>)**. The main criteria for selection of the departmental head shall be academic excellence and administrative experience. The appointee shall become a full time member of the Faculty. In case of involuntary termination of the appointment, the Chair shall have the right to appeal the decision to the Adverse Decision Review Committee and/or to the Chancellor. In circumstances requiring immediate action, at the Dean's request, the Chancellor may suspend a Chair's appointment pending consultation with the Adverse Decision Review Committee. The Department Chairs shall be full time members of the Faculty.

The Departments Chairs shall have the following functions and prerogatives:

- a. Will be the Chief Executive and Administrative Officer of the Department.
- b. Shall call and preside over departmental meetings at least twice a semester for UPR matters. The agenda to be discussed shall be sent to the faculty in writing or on-line prior to departmental meetings.
- c. Represent the departmental faculty and communicate to the University authorities decisions taken by the faculty as required **(25.3.3<sup>1</sup>)**.
- d. If a discrepancy arises between decisions taken by the departmental head and that of the faculty or any advisory committee, the head of department shall inform both positions, upon presenting the recommendations to pertinent authorities **(25.3.4<sup>1</sup>)**.

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- e. Shall be the “ex-officio” chairperson of all permanent departmental committees **(25.3.3<sup>1</sup>)** with the exception of the personnel committee in which will be a member of the committee.
- f. Recommend candidates for appointment as Chief of Sections and Sub-divisions of the department to the Dean.
- g. Recommend candidates for Program Directors to the Associate Dean for Graduate Medical Education for approval prior to appointment by the Dean of Medicine.
- h. Through the appropriate departmental committees, the Head of the Department shall ensure that the faculty, residents, and students are evaluated and informed of their professional and academic performance. The evaluation shall be discussed with the concerned individual.
- i. Submit to the Dean a proposal for the annual budget of the department.
- j. Submit to the Dean an annual report of the work performed by the department (Teaching, Research, Service, Scholarly Productivity, and Financial). This report will be informed to the faculty at the department’s faculty meeting at the end of the academic year.
- k. Upon recommendation of the Department Chair to the Dean, the Dean may terminate the appointment of a Program Director when such action is deemed to be in the best interests of the School. The Departmental Chair **must consult** with the Associate Dean for Graduate Medical Education / DIO & GMEC of the School of Medicine before making a recommendation of termination of a Program Director to the Dean, and shall inform the Program Director of the reasons for the action. The Program Director shall have the right to appeal a termination to the Dean and to the Adverse Decision Review Committee. In circumstances requiring immediate action, the Dean may temporarily suspend a Program Director appointment pending consultation with the Adverse Decision Review Committee.
- l. Carry out any other work related to the position as long as it does not infringe upon the rights and duties of the faculty members as delineated in UPR General Rules and in these Bylaws, or any other rights approved by the Faculty.

### **CHAPTER III**

#### **COMMITTEES OF THE MEDICAL SCHOOL**

Committees of the School of Medicine shall, in some cases, be appointed by the Dean, and in other cases shall be elected by the faculty (as listed below). Committees shall consist of no less than three **(3)** and no more than forty **(40)** members. The quorum for meetings shall consist of a simple majority. All the departments should have representation in one or more standing committees. The Dean shall submit a list of candidates for appointments at ordinary meeting of the Faculty for its information. The Dean shall be an ex-officio member of all committees of the School of Medicine except for the Admissions Committee and the Faculty Personnel Committee.

All members of the committees are expected, as well as everyone associated with the functions thereof, to openly express any actual conflict of interest or potential before participating in the discussion of any topics designated for discussion by the committee.

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Where there is an actual or potential conflict or a situation that could give rise to a conflict, the individual in question must also disqualify himself from participating in the vote or make recommendations that could be affected by outside interests. For this purpose each member must sign a voluntary declaration of conflict of interest. Members will maintain confidentiality of sensitive information.

Meetings of the School of Medicine' committees shall be conducted assisted by *Robert's "Rules of Order" for parliamentary procedure (Last edition)*.

### **Article 1 - The Committee of Administration**

The Committee of Administration shall be the advisory body to the Dean and shall assist the Dean in implementing the policies of the School of Medicine. It approves resolutions, documents, and policies. The Committee of Administration members with a right to vote shall consist of the Dean of the School of Medicine who shall be its Chairperson, the Chairs of Departments, the Secretary of the Faculty, six **(6)** additional faculty members with the rank of assistant professor or higher elected by the Faculty, Faculty Affairs Committee chair or representative, and medical director of the Medical Practice Plan, medical director of University of Puerto Rico Hospital Dr. Federico Trilla at Carolina; the Associate Deans and the Assistant Deans of the School. Quorum of meetings will be constituted by simple majority of members with right to vote.

Permanent guests without the right to vote includes: Curriculum Office Director, Veterans Administration Hospital representative, clinical site coordinator of the "Taller Clínico del Oeste", medical director of University Pediatric Hospital, medical director of the University Hospital. The Committee may also include guests without the right to vote such as, but not limited to, a representative from the students, a representative from the residents, the Chairperson of the Continuing Medical Education Committee, Alumni representatives, an SoM member who is part of the APPU board of directors, and the Director of the Comprehensive Cancer Center.

The Committee of Administration shall meet as often as needed, but not less than ten **(10)** times per year. Special meetings of the Committee of Administration may be called by the Dean or by a written petition of any five of its members. The Committee of Administration shall keep permanent records of its proceedings and actions.

### **Article 2 - Admissions Committee**

The Admissions Committee is responsible for establishing the policy and the standards for admission to the School of Medicine, which have to be approved by the faculty of the School of Medicine. The Committee shall evaluate the applications and make final decisions on the candidates for admission. The Committee shall also review all applications of students who qualify for admission to advanced standing in the School of Medicine. The Committee Chairperson will be the Associate Dean for Student Affairs.

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The Committee is composed of thirteen **(11)** voting members:

- Nine (9) faculty members:
  - a. Two **(2)** selected by the Dean, at least one must be from an affiliated clinical site appointed for a 2-year term.
  - b. The Associate Dean of Student Affairs
  - c. The Diversity and Inclusion Council Official or its representative.
  - d. Five **(5)** chosen by the Faculty appointed for a 2-year term and may be reelected twice. The first year will be staggered.
- Two **(2)** student representatives selected by peers one from third or one from fourth year of medicine, appointed by the Associate Dean of Academic Affairs for a one-year term.

Quorum of meetings will be constituted by simple majority of members with right to vote. The Committee will meet as needed. The Committee shall make an annual report to the Dean on the work performed.

### **Article 3- Committees on Monitoring and Advancement of Medical Students**

There will be four (4) Monitoring Committees; one committee for each year of the M.D. degree program. The Monitoring IV Committee will also serve as the Awards Committee. Monitoring Committees shall monitor the performance of students, make decisions regarding students academic programs, make recommendations to students in academic difficulties and provide reports to Advancement Committees about students' academic performance. Committee members shall include the directors of the corresponding courses and/ or teaching blocks for that year, the Committee Chair from the previous and the subsequent year's monitoring committee, and a representative from the Combined and Concurrent Degrees Committee, and a faculty member who will serve as the students' representative. This member is selected by and within the students of the particular year. The Dean will appoint all members yearly. The Associate Dean for Student Affairs, the Director of the Curriculum Office and the Director of the Evaluation and Research in Medical Education Office are all ex-officio, non-voting members of these committees.

There will be two (2) Advancement committees, one for first and second year advancement and one for third year advancement and Graduation. Each Committee will consist of a Chair and 4 faculty members all appointed by the Dean yearly. Members will not include any required course or clerkship directors. These advancement committees, throughout the year shall review the performance of each student, with a final recommendation to the Dean at the end of each academic year. The advancement committees provide recommendations to the Dean of Medicine based on the Policies and Guidelines for Academic Evaluation and Advancement of Medical Students. All advancement decisions regarding an individual (i.e. advancement to the next level, repetition of a course/courses or dismissal from the School), will be made by the Dean of Medicine following the guidelines in the Policies and Guidelines for Academic Evaluation and Advancement of Medical Students.

### **Article 4 - Curriculum Committee**

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The Curriculum Committee shall study the trends in medical education, the medical needs of the community, and the aims of the School of Medicine. These decisions are also shared with the Committee on Administration and the Faculty of the School of Medicine. The Committee shall be responsible and empowered for directing, coordinating, controlling and evaluating the curriculum. The Committee shall also oversee the medical education program as a whole and be responsible for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum. The committee will maintain evidence of its proceedings and recommendations through minutes and reports that must evidence: evaluation of the program effectiveness, monitoring the content and workload in each discipline, course and clerkship reviews as well as methods of pedagogy and student's evaluation methodology according to LCME education standards.

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The committee shall consist of twenty-one **(21)** regular members, the Associate Dean for Academic Affairs, who shall serve as its Chairperson, the Curriculum Office Director, the four **(4)** Chairpersons of the Medicine Committees, three **(3)** Department Chairs (one from the Basic Sciences, two from the Clinical Sciences) selected by the Dean, seven **(7)** members elected by the Faculty of Medicine for a three-year term each, which may be re-elected once; one **(1)** member selected by the Dean from an affiliated clinical institution, and four **(4)** student representatives (one from each year of medicine, selected by and within the students for a one-year term). There shall be six **(6)** ex-officio, non-voting members: The Dean of the School of Medicine, the Associate Dean of Clinical Affairs, the Associate Dean of Graduate Medical Education, the Associate Dean for Student Affairs, the Associate Dean for Biomedical Sciences, the Director of the Office of Evaluation and Research in Education, and the Director of the Center for Informatics.

It shall submit an annual report to the Dean and the faculty on the MD program effectiveness based on outcome analysis. This Committee shall meet on a monthly basis. Quorum of meetings will be constituted by simple majority of members with right to vote.

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### Article 5 - **Faculty Affairs Committee**

The Faculty Affairs Committee addresses issues concerning the general welfare and effectiveness of the Faculty. The Committee evaluates the needs of the faculty for graduate and postgraduate education, research, sabbatical leaves, and the participation of faculty in local, national and international scientific meetings, as well as in External Advisory Committees. To promote scholarly productivity by the faculty, the Committee evaluates the teaching load and the distribution of time between teaching, research, service, and administration. Other issues that are considered include public relations and faculty organization.

The committee consists of nine **(9)** members elected by secret ballot at the Annual Faculty Meetings. Eligible faculty members must be at the rank of assistant professor or higher. On the first election, three **(3)** members each will be voted on for one **(1)**, two **(2)** and three-year terms, respectively. In subsequent years, three **(3)** members at a time will be elected for a

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three-year term and may be re-elected once. The Associate Deans shall be ex-officio members of this Committee.

This Committee shall meet at least three times each academic year and shall report to the Faculty and make recommendations to the Committee on Administration through the Dean. Quorum of meetings will be constituted by simple majority of members with right to vote.

The chairperson of the Committee on Faculty Affairs, appointed among its members, shall appoint the following two subcommittees from among its members:

### **Subcommittee on Salary Scale** for the Faculty of the Medical School:

The subcommittee shall review the salary scale of the University System and that of the School of Medicine to recommend necessary adjustments on the Medical School scale. Reports of its advancements will be included in the end of the year committee report shared with the faculty at the faculty meeting.

### **Subcommittee on Professional Ethics, Academic Freedom and Tenure:**

This subcommittee will be concerned with standards of professional ethics to be observed by the Faculty, and the privileges and duties of the Faculty pertaining to academic freedom. It will also make recommendations with regard to policy on tenure. Reports of its advancements will be included in the end of the year committee report shared with the faculty at the faculty meeting.

## Article 6 - **Faculty Personnel Committee**

This Committee is advisory to the Dean on the following matters: appointments, academic ranks, consideration for tenure, promotions, licenses, compensations, transfers, and any other faculty personnel actions as defined by the UPR General Rules, based on the evaluation and recommendations of the departments personnel committees. **(24.4.2<sup>1</sup>)**

This Committee is constituted by a representative from the Personnel Committee of each Department, and three **(3)** faculty members with tenure at the rank of Associate Professor or higher, is selected by the Dean **(24.4.1<sup>1</sup>)**. The departmental members from amongst themselves shall elect the representatives of the Departmental Personnel Committees. The committee members, from amongst themselves, elect the Chairperson of the Faculty Personnel Committee for a three-year term, non-renewable for six years as committee chair with a maximum amount of two terms as chair. This committee shall meet on a monthly basis. Quorum of meetings will be constituted by simple majority of members with right to vote.

## Article 7 - **Committee on Graduate Medical Education**



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The Graduate Medical Education Committee (GMEC) advises the Dean on Graduate Medical Education issues. It also provides supervision and guidance to sponsor educational programs to maintain accreditation status from the Accreditation Council on Graduate Medical Education (ACGME).

The Chair of GMEC is the Designated Institutional Official (DIO) / Associate Dean for Graduate Medical Education. The committee is composed of thirty-two **(32)** voting members: seven **(7)** residents; fourteen **(14)** Program Directors; three **(3)** Designated Institutional Officials (DIO's) from affiliated institutions with established Graduate Medical Education Offices, the Coordinator of Graduate Medical Education and counseling services; the Graduate Medical Education administrator; the Quality Improvement/Safety Officer of one participating institution; and five **(5)** Ex-Officio Members (the Dean, and the Medical Directors from the four main teaching institutions).

This Committee shall meet every two months. Quorum of meetings will be constituted by simple majority of members with right to vote.

### **Article 8 – Clinical Affairs Committee**

The Clinical Affairs Committee is responsible of overseeing; evaluating and assuring that all of the clinical sites meet the requirements of the University of Puerto Rico School of Medicine (SoM). The Committee is in charge of recommending to the Dean any changes in affiliation with clinical sites, it assures that there are written agreements with all of the clinical sites, and that there is a shared responsibility in maintaining a positive learning environment. This committee assures that there is adequate number and qualified faculty in all clinical sites to support all clinical clerkships, courses and electives. It is also charged to promote and recruit new qualified faculty to support the MD program especially in the clinical years. The Committee assures that there are up to date written letters of agreements with all community and clinical sites and faculty private offices.

The Chairperson of the committee is the Associate Dean of Clinical Affairs. The committee is composed of twelve **(12)** members, including the Chairperson and representation from: Curriculum Office, Associate Deanship of Students Affairs Office, Associate Deanship of Administrative Affairs Office, and Associate Deanship for Graduate Medical Education, the Medical Director of the Intramural Practice Plan (PPMI), four **(4)** Faculty members from major clinical clerkship/rotations designated by the Dean of Medicine, one **(1)** third year medical student and one **(1)** fourth year medical student designated by the Associate Dean for Academic Affairs on an annual basis. These members will have the right to vote.

This committee shall meet quarterly. Quorum of meetings will be constituted by simple majority of members with right to vote.

### **Article 9 - Biomedical Sciences and Graduate Studies Committee**

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The Committee will advise the Dean of Medicine concerning the Graduate Studies Program leading to masters and doctoral degrees, will review regulations and manage and make decisions on all matters pertaining to the Graduate Program (including, but not limited to, admissions, student progress, certification of compliance with graduation requirements, evaluation and granting of student licenses, supervision of mentor-student relationship in the context of student's training program and research projects, evaluation and approval of appointment of student's Thesis/Dissertation committees, course creation and curricular revisions, registration, grades, course and faculty evaluations, etc.), and will be a forum for students to present their concerns and suggestions, and appeal decisions taken at the level of the Department or Thesis / Dissertation Committees.

The Chairperson of the Biomedical Sciences and Graduate Studies Committee is the Associate Dean for Biomedical Sciences. The members of the committee include: the Graduate Studies Coordinator, the Directors of the Biomedical Science Departments (Anatomy and Neurobiology, Biochemistry, Microbiology, Pharmacology and Toxicology, and Physiology), one member (1) elected by the faculty for a 2-year term; the individual departmental Graduate Coordinators, and two graduate student representatives, one for all Masters' students and one for all Ph.D. students.

This Committee shall meet at least twice per semester and once in summer. Quorum of meetings will be constituted by simple majority of members with right to vote.

### **Article 10 - Strategic Planning and Development Committee**

This committee is advisory to the Dean. The main function of this committee includes the promotion of continuous assessment strategic planning efforts in the School of Medicine. The Committee also seeks to establish the needs and priorities of the School to recommend the necessary changes in structure in accordance with strategic planning objectives.

The Committee is constituted by nineteen **(19)** members, include the Dean who will serve as Chairperson, the Associate and Assistant Deans, two **(2)** chairs from the Basic Science Departments selected by the Dean, four **(4)** chairs of the Clinical Sciences Departments selected by the Dean, one **(1)** representative from the Curriculum Committee selected by the Associate Dean for Academic Affairs, the Director of the Informatics and Technology Center, the Director of the Curriculum Office, a representative from the Development Office, the Chair of the Institutional Assessment Committee of the School of Medicine, the Executive Director of the School of Medicine Faculty Practice Plan all with a right to vote. Permanent invited guests includes, a student representative from each year of the medicine program selected by themselves, a resident selected amongst themselves, and a doctoral student representative from the Graduate Program in Biomedical Sciences selected amongst themselves.

The faculty will approve the strategic Plan of the School Of Medicine.

### **Article 11 - Medicine Committees I, II, III – IV**

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The Medicine I-IV committees, appointed by the Dean of the School of Medicine, are responsible for reviewing, evaluating, and recommending modifications to the curriculum of the School of Medicine and the system of evaluation. Its members include the course directors of all courses within a curricular year, the Chairperson of the previous and subsequent curricular year, and a student representative from the particular curricular year (selected by and within themselves). Clinical site coordinators from each of the main clinical sites will be members of the Medicine III and IV Committee. Curricular changes, modifications and recommendations are forwarded to the Curriculum Committee for its consideration and approval. The Medicine III and IV Committee is also responsible for the evaluation and recommendation of new elective courses to the Curriculum Committee. Each Committee is responsible for reviewing the structure and content of evaluation practices in their respective years. If upon reviewing evaluation practices and general student performance in the courses, a Medicine Committee deems that modifications to the evaluation system are necessary, it will forward such recommendations to the Curriculum Committee for its consideration.

Ex-officio, non-voting members include: Associate Dean of Academic Affairs, Associate Dean of Clinical Affairs (for Medicine III-IV committee), Associate Dean of Students Affairs, Associate Dean of Biomedical Sciences, Director of Evaluation Office and the Director of the Curriculum Office.

### **Article 12 - Committee for the Evaluation of Students' Leave of Absence Request**

The main function of this committee is to advise the Dean of Medicine on student's requests for leave of absence. The Committee establishes and maintains internal procedures toward the consideration for evaluation and/or approval for a leave of absence.

The Chairperson of the committee is the School of Medicine's Associate Dean for Students Affairs. The committee is composed of five **(5)** faculty members, including the Associate Dean for Students Affairs. The Dean of the School of Medicine must appoint members at the beginning of the academic year for a one-year term. All members will have right to vote.

To prevent conflicts of interest in the evaluation of student's requests, the Committee shall not include the following members: Associate Dean for Academic Affairs, Curriculum Office Director, Evaluation and Medical Research Office Director, Chairpersons of the Advancement Committees I, II, III and IV / Graduations and Award Committee, School of Medicine counselors and psychologists and course directors.

### **Article 13 – Educational Resources Committee**

The Educational Resources Committee promotes excellence in educational resources and learning opportunities for students, residents and faculty of the School of Medicine.

The Chairperson of the committee will be Director of the Center for Informatics and Technology. The committee shall be composed of twelve **(12)** members. The Dean of the

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School of Medicine appoints all members at the beginning of the academic year for a one-year term. Other members include the Director of the Institutional Library or representative, three **(3)** faculty Members, one **(1)** biomedical graduate student, one **(1)** medical student **(1)** and one **(1)** resident. Ex-officio members include: the Dean of the School of Medicine, the Associate Dean for Academic Affairs, the Associate Dean for Biomedical Sciences and the Associate Dean for Graduate Medical Education.

This committee shall meet quarterly. Quorum of meetings will be constituted by simple majority of members with right to vote.

### **Article 14 – Adverse Decision Review Committee**

The charge of the committee is to review any adverse decision made by the Dean as part of the appellate process of students, residents or faculty members. The Committee meets any time a student, resident or faculty member appeals a Dean's adverse decision.

The Committee will follow the applicable institutional policies to review the decision and make recommendations. Adverse decisions refer to decisions regarding denial of a leave of absence, dismissal, disciplinary actions or destitution from a non-trust position, among others. The Dean of Medicine will make the final decision. The Chairperson will be selected within and by the committee members. The committee is composed of five **(5)** faculty members: three **(3)** clinical and two **(2)** basic science departments appointed by the Dean for a one-year term.

To prevent conflicts of interest in the appellate due process of students, residents or faculty, the Committee shall not include the following members: Any associate or assistant deans, course directors, program directors, department chairs, section chiefs, office directors, committee chairs, counselors or psychologists.

### **Article 15 – School of Medicine Institutional Assessment Committee**

The Assessment Committee advises the School's academic leadership for the development, implementation, and support of an assessment plan for the continuous monitoring of institutional effectiveness with regard to its mission, vision, and objectives. The Committee is responsible for developing the assessment plan and for facilitating its implementation in alignment with the campus-wide assessment plan and university wide assessment plan.

Nine **(9)** members constitute the Committee. The Chairperson of the Committee is the Director of the Office of Evaluation and Research in Medical Education. Other members include: one **(1)** member from the Associate Deanship from Graduate Medical Education, one **(1)** member from the Associate Deanship of Administration, two **(2)** members from the Curriculum Office, two **(2)** faculty members from basic sciences departments, and two **(2)** faculty members from clinical sciences departments. The Dean appoints committee members for a five-year term. The Committee meets as deemed necessary. Quorum of meetings will be constituted by simple majority of members with right to vote.

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### **Article 16 – Concurrent - Combined Degrees Committee**

The Concurrent - Combined Degrees Committee oversees the students admitted to the different combined/concurrent degree programs available that can result in graduating with two or more degrees; evaluates any request made by schools interested in entering an affiliation agreement with the SoM with the purpose of providing a combined/concurrent degree program and make recommendations to the Dean of Medicine; and evaluates and approves any degree granting academic program submitted by students as part of a request to obtain a leave of absence with the purpose of studying when such studies will be undergone in a school without an affiliation agreement with the SoM.

The Dean of Medicine will appoint all members for a two-year term. The Dean appoints the Chairperson. Voting Members will include the Chairperson, Academic Programs Coordinator, the Graduate Programs Coordinator, the coordinator of each combined/concurrent degree program, one faculty member from a basic science department and one faculty member from a clinical science department. Ex officio, non-voting members include the Dean of Medicine, the Associate Dean of Academic Affairs, Associate Dean of Biomedical Sciences and the Associate Dean of Student Affairs.

This Committee shall meet every two **(2)** months. Quorum of meetings will be constituted by simple majority of members with right to vote.

### **Article 17 - Learning Environment Oversight Committee**

The committee objective is to develop and implement methods to evaluate and enhance the learning environment. The committee will report to the Dean of Medicine on evaluation outcomes and advise him/her regarding specific findings when faculty are involved. It will advise the Dean of Medicine about policies and processes needed to enhance the learning environment. The Committee will maintain the academic community informed about policies and procedures governing professional conduct, and on the mechanisms to report incidents of unprofessional behavior or mistreatment. It will discuss data regarding unprofessional behavior and mistreatment and implement strategies to decrease these behaviors in the learning environment.

Thirteen (13) members constitute the Committee, all appointed by the Dean of Medicine for a one-year term. There are ten (10) voting members: the Associate Dean for Academic Affairs (ADAA), the Associate Dean for Graduate Medical Education (ADGME), the Associate Dean of Students Affairs (ADSA), the Associate Dean of Biomedical Sciences (ADBS), the Associate Dean of Clinical Affairs (ADCA) , the Curriculum Office / Faculty Development Program Director, two medical students recommended by the ADSA, one graduate student appointed by the ADBS, and one medical resident recommended by the ADGME. The Chairperson of the Committee is the ADAA. There are two (2) Ex-officio non-voting members: The Dean of Medicine and a Wellness center representative. The Committee meets quarterly. Quorum of meetings will be constituted by simple majority of members with right to vote.

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## Article 18 - **Special and Ad-Hoc Committees**

The Dean or the Faculty may appoint any other working group such as committees, ad-hoc committees, special committees, and task forces as needed.

## **CHAPTER IV**

### **MEETINGS OF THE FACULTY**

#### Article 1 – **Faculty Meetings**

A regular meeting of the Faculty of the School of Medicine shall be held during the last month of every academic semester **(24.2<sup>1</sup>)**.

#### Article 2 – **Reports to the Faculty**

At the last ordinary meeting of the Faculty of each academic year, the written reports of Standing and Special Committees and the list of appointments by the Dean to the Standing Committees will be distributed to the Faculty for its information. These documents will be distributed to each department in written form and made available to all faculty members by posting on the School of Medicine website. At the meeting, the faculty will have the opportunity to discuss these reports as deemed necessary. At this meeting, the Faculty will elect the Secretary of the Faculty, and committee members as required.

#### Article 3 – **Extraordinary Meetings**

Extraordinary meetings may be called by the Dean, or by a written petition signed from at least forty **(40)** voting members of the Faculty.

#### Article 4 – **Quorum for Faculty Meetings**

Twenty five **(25)** percent of the faculty members with the right to vote shall constitute a quorum for the transaction of business. **(24.2.3<sup>1</sup>) (Certification 151, Board of Trustees - 2000-2001<sup>5</sup>)**. The Dean may hold an informal meeting when quorum is not met within 30 minutes of the scheduled starting time.

The agenda of a regular meeting of the Faculty shall include, in the following order:

- a. Consideration of minutes of the preceding faculty meeting.
- b. Announcements by the President of the University of Puerto Rico (if any).
- c. Announcements by the Chancellor of the Medical Sciences Campus (if any).
- d. Report of the Dean of the School of Medicine.

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- e. Reports by the Associate Deans of Students Affairs, Graduate Medical Education, Clinical Affairs, Basic Biomedical Sciences and Academic Affairs (when required by the Dean)
- f. Reports of Standing Committees.
- g. Written Academic Senate report (if any) **(24.2.6)**
- h. Reports of Special Committees.
- i. Pending and unfinished business.
- j. New business.

### Article 5 - **Parliamentary Procedures**

All meetings of the Faculty shall be conducted assisted by Robert's "Rules of Order" for parliamentary procedure (Last edition).

### Article 6 – **Minutes**

The minutes of the meetings of the Faculty shall be kept by the Secretary of the Faculty, endorsed by the Dean, and approved by the Faculty.

### Article 7 – **Elections**

**Secretary of the Faculty:** The Secretary of the Faculty shall be a faculty member. The Secretary serves as an additional elected member of the Faculty to the Committee on Administration, is elected by the Faculty through secret ballot by simple majority, and serves a one year-term. The Secretary may be reelected once.

The Faculty members to the Committee on Administration: These members' represents the Faculty of the School of Medicine and are elected by secret ballot. They serve for a one-year term, and may be reelected twice. After three terms in the Committee on Administration, they must wait at least one term to be eligible to serve once again. Simple majority will choose the Committee Members elected by the Faculty through secret ballots.

The faculty members elected to other committees will be through secret ballots. Members may be re-elected as specified in the committees and must wait at least one term after this to be eligible to serve again.

**Academic Senators:** The Academic Senators shall be elected according to UPR General Rules **(21.6-10<sup>1</sup>)**.

## **CHAPTER V**

### **AMENDMENTS TO THESE BYLAWS**

## **BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE - UPR**

### **Article 1 - Amendments**

A proposed amendment to these bylaws shall be submitted to the Secretary of the Faculty in a written petition signed by not less than seven **(7)** voting faculty members, each from a different department. The Secretary of the Faculty shall notify the Dean, who shall include it in the agenda at the next ordinary meeting, unless the signatures required for an extraordinary meeting accompany the amendment.

### **Article 2 – Approval**

A majority of those faculty members with the right to vote attending at the meeting, is required for approval of any amendment.

### **Article 3 – Effective Date**

An amendment becomes a part of these bylaws immediately upon approval by the Faculty, as long as the amendment does not infringe upon the UPR General rules **(24.3<sup>1</sup>)**.