

University of Wisconsin School of Medicine and Public Health

Bylaws

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PREAMBLE

The governing structure at the University of Wisconsin School of Medicine and Public Health (“SMPH”) follows the guidelines outlined in the University of Wisconsin-Madison Faculty Policies and Procedures handbook and the Academic Staff Policies and Procedures handbook.

ARTICLE I. GENERAL INFORMATION

SECTION 1. MISSION, VISION, VALUES, DIVERSITY COMMITMENT

SMPH is dedicated to the mission, vision and values shared by UW Health, an integrated academic health system.

Mission

Advancing health without compromise through:

Service: providing the best possible patient care experience and outcomes for all those who need our services and providing programs that support the health and wellness of individuals and populations.

Scholarship: delivering contemporary education for current and future generations of health professionals.

Science: conducting a broad range of research to discover the most promising ways to promote health and to prevent, detect and treat illness in people and communities.

Social responsibility: doing what is best for the communities we serve through environmental sustainability, policy advocacy, health care delivery and public health.

Vision

Working together, UW Health will be a national leader in health care, advancing the well-being of the people of Wisconsin and beyond.

Values

Integrity: Doing the right things at the right time and place. Focus on the best interests of patients. Be honest with patients, learners and each other.

Innovation: Finding new and better ways to enhance the quality of care and all aspects of our work.

Compassion: Treat patients, families, learners and each other with kindness and empathy. Connect with patients and families individually and personally and engage them as partners in their care decisions.

Accountability: Be individually and collectively responsible for the work we do and for the outcomes and experience of every patient, every learner, every day.

Respect: Honor patients' right to privacy and confidentiality. Value differences among individuals and groups. Actively listen, encourage feedback and choose the best way to deliver timely and meaningful information.

Excellence: Strive to be the best and work continuously to improve performance and exceed expectations.

Diversity: Foster a culture of inclusion and respect among our patients, employees, learners, and the communities we serve. Through teaching, discovery and advocacy, promote equity in access to quality health care.

SECTION 2. SHARED GOVERNANCE

SMPH embraces the principles of shared governance, which includes participation of faculty, staff, and students.

ARTICLE II. DEAN

The SMPH dean is responsible for leading the clinical, educational, and research activities of the SMPH. He/she serves simultaneously as the vice chancellor for medical affairs for the University of Wisconsin-Madison and as the chair or vice-chair of the UW Hospitals and Clinics Authority Board. In this position, the dean reports to both the chancellor and the provost. The dean serves as the chief academic and executive officer of SMPH with responsibility for strategic leadership and oversight of operations for the academic and clinical programs within the school. These responsibilities are fulfilled with the advice and counsel of the Dean's Leadership Team. The Dean's Leadership Team is comprised of SMPH Administration, which includes senior associate deans, UW Health representatives, and others as determined by the SMPH dean. The SMPH dean and Dean's Leadership Team work together to advance the SMPH mission, vision, and values.

ARTICLE III. ACADEMIC DEPARTMENTS AND CENTERS

SMPH department chairs and SMPH center/institute directors advance excellence in education, research, service, and clinical care by overseeing the duties and responsibilities of their respective department, center, or institute. The SMPH department chairs report to the dean and the center/institute directors report to the dean or the dean's designee.

ARTICLE IV. FACULTY AND STAFF

SMPH recruits and supports talented and dedicated faculty and staff who bring innovation and passion to their activities while advancing the Wisconsin Idea.

SECTION 1. PROFESSIONALISM

All SMPH faculty and staff are required to uphold the highest standards of professional conduct and ethical behavior in advancing the missions of the SMPH.

Professionalism includes: 1) demonstrating honesty, integrity, inclusivity, accountability, and fairness; 2) treating everyone, including patients and visitors, colleagues, staff, and learners, with kindness, compassion, and respect; and 3) exhibiting a commitment to altruism in all interactions. Faculty and staff are responsible for personally modeling professional conduct and inspiring professional behavior by others.

The SMPH expects all faculty and staff to abide by these principles of professionalism, and associated laws and university policies, in the performance of their duties.

SECTION 2. CONFLICT OF INTEREST AND COMMITMENT

SMPH follows the “[Unclassified Staff Code of Ethics, Chapter UWS 8](#)” of the Board of Regents of the University of Wisconsin System. All SMPH faculty and staff dually employed by the University of Wisconsin Medical Foundation also follow the “[Policy on Interactions with Industry](#).”

ARTICLE V. COMMITTEES

Bylaw committees are granted their scope and authority by the SMPH dean or the dean’s designee. They may be discontinued due to changes in bylaws, policies, or laws.

SECTION 1. ELECTED & APPOINTED COMMITTEES

A. Academic Planning Council (“APC”)

Purpose

The APC advises the SMPH dean on school programs and policies. The APC approves programs, policies, and procedures that relate to SMPH. These matters include: program review and future development or contraction of academic programs; strategic and long-range planning; any other factors relevant to the capacity of the SMPH to fulfill its mission; and any program decisions.

Committee Composition

The APC has 10 members. The SMPH dean or the dean’s designee serves as the chair of the APC and is a non-voting ex-officio member. Elected members include: three tenured/tenure track faculty from basic science departments, three tenured/tenure track faculty from clinical science departments, one clinical health sciences (“CHS”) track faculty or clinician-teacher (“CT”) track faculty from any department and one non-faculty academic staff member. The Faculty Advisory Committee (“FAC”) elects one tenured/tenure track faculty to the APC. All faculty candidates must have

appointments of 50% or more.

Membership Terms

The six tenured/tenure track faculty members serve staggered three-year terms, i.e. one new basic science department and one new clinical department member will be elected each year. The CHS or CT track faculty members serve a three-year term. The one non-CHS/CT track academic staff member serves a three-year term. The one tenured/tenure track FAC member serves a one-year term, which may be renewed. All terms begin during the summer months. Members who have served a three-year term are not eligible for re-election for a period of one-year.

Nomination Procedure

Nominations for open positions are solicited at the end of each academic year from faculty and departmental chairs. The solicitation period lasts two to four weeks. Candidates must be willing to serve if elected. Upon the nominee's acceptance, the SMPH Dean's Office will seek approval from the nominee's supervisor or department chair.

Election Procedure

Nominations and elections are held near the end of the academic year. The election, using online ballots, takes place shortly after the nomination period is closed. All tenure track, CHS track, and CT track faculty with appointments of 50% or more are eligible to vote. All SMPH academic staff are eligible to vote for the academic staff representative from any department or administrative office. A vacancy that would continue for one year or longer will be filled following the next regular election and will last for the remaining period of the vacancy. Vacancies for periods of less than one year will remain unfilled.

B. Committee on Academic Staff Issues ("CASI")

Purpose

The Committee on Academic Staff Issues (CASI) advises the dean on the formulation and review of all policies and procedures concerning the School's academic staff members.

Committee Composition

The CASI consists of 7 voting members who are elected by the School's academic staff. The Committee may add up to 3 additional voting members, either by appointment of the Dean, invitation by the Committee, or extension of a term.

Membership Terms

Membership terms are three years for each elected and appointed position, with the exception of initial terms, which are staggered.

Nomination Procedure

Nominations may be solicited by the Dean or the Committee, and ballots including a brief statement from each candidate are distributed to each academic staff member in the School for two to four weeks.

Election Procedure

Elections are held annually in the Fall for up to half (or four) of the elected positions.

C. Educational Policy and Curriculum Committee (“EPCC”)

Purpose

The EPCC oversees curriculum planning and educational policy for medical education. The EPCC: approves program objectives, monitors program outcomes, and evaluates the effectiveness of the SMPH’s MD educational programs; oversees the approval of course proposals for the MD curriculum; and serves as the hearing body for student appeals for the MD degree program.

Committee Composition

The number of voting members is in-between ten and fourteen and includes four student members (one representative for each year). The chair of the EPCC is appointed from among the faculty members by the senior associate dean of academic affairs on the recommendation of the EPCC Executive Committee. The remaining voting members include faculty, one appointed from a non-MD health professional program and one appointed from one of the statewide academic campuses. Appointments will be made by the senior associate dean of academic affairs on the recommendation of the EPCC Executive Committee; other voting members are elected by SMPH faculty. If possible, faculty membership should include perspectives from the following areas: Graduate Medical Education and public health.

At least two members should be from the basic or applied science departments and at least two members should be from the clinical departments.

Non-voting ex-officio members include: senior associate dean for academic affairs, associate dean for medical student education and services, associate dean for rural and community health, assistant dean for students, assistant dean for medical education, a student representative appointed by the MD/PhD program, and an Ebling Library representative.

Membership Terms

The chair will serve for no more than two consecutive years. Voting student members are chosen from each class, elected by their peers, for a 4-year term shortly after the beginning of their first semester. Voting faculty are chosen to serve for three years each, with approximately one-third of the membership rotating each year. Faculty can serve no more than two consecutive terms; serving a partial term counts as one term if the service was for the majority of that term.

Nomination Procedure

Nominations for open faculty seats will be solicited at the end of the academic year. The solicitation period lasts two to four weeks.

Election Procedure

Annual election of a new student member is overseen by the Medical Student Association (“MSA”) and is held within a reasonable time early in the fall semester. The MSA holds another election as needed to fulfill the remainder of a term if a current member is unable to serve.

For non-appointed voting faculty, EPCC election shall be held within a reasonable time after the nominations are closed. The elections shall be by online ballot. All tenure track, CHS track, and CT track faculty with appointments of 50% or more are eligible to vote for faculty candidates. Elections shall be held annually.

D. Faculty Advisory Committee (“FAC”)

Purpose

The FAC considers specific matters brought to the committee by the SMPH dean, the dean’s designee, or the APC. This includes consideration of any actions taken by faculty committees, departments, the SMPH dean or the dean’s designee, and other bodies of individuals; matters brought to its attention by faculty; and provides an arms-length consideration of formal or informal grievances brought by SMPH faculty.

Committee Composition

The FAC consists of six members from tenure track, CHS track, or CT track who have medical school appointments of 50% or more of full-time. Three members are from SMPH basic science departments and three are from clinical science departments. The committee will select a chair annually, and this appointment can be renewed. The committee will select a tenure track APC representative annually, and this appointment can be renewed.

Membership Terms

Members serve for three years on the FAC and arrangements are made to elect one new clinical member and one new non-clinical member each year. All terms begin during the summer months. FAC members who have served a three-year term are not eligible for re-election for a period of one year.

Nomination Procedure

Nominations for open positions are solicited at the end of each academic year from faculty members and department chairs. The solicitation period lasts two to four weeks. Candidates must be willing to serve if elected. The SMPH Dean’s Office will seek approval from the supervisor or department chair.

Election Procedure

Nominations and elections are held near the end of the academic year. The election, using online ballots, takes place shortly after the nomination period is closed. All tenure track, CHS track, and CT track faculty with appointments of 50% or more are eligible to vote. A vacancy that would continue for one year or longer will be filled following the next regular election and will last for the remaining period of the vacancy. Vacancies for periods of less than one year will remain unfilled.

E. Faculty and Staff Equity and Diversity Committee

Purpose

The Faculty and Staff Equity and Diversity Committee works to ensure an equitable and diverse workplace. The committee leads the efforts of advancing the goals of equity, diversity, and inclusion. This committee builds upon existing strengths, identifies existing gaps and opportunities, and develops recommendations and implementation plans to address them. The SMPH dean or the dean's designee considers their recommendations in accordance with the UW Diversity Framework. This committee also oversees the annual Faculty and Staff Equity and Diversity Awards Program to honor individuals who excel at promoting equity and improving diversity and climate.

Committee Composition

The committee includes faculty, staff, and students from multiple educational programs, SMPH basic and clinical science departments, and student representatives.

Membership Terms

Membership terms are two or three years for faculty and staff representatives and begin in May of each year. Membership terms are one year for student representatives and begin as they are appointed to their respective positions annually. All terms can be renewed.

Nomination Procedure

Nominations for open faculty and staff positions are solicited at the end of each academic year. The solicitation period should be at least two weeks.

Appointment Procedure

Faculty and Staff Equity and Diversity Committee nominations are reviewed and appointed by the committee chair(s). Student chairs are appointed as student representatives annually.

F. Faculty Committee on Distinguished Awards

Purpose

The Faculty Committee on Distinguished Awards identifies SMPH's most outstanding faculty and makes nominations for membership in distinguished societies

and prestigious national and international awards and honors.

Committee Composition

The Faculty Committee on Distinguished Awards is composed of distinguished faculty from clinical and basic science departments, including those who are members of distinguished societies. A Dean's Office liaison is also appointed to the committee.

Membership Terms

Membership does not have a specified term limit.

Nomination Procedure

New appointment nominations will be solicited from department chairs on an as needed basis.

Appointment Procedure

Nominations will be reviewed and appointed by the SMPH dean.

G. Faculty Track Committees

1. CHS Track Faculty Appointments and Promotions Committee

Purpose

The CHS Track Faculty Appointments and Promotions Committee reviews and advises the SMPH dean or the dean's designee regarding promotion to, or appointment at, the rank of associate professor or professor on the CHS track. Initial assistant professor appointment does not require committee approval.

Committee Composition

SMPH CT, CHS, or tenure track associate professors or professors with a 50% or greater appointment are eligible to serve on this committee. Preference is given to CHS track faculty.

Membership Terms

Three years.

Nomination Procedure

SMPH clinical science departments, and those basic science departments with CHS faculty, may nominate faculty to serve on this committee. When a term becomes available, the department chair is invited to nominate two eligible faculty members. Eligible faculty members are contacted in advance and encouraged to notify their chair if they are interested in serving.

Appointment Procedure

The names of the nominated individuals are presented to the SMPH dean for

final selection.

2. CT Track Faculty Appointments and Promotions Committee

Purpose

The CT Track Faculty Appointments and Promotions Committee reviews and advises the SMPH dean or dean's designee regarding promotion to, or appointment at, the rank of clinical associate professor or clinical professor on the CT track.

Committee Composition

SMPH CT, CHS, or tenure track associate professors or professors with a 50% or greater appointment are eligible to serve on this committee. Preference is given to CT track faculty.

Membership Terms

Three years.

Nomination Procedure

SMPH clinical science departments, and those basic science departments with CHS faculty, may nominate faculty to serve on this committee. When a term becomes available, the department chair is invited to nominate two eligible faculty members. Eligible faculty members are contacted in advance and encouraged to notify their chair if they are interested in serving.

Appointment Procedure

The names of the nominated individuals are presented to the SMPH dean for final selection.

3. Tenure Track Faculty Promotions Committee

Purpose

The Tenure Track Faculty Promotions Committee reviews and advises the SMPH dean regarding promotions to the rank of professor on the tenure track.

Committee Composition

SMPH CT, CHS, or tenure track associate professors or professors with a 50% or greater appointment are eligible to serve on this committee. Preference is given to tenure track faculty.

Membership Terms

Three years.

Nomination Procedure

SMPH clinical science departments, and those basic science departments with CHS faculty, may nominate faculty to serve on this committee. When a term becomes available, the department chair is invited to nominate two eligible faculty members. Eligible faculty members are contacted in advance and encouraged to notify their chair if they are interested in serving.

Appointment Procedure

The names of the nominated individuals are presented to the SMPH dean for final selection.

H. Interprofessional Continuing Education Partnership (“ICEP”) Leadership Committee

Purpose

The ICEP Leadership Committee establishes a sustainable organizational structure for oversight, administration, and evaluation of the ICEP. The ICEP is comprised of the SMPH Office of Continuing Professional Development in Medicine and Public Health, the School of Nursing Continuing Education in Nursing Program and the School of Pharmacy Division of Pharmacy Professional Development. The committee prepares the joint accreditation self-study and writes a five-year strategic plan.

Committee Composition

The ICEP Leadership Committee is comprised of a six-member team with a clinical and non-clinical representative from the SMPH, the School of Nursing, and the School of Pharmacy. The chair is selected by the committee to serve for a two-year term. The ICEP Leadership Committee reports to the Health Sciences Leadership Council.

Membership Terms

Not applicable.

Nomination Procedure

Not applicable.

Election Procedure

Not applicable.

I. Medical Student Admissions Committee (“MSAC”)

Purpose

The mission of the MSAC is to select a class of diverse medical (MD) students who possess outstanding academic, personal, and professional attributes and hold promise to succeed as clinicians, scientists, educators, and/or leaders. The MSAC is the sole authority by which prospective students are accepted for MD training at SMPH. The

MSAC chooses which applicants to accept to the regular MD program through a holistic review. Additionally, it reviews for approval applicants recommended for acceptance by the Medical Scientist Training Program (“MSTP”) Admissions Sub-Committee and the Wisconsin Academy for Rural Medicine Admissions (“WARM”) Sub-Committee to ensure that all applicants meet the SMPH admission standards. The MSAC also approves all policies and procedures related to MD admissions processes at SMPH.

Committee Composition

The MSAC is composed of voting members and non-voting ex-officio members. Voting members include faculty from both clinical and non-clinical departments, as well as student and community members. Student members are elected by their peers. Members are from the community, retired faculty, or other well-qualified individuals. Non-voting ex-officio members include the SMPH dean or the dean’s designee, the senior associate dean for academic affairs, the associate dean for medical student education and services, the assistant dean for admissions, the assistant dean for multicultural affairs, the assistant dean for student services, the director of admissions, and the director of multicultural affairs.

Use of Sub-Committees:

Two admissions sub-committees recommend applicants for acceptance to the WARM and MSTP programs, taking into consideration the additional, unique requirements for these programs. Recommendations for acceptance from these sub-committees are reviewed for final approval by the MSAC. Sub-committee membership consists of faculty directly involved in training students in these programs, including clinical adjunct faculty from across the state for the WARM program. Both sub-committees include student members who are currently enrolled in the two respective programs. Non-voting ex-officio members include the faculty and staff administrators associated with these programs.

Membership Terms

MSAC members serve staggered three year terms with a limit of two consecutive terms and at least one year off before serving again. Student appointments are for one year. Appointments to admissions sub-committees are for three years and are renewable except for students, who hold one year appointments. Vacancies will be filled for new three-year terms with occasional adjustment in length if the staggered terms become uneven.

Nomination Procedure

Nominations for faculty positions are solicited during a two to four-week period at the end of each academic year from faculty, division heads, and departmental chairs. The SMPH dean or the dean’s designee is responsible for insuring diversity and balance on the MSAC with regards to gender, race and ethnicity, department, and role as clinician or scientist, as well as involvement in student education. Candidates must be willing

to serve if elected. All nominees must be prepared to accept the time commitment and meeting schedule if selected. Upon the nominee's acceptance, the SMPH dean or the dean's designee will seek approval from the nominee's supervisor or department chair.

Election Procedure

Elections occur annually using online ballots. All tenure track, CHS track, and CT track faculty with appointments of 50% or more are eligible to vote.

J. Medical Student Promotion Committee ("SPC")

Purpose

The SPC is charged with monitoring performance of all medical students and reviewing those medical students who fail to meet academic or professionalism standards.

SPC responsibilities include: 1) reviewing academic progress of students not meeting the minimal academic requirements; 2) reviewing allegations of student violations of the Professional Behavior Code; 3) determining remediation and/or sanctions in cases of unsatisfactory academic progress or unprofessional behavior; 4) reviewing, revising, and ratifying academic policies (in conjunction with the Educational Policy and Curriculum Committee and Academic Planning Council); 5) approving Individualized Academic Programs for MD degree program students; 6) reviewing leave of absence requests; 7) reviewing extended program requests; 8) reviewing any other requested deviation from the standard academic plan; 9) approving promotion to the next academic year of all students who have satisfactorily completed a given year's curricular requirements; and 10) approving graduation of all students who have completed the requirements for the Doctor of Medicine (MD) degree. The committee is empowered to establish individualized learning plans and levy sanctions or other disciplinary actions. The SPC has access to all academic records of those students referred to it for review. SMPH respects student confidentiality and follows strict adherence to the Family Educational Rights and Privacy Act.

Committee Composition

The 12 standing voting members must hold faculty or academic staff appointments in the SMPH. Six members are elected and six members are appointed. Interim and replacement members may be appointed on an ad hoc basis by the SMPH dean or the dean's designee. Appointed members are drawn from all departments, divisions and courses in SMPH with care taken to ensure a distribution of faculty and staff who teach and have knowledge of the basic science, population health, and clinical curricula. The chairperson is a voting member appointed by the SMPH dean. Faculty and staff including representatives of the Office of Student Services, Student Academic Support Services, MD Admissions, the Office of Multicultural Affairs, and the Office of Medical Education serve as ex-officio members.

Membership Terms

Voting members' terms of office are determined at the time of appointment and may be renewed indefinitely by the SMPH dean or the dean's designee.

Nomination Procedure

Six voting members are appointed by the SMPH dean. New appointment nominations will be solicited from department chairs on an as needed basis.

Six voting members are elected. Nominations to fill vacancies for elected faculty or staff positions are solicited during a two to four-week period at the end of each academic year from faculty, division heads, and departmental chairs. Candidates must be willing to serve if elected. All nominees must be prepared to accept the time commitment and meeting schedule if selected. Upon the nominee's acceptance, the SMPH dean will seek approval from the nominee's supervisor or department chair.

Appointment Procedure

For appointed positions, nominations will be reviewed and appointed by the SMPH dean.

Election Procedure

For elected positions, SPC elections will be held after the nominations are closed by online ballot. All tenure track, CHS track, and CT track faculty with appointments of 50% or more are eligible to vote for faculty candidates. Nominations and elections shall be held as terms expire. A vacancy that would continue for one year or longer shall be filled at the time of the regular election for the period of the vacancy. Vacancies for periods of less than one year may be filled by a direct interim appointment of the SMPH dean or the dean's designee for the duration of the vacated term. Absences of a single meeting may be filled by the SPC chair via direct appointment for a single meeting. Faculty and staff with at least 50% appointments may be appointed for a single meeting. This mechanism is used only to ensure sufficient voting members to establish a quorum.

K. Policy Development and Review Committee ("PDRC")

Purpose

The PDRC provides oversight and guidance on school wide policy standards, policy development, revision, routine review, and approval recommendations to the SMPH Dean's Leadership Team.

Committee Composition

The SMPH dean or the dean's designee appoints the PDRC chair and members to assure appropriate representation of units responsible for and subject to school wide policies.

Membership Terms

Term limits are at the discretion of the SMPH dean or the dean's designee.

Nomination Procedure

Not applicable.

Election Procedure

Not applicable.

L. Student Awards, Scholarships, and Honors Committee

Purpose

The Student Awards, Scholarships, and Honors Committee recommends students for official awards, scholarships, and honors based on the applicable criteria.

Committee Composition

All course directors, course administrators, and potential academic affairs staff that might be selected by the committee chair are invited to participate in an annual meeting that is chaired by the SMPH assistant dean for students.

Membership Terms

Not applicable.

Nomination Procedure

Not applicable.

Election Procedure

Not applicable.

M. Technical Standards Accommodation Advisory Committee

Purpose

The Technical Standards Accommodation Advisory Committee develops policies and recommendations concerning disability accommodations for medical students.

Committee Composition

Members are appointed from among the clinical faculty, basic science faculty, academic affairs staff and staff of the McBurney Disability Resource Center.

Membership Terms

Not applicable.

Nomination Procedure

Not applicable.

Election Procedure

Not applicable.

SECTION 2. AD HOC COMMITTEES

Ad hoc committees will be formed as deemed appropriate by the SMPH dean.

ARTICLE VI. AMENDMENTS TO BYLAWS

These bylaws may be amended by the SMPH dean, following review by and consultation with the Academic Planning Council.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order are the rules of parliamentary procedure to be followed in the absence of specific written procedures governed by the SMPH or its' committees.