

DEPARTMENT OF FAMILY MEDICINE
BYLAWS

December 2015

TABLE OF CONTENTS

<u>Article I</u>	The Faculty	3
1.1	Composition of the Faculty	3
1.2	Faculty Responsibility	4
1.3	Voting Faculty	4
1.4	Department Meetings.....	4
1.5	Review of Departmental Faculty	5
1.6	Appointment and Reappointment of Faculty.....	5
<u>Article II</u>	Departmental Organization	5
2.1	Chairperson of the Department.....	5
2.2	Associate Chairperson	6
<u>Article III</u>	Committees	7
3.1	Executive Committee	7
3.2	Standing Committees	7
<u>Article IV</u>	Grievances and Complaints.....	10
Article V	College Committee Representatives.....	10
<u>Article VI</u>	University Committee Representation	10
<u>Article VII</u>	Interpretation and Amendment	11
6.1	Bylaws Interpretation.....	11
6.2	Bylaws Amendments.....	11

ARTICLE I. THE FACULTY**1.1. Composition of the Faculty**

- 1.1.1.** The regular tenure system faculty of the Department of Family Medicine shall be composed of all persons in the department who have been appointed under the rules of tenure and who hold the rank of Professor, Associate Professor, Assistant Professor, and Instructor.
- 1.1.2.** The Human Health Programs Faculty of the Department of Family Medicine shall consist of all persons in the department holding the rank of Professor, Associate Professor, or Assistant Professor and are appointed in the Health Programs Faculty Appointment System (HP).
- 1.1.3.** The Fixed Term Faculty of the Department of Family Medicine who are paid by MSU-CHM shall consist of all persons in the department holding the rank of Professor, Associate Professor, Assistant Professor or Instructor, but not appointed under the rules of tenure.
- 1.1.4.** Academic Specialists as academic staff have rights and responsibilities which flow from particular appointment contexts (teaching, advising, curriculum development, research and public service/outreach) and shall consist of all persons in the department holding any type of specialist appointment.
- 1.1.5.** The Research faculty, consisting of all persons holding the rank of research professor, research associate professor or research assistant professor in the College of Human Medicine.
- 1.1.6.** Faculty with secondary appointments in Family Medicine and whose primary appointment and/or academic assignment is not in Family Medicine.
- 1.1.7.** Faculty who are not directly employed by CHM but are deeply involved in the college and make significant contributions regardless of campus are eligible for fixed term non-prefix appointment in the Department of Family Medicine.
 - 1.1.7.1.** Administrative position in college (e.g. clerkship director, course director)
 - 1.1.7.2.** Paid faculty or administrator in CHM affiliated residency
 - 1.1.7.3.** Meaningful collaborative research relationship as adjudicated by the CHM Associate Dean for Research
- 1.1.8.** Community faculty of the Department of Family Medicine who do not meet non-prefix criteria shall consist of those persons in the department who are appointed as part-time clinical or adjunct faculty.
- 1.1.9.** Honorary faculty of the Department of Family Medicine shall be those persons designated as Visiting Professor or Professors Emeriti.

1.2. Faculty Responsibility

- 1.2.1.** The faculty will counsel the Chairperson in formulating major policy decisions affecting departmental personnel and programs, especially matters pertaining to appointments, promotions, tenure, research, clinical services and curriculum, recognizing that the ultimate responsibility for such decisions must rest with the Chairperson.
- 1.2.2.** To be a member of the Department of Family Medicine, faculty who see patients are required to be Board certified in his/her discipline. If certification should lapse, the faculty member will have a one-year grace period to rectify. If certification is not achieved within the one-year period of time, the faculty member is subject to discipline and/or dismissal consistent with applicable University policy.

1.3. Voting Faculty

- 1.3.1.** Voting privileges for departmental, college and university matters: While all faculties defined in 1.1 are to be considered as members of the Department of Family Medicine, voting privileges will be extended to the following:
 - 1.3.1.1.** Regular tenure system faculty have full voting privileges including issues related to tenure
 - 1.3.1.2.** Health Programs Faculty have full voting privileges except tenure related issues
 - 1.3.1.3.** Fixed Term faculty and academic specialists have full voting privileges except tenure related issues
- 1.3.1.4.** Secondary faculty have voting rights on department matters only.
- 1.3.1.5.** Non prefix faculty not directly paid by CHM have full voting privileges except on university issues and tenure issues

1.4. Department Meetings

- 1.4.1.** There will be two types of Department Meetings: 1. Meetings of the voting faculty (as defined in 1.3) 2. Meetings open to the entire department.
- 1.4.2.** Department meetings will be convened and presided over by the Chairperson or his/her appointed representative. If there is urgent business which in the judgment of the Chairperson needs to be brought to the faculty for consideration, he/she may immediately convene the faculty for purposes of conducting that urgent business.

1.4.3. Agenda

- 1.4.3.1.** The department Chairperson has the responsibility of preparing the agenda of department meetings.
- 1.4.3.2.** The time and place for meetings of the voting faculty will be made known to said faculty at least two days in advance of the meeting.

1.4.3.3. Any faculty member may request inclusion of any item of business on the agenda. Such a request must be submitted in writing to the department Chairperson. If requests for the inclusion of agenda items are denied, the faculty member initiating the request will be informed in writing by the department Chairperson.

1.4.4. Quorum: For purposes of conducting business at the voting faculty department meeting, a quorum will be defined as those voting members of the department present at the meeting.

1.5. Review of Departmental Faculty

1.5.1. The department Chairperson will review the status of each individual faculty member as defined by 1.1.1, 1.1.2, 1.1.3, 1.1.4, and 1.1.5, at least once during the academic year.

1.6. Appointment and Reappointment of the Faculty

1.6.1. Appointment of tenure system faculty will be recommended to the Dean of the College of Human Medicine by the Chair. Appointment and reappointment of regular faculty will be in accord with the provisions of the tenure system as specified in the MSU Faculty Handbook.

1.6.2. Appointment of fixed term faculty will be recommended to the Dean of the College of Human Medicine by the Chair after discussion with the FM Departmental Reappointments, Promotions, & Tenure Committee. Appointment and reappointment of fixed term faculty will be in accord with the provision governing fixed term appointments as specified in the MSU Faculty and MSU Health Programs Handbooks.

1.6.2.1. Appointment of adjunct faculty will be recommended to the Dean of the College of Human Medicine by the Chair after discussion with the FM Executive Committee. Appointments are extended to individuals whose academic interests fall within the mission of the unit. Adjunct and Clinical Prefix faculty appointments are reviewed each year and adjunct faculty must annually request reappointment.

1.6.3. Annually, the Chair will review with the FM Executive Committee the appointment status of each voting and non-voting faculty member in FM.

ARTICLE II. DEPARTMENTAL ORGANIZATION

2.1. Chairperson of the Department

2.1.1. The chief executive officer of the department is the Chairperson.

2.1.2. The Chairperson will be responsible for education, research, patient care, public service, budgetary matters, physical facilities and personnel matters in his/her jurisdiction, taking into account the advisory procedures of the department.

- 2.1.3.** The faculty of the department shall advise the Dean regarding the appointment of a Chairperson.
- 2.1.4.** The selection of Associate Chairpersons shall be the responsibility of the Chairperson.
- 2.1.5.** The Senior Associate Chairperson shall serve as Acting Chairperson in the absence of the Chairperson. If the Senior Associate Chairperson cannot represent the Chairperson in his/her absence, the Chairperson may designate which of the other Associate Chairpersons will represent him/her.
- 2.1.6.** The Chairperson of the department shall be subject to regular review at intervals not to exceed five years.
 - 2.1.6.1.** The departmental faculty shall have shared responsibility with the Dean to determine procedures for the review of the Chairperson.
 - 2.1.6.2.** There is no limit, other than the limit imposed by the University rules on retirement from administrative positions, on the number of times an individual may be continued in the position of Chairperson.
 - 2.1.6.3.** At any time during the term of office, the appointment of a Chairperson, as Chairperson, may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the President and the Provost.
- 2.1.7.** The Chairperson shall participate in academic governance as part of his/her administrative responsibility.

2.2. Associate Chairperson

- 2.2.1.** There shall be a Senior Associate Chairperson and Associate Chairpersons in the Department of Family Medicine. They shall be appointed by the Chairperson with advice from the Executive Committee.
- 2.2.2.** The Senior Associate Chairperson shall be responsible primarily to represent the Chairperson in his/her absence and to play a major role in advising the Chairperson and the Executive Committee on policy issues in the department.
- 2.2.3. Review**
 - 2.2.3.1.** At intervals not to exceed five (5) years, the Chairperson shall review the desirability of continuing the appointment of the Senior Associate Chairperson and the Associate Chairpersons.
 - 2.2.3.2.** Any voting member of the department may request that the Chairperson review the desirability of continuing the appointment of the Senior Associate Chairperson or an Associate Chairperson.

ARTICLE III. COMMITTEES**3.1. Executive Committee**

- 3.1.1.** The Executive Committee will be composed of the Chairperson, the Senior Associate Chairperson, the Associate Chairpersons, the Lead Network Director, the Department Administrator, and four faculty members elected at large.
- 3.1.2.** The Chairperson of the department will serve as the Chairperson of the Executive Committee.
- 3.1.3.** In the absence of the Chairperson, the Associate Chairperson will serve as the Chairperson of the Executive Committee. In the absence of both the Chairperson and the Associate Chairperson, the person who the Chairperson has designated as the Acting Chairperson of the department will serve as the Chairperson of the Executive Committee.
- 3.1.4.** The Executive Committee may be convened by the Chairperson at any time.
- 3.1.5.** The Executive Committee shall be responsible for:
 - 3.1.5.1.** Short and long-range planning
 - 3.1.5.2.** Serving as a forum for discussing issues relevant to the department
 - 3.1.5.3.** Reviewing proposals for new programs in the department
 - 3.1.5.4.** Channeling recommendation from the standing committees to the chairperson for action
 - 3.1.5.5.** Formulating the agenda for items to be placed before the faculty for consideration
 - 3.1.5.6.** Supervising nominations and elections
 - 3.1.5.7.** Making recommendations to the chairperson on the filling of vacancies in standing committees
 - 3.1.5.8.** Advise the chair regarding faculty annual reviews
- 3.1.6.** For voting purposes, a quorum is required. A quorum is defined as a simple majority of the total membership of the committee.
- 3.1.7.** The 4 at large members of the Executive Committee will be elected annually and there will be no limit to the number of terms they may serve.

3.2. Standing Committees

- 3.2.1.** Regulations Governing All Standing Committees
 - 3.2.1.1.** Nominations and Elections of Members

- 3.2.1.1.1.** Departmental committee elections will be held by ballot in April of each year. Members will assume office on the sixteenth day of August and serve until the fifteenth day of August for terms of office specified for each committee. Positions vacated before the full term has been served will be filled by official Executive Committee appointment.
- 3.2.1.1.2.** Balloting will take place by secret ballot; election will be by simple majority.
- 3.2.1.1.3.** All voting members of the department are eligible for membership on committees unless otherwise stated in the By-Laws. The department Chairperson may serve only in an Ex Officio capacity on all committees. An Ex Officio member may be present and heard from, but may not vote.
- 3.2.1.1.4.** Each Standing Committee will elect a Chairperson from its own membership to serve for one year.
- 3.2.1.1.5.** When vacancies occur on the departmental Standing Committees, the mechanism for replacing the committee member will be decided by the Executive Committee (3.2.1.1.1).

3.2.1.2. Minutes and Reports

- 3.2.1.2.1.** Each Standing Committee will keep minutes of its meetings. The minutes of each Standing Committee, after being approved by that committee, will be forwarded to the department Chairperson for information. A copy of the minutes of each Standing Committee will be kept on file in the department Chairperson's office and made available to any member of the faculty upon request.
- 3.2.1.2.2.** Each Standing Committee of the department will report on its activities to the faculty at least once a term.
- 3.2.1.2.3.** For voting purposes, a quorum is required. A quorum is defined as a simple majority of the total membership of the committee.
- 3.2.1.2.4.** Each Standing Committee will forward its official proposals by way of the Executive Committee for consideration of presentation to the faculty of the Department.

- 3.2.2.** Nature and functions of Standing Committees: Policy will be proposed and recommended to the department Chairperson by the faculty through the Executive Committee recognizing that final responsibility for approval and implementation rests with the department Chairperson.

3.2.2.1. Committee on Reappointments, Promotions, Tenure

- 3.2.2.1.1.** This committee shall consists of the following membership:

- 3.2.2.1.1.1.** Two faculty members in the Department of Family Medicine with tenure.

- 3.2.2.1.1.2.** One faculty member in the Department of Family Medicine in the tenure system, but without tenure.
- 3.2.2.1.1.3.** Two faculty members in the Department of Family Medicine with an appointment in the Health Programs (HP) category.
- 3.2.2.1.1.4.** One faculty member in the Department of Family Medicine with an Annual Renewable appointment.
- 3.2.2.1.1.5.** Three faculty members from the affiliated Family Medicine residencies. These faculty must be full time, paid members of an affiliate residency.

3.2.2.1.2. One third of the committee will be elected on a yearly basis with each member serving three years. Should a tenure system representative or an HP representative shift to a different appointment status while serving on the committee, he/she will no longer be eligible for membership on this committee. Only those committee members who hold rank equal to or higher than the rank sought by the applicant shall vote on the final recommendation. Only tenured faculty will be able to vote on faculty in the tenure system. In the case of insufficient eligible voting members, the department Chair shall appoint, on a temporary basis, additional eligible faculty to serve as members for the duration of this specific review. If the committee composition does not reflect diversity through the election process, the Chair is obligated to appoint additional member(s) to accomplish this.

3.2.2.1.3. The general charge to the Reappointments, Promotions and Tenure Committee will be to independently review all Family Medicine departmental faculty members eligible for promotion, reappointment, additional appointment or tenure at least once during the academic year, in sufficient time for consultation with the department Chairperson.

3.2.2.1.4. No member of the committee will engage in any deliberations or voting on his/her own reappointment, promotion, or tenure.

3.2.2.1.5. The department Chairperson and the Reappointments, Promotions and Tenure Committee will base its consideration on policy guidelines developed by this committee and approved for tenure, tenure stream, and temporary faculty by the members of the department. The faculty in the HP system will be promoted or recommended for additional appointment by the criteria outlined in the HP document submitted to the Board of Trustees. Copies of the appropriate guidelines are in the Departmental Faculty Handbook.

3.2.2.1.6. Criteria for Promotion and Tenure. The RPT Committee will use the CHM guidelines.

3.2.2.2. Clinical Peer Review Committee

3.2.2.2.1. Each clinical practice within the department shall have a clinical peer review committee that maintains the high standards of practice for that group of clinicians. The clinical practice shall have a policy regarding the duties and membership of this committee.

3.2.2.3. Clinical Executive Committee

3.2.2.3.1. Each clinical practice within the department shall have a clinical executive committee that monitors the practice operation for that group of clinicians. The clinical practice shall have a policy regarding the duties and membership of this committee.

3.2.2.4. Other Standing Committees

3.2.2.4.1. Standing committees may be established upon recommendation of the Executive Committee and approval of the faculty as the need arises.

3.2.2.5. Ad Hoc Committees

3.2.2.5.1. Ad Hoc Committees may be established as needed upon approval of the Chairperson of the department, provided that the area proposed for study is not already covered by a Standing Committee.

3.2.2.5.2. In the event the committee is to be involved in policy decision, the members will be elected. If the Committee is involved in implementation of policy decisions, the members will be selected by the Chairperson of the department.

ARTICLE IV: GRIEVANCES AND COMPLAINTS

4.1 Any Family Medicine faculty member with the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Assistant Instructor, Research Associate, or Specialist may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the Faculty Grievance Officer (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure in the MSU Faculty Handbook.

4.2. Any student grievance against a faculty, clerkship or the department, or any faculty complaint against a student will follow the procedure set by the Medical Student Rights and Responsibilities (MSRR) (see the MSRR for formal procedures and the college website and department policies for informal procedures).

ARTICLE V. COLLEGE COMMITTEE REPRESENTATIVES

Election of representatives to the College Advisory Council and selection of nominees for Standing Committees of the College will be by majority vote of the voting faculty.

ARTICLE VI. UNIVERSITY COMMITTEE REPRESENTATION

Election of nominees from the Department for University Committee Representatives will be determined by majority vote of the college voting faculty. The department will nominate faculty in spring semester to the college for the college wide election.

ARTICLE VII. INTERPRETATION AND AMENDMENT**6.1. Bylaws Interpretation**

6.1.1. The Executive Committee shall be the group charged with interpretation of the bylaws with the final authority resting with the faculty.

6.2. Bylaws Amendments

6.2.1. Amendments to these bylaws may be proposed in writing to the Executive Committee as an agenda item for a department meeting. If included on the agenda, the written proposal will be circulated to the faculty with the agenda. Should the proposal meet with the favor of the regularly convened faculty, they will indicate by simple majority vote whether final submission to the voting faculty shall be undertaken. If approved, the Executive Committee will conduct a vote by secret ballot to all voting faculty in the department, i.e. prepare, distribute, collect and tally the ballots. The ballot results are to be returned to this committee within two weeks. A simple majority of the votes in the department is required for passage of an amendment.