

Amended and Restated Bylaws
College of Medicine - Jacksonville Faculty
University of Florida

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## **ARTICLE I - Establishment of the College Bylaws**

### ***Establishment of College of Medicine - Jacksonville Faculty Council Bylaws***

Although the Constitution shall determine shared governance for both the Gainesville and Jacksonville campuses of the College of Medicine, each campus shall form separate, distinct Faculty Councils and Bylaws for its respective campus. For the purposes of this document, “Faculty Council” refers to the Jacksonville Faculty Council. Likewise, the Dean refers to the Dean of the Regional Campus, Jacksonville. The Bylaws of the College of Medicine – Jacksonville detail the specific rules by which the College is run within the guiding framework of the Constitution. The Faculty, through the Faculty Council and in consultation with the Administration, establishes the rules contained within the Bylaws. In the event that these Bylaws are in conflict with the Constitution that was adopted by the Faculty, the Constitution will supersede the Bylaws.

## **ARTICLE II - Faculty Council**

### ***Section 1 – Purpose***

In this capacity, the Faculty Council shall take cognizance of, and may act upon, matters that concern more than one department or unit, or which are otherwise of general interest to the College.

### ***Section 2 – Membership of the Faculty Council***

Faculty Council shall be comprised of six officers elected by the Faculty at large, one representative from each Department elected by the Faculty in that unit, and one representative designated by the Dean.

### ***Section 3 – Election of the Officers of the Faculty Council***

- A. The Faculty Council Officers are elected by a vote of the College of Medicine Faculty.
- B. The Nominating Committee shall select and report to the Secretary of the Faculty Council the names of the nominees of the Committee for the offices to be filled. The nominees shall be selected from the departmental representatives of the Faculty Council.
- C. The Secretary shall advise the Faculty membership of said nominees at least 30 days prior to the vote.
- D. Not less than 20 days prior to the scheduled vote, any five members of the Faculty may place in nomination the name of any eligible candidate for office. This nomination must be in writing and signed by the five members

- nominating the candidate and given to the Secretary. These additional nominations shall then be placed on the ballot.
- E. The vote for Officers of the Faculty Council will be electronic and circulated by the Secretary through the Office of the Administrative Dean, College of Medicine to the Faculty membership.
  - F. Faculty Council members wishing to run for a different officer position prior to finishing their current term of office, must vacate their current office at the start of the succeeding academic year, whether or not they are elected to the new position for which they are running. The Nominating Committee should then seek replacement candidates for the office to be vacated and propose a list of candidates to this position for election during the next scheduled election for Faculty Council officers.
  - G. Vacancies in the Executive Committee that may occur during the academic year following an election may be filled by the Faculty Council Nominating Committee with an interim officer. The choice of this officer can be determined by the Faculty Council Nominating Committee alone. The person chosen to fill the vacancy will serve until the end of the academic year, at which time new elections will be held to find a permanent officer to fill the position for a new term.

#### ***Section 4 – Responsibilities of the Officers of the Faculty Council***

The Officers of the Faculty Council are comprised of the President, President-Elect, Past President, Vice President, Secretary and Treasurer. The six officers of the Faculty Council constitute the Faculty Council Executive Committee that, with input from the Faculty Council, sets the agenda for meetings and represents the Faculty Council in regular meetings with the Dean. The duties of the officers are defined in the Constitution.

#### ***Section 5 – Election of Departmental Representatives***

Each College of Medicine department elects one faculty member to serve on the Faculty Council to represent the interests of the department Faculty. Representatives serve staggered three-year terms. A departmental election shall be held in the Spring of the year that a representative's term is scheduled to expire. The candidate for Representative must receive a majority vote of the departmental Faculty. The newly elected Representative will assume their three year term on July 1 of that academic year.

#### ***Section 6 – Responsibilities of the Elected Departmental Representatives***

The elected departmental representatives of the Faculty Council will meet monthly. Representatives will be expected to attend at least 75% of the scheduled monthly meetings. When unable to attend, the elected representative is expected to send the alternate representative to the meeting. The departmental representatives are responsible for providing regular communication to the members of their respective departments regarding shared governance and other issues relevant to the general faculty.

## ***Section 7 - Meetings***

Faculty Council meetings shall be held at least monthly. All meetings shall be properly noticed and open to anyone wishing to attend. Minutes of the Faculty Council meetings shall be recorded and made available to the College Faculty. Only Faculty Council members may make motions and cast votes. A majority of the elected Faculty Council members shall constitute a quorum.

## ***Section 8 - Committees***

Standing committees of Faculty Council shall include, but not be limited to the Executive, Nominating and the Bylaws and Constitution Committees. The nature, function, operations and membership of these committees are enumerated in Appendix A of the College of Medicine Bylaws.

# **ARTICLE III - College Boards and Committees**

## ***Section 1 - Purpose***

Service on College of Medicine Boards and Committees is a primary means of direct participation in College governance by Faculty.

## ***Section 2 - Policy Boards and Joint College of Medicine (Gainesville and Jacksonville) Committees***

- A. Policy Boards are the vehicles for providing recommendations to the Faculty Council. The policy boards and their nature, function, membership and operations are enumerated in Appendix B. The creation or dissolution of any Policy Board will be at the discretion of the Dean with input from the Faculty Council Executive Committee.
- B. Joint committees of the College of Medicine Gainesville and Jacksonville are responsible for all matters of joint interest of the Faculty of both the Gainesville and the Jacksonville campuses. The nature, function, operations and membership, of these Committees are enumerated in Appendix C of the College of Medicine Bylaws. The creation or dissolution of any joint committee will be at the discretion of the Dean of the Gainesville campus with input from the Faculty Council Steering Committee.

## ***Section 3 - College Committees***

The College of Medicine committees support the conduct of the business of the Faculty Council and College of Medicine. These committees and their nature, function, operations and membership are enumerated in Appendix D of the College of Medicine Bylaws.

## **ARTICLE IV – Annual General Assembly of the Faculty**

- A. To permit general communication, there shall be a General Assembly, consisting of all members of the College Faculty as described in the Constitution. The General Assembly shall have no legislative or executive power.
- B. The General Assembly shall meet at least once every academic year and can be held at the call of the Dean or the Faculty Council.
- C. The presiding officers shall be the Dean and the President, Faculty Council.
- D. The Assistant Dean for Administrative Affairs shall be the recording Secretary.
- E. The agenda shall include but not be limited to:
  - a. Approval of the minutes of the preceding meeting
  - b. Report from the Senior Vice President for Health Affairs, or his/her designee
  - c. Report from the Dean of the Regional Campus
  - d. Reports from others, invited by the Faculty, Academic or Administrative leaders
  - e. Report of the Faculty Council
  - f. Report on the election of officers of the Faculty Council
  - g. Review of the results of the evaluation of shared governance
  - h. Miscellaneous business
  - i. New business
- F. The Faculty shall be notified of the scheduled General Assembly and be provided the agenda of the General Assembly at least 10 working days in advance.

## **ARTICLE V - Evaluation of the Administrative Officers of the College of Medicine and of Shared Governance**

### ***Section 1 - The Dean***

The Faculty Council will review the performance of the Dean at a minimum of once every three years. The procedure for the review of the Dean is as follows:

- A. A review tool addressing the responsibilities of the Dean, as defined in the Constitution, will be forwarded to the following individuals for completion and compilation:
  - a. Members of the Faculty Council
  - b. Key members of College of Medicine-Jacksonville administration
  - c. Chairs of the Clinical Departments
- B. The Dean will meet with the Executive Committee of the Faculty Council to review the results.
- C. A copy of the tabulated results will be forwarded to the Senior Vice President Health Affairs University of Florida College of Medicine.

## ***Section 2 – Senior Associate, Associate and Assistant Deans***

The Dean shall initiate a review of the Senior Associate, Associate, and Assistant Deans at a minimum of once every three years. The Faculty Council will provide feedback for the evaluation as follows:

### **A. Senior Associate Dean**

- a. A review tool addressing the responsibilities of the Senior Associate Dean, as defined in the Constitution, will be forwarded to the following individuals for completion:
  - i. Members of the Faculty Council
  - ii. Chairs of the Clinical Departments
  - iii. Associate and Assistant Deans
  - iv. Program Directors and Associate Program Directors (for Senior Associate Dean of Education)
- b. The Dean will meet with the Executive Committee for the Faculty Council to review the results of the review.
- c. A copy of the tabulated results will be provided to the Dean.

### **B. Associate Dean**

- a. A review tool addressing the responsibilities of the Associate Dean, as defined in the Constitution, will be forwarded to the following individuals for completion:
  - i. Members of the Faculty Council
  - ii. Chairs of the Clinical Departments
  - iii. Senior Associate Deans and Assistant Deans
  - iv. Program Directors and Associate Program Directors
- b. The Dean will meet with the Executive Committee for the Faculty Council to review the results of the review.
- c. A copy of the tabulated results will be provided to the Dean.

### **C. Assistant Dean**

- a. A review tool addressing the responsibilities of the Assistant Dean, as defined in the Constitution, will be forwarded to the following individuals for completion:
  - i. Members of the Faculty Council
  - ii. Chairs of the Clinical Departments
  - iii. Senior Associate Deans and Associate Deans
- b. The Dean will meet with the Executive Committee for the Faculty Council to review the results of the review.
- c. A copy of the tabulated results will be provided to the Dean.

## ***Section 3 - Chairs***

The Dean shall initiate a review of the Chair of each clinical department at a minimum of once every three years. The Faculty Council will provide feedback for the evaluation as follows:

- A. A review tool addressing the responsibilities of the Chair, as defined in the Constitution, will be forwarded to the following individuals for completion and compilation:
  - a. Faculty members of the respective department
  - b. Chairs of the other Clinical Departments
  - c. Senior Associate Deans, Associate Deans, and Assistant Deans
  - d. Members of administration, as determined by the Dean, with whom the department chair interacts
- B. A copy of the tabulated results will be provided to the Dean for inclusion in the Chair's evaluation.
- C. The Dean will meet with the Department Chair to review the results of the annual review.

#### ***Section 4 - Evaluation of Shared Governance***

The Dean and the College of Medicine Faculty Council will evaluate the effectiveness of shared governance in the following manner:

- A. A survey instrument assessing the effectiveness of shared governance will be distributed to all faculty for completion.
- B. The Dean and the Faculty Council will receive a summary of the survey results for review and comment.
- C. The results of the faculty survey will be presented at the Annual General Assembly of the Faculty.
- D. Recommendations to facilitate shared governance will be presented to the faculty at the Annual General Assembly.

### **ARTICLE VI - Rules of Order**

When conducting business of the College, in the absence of provisions of the Constitution or Bylaws concerning procedure, Robert's Rules of Order shall prevail.

### **ARTICLE VII - Adoption**

The College of Medicine Faculty Council, in consultation with the Dean, shall distribute the draft Bylaws to the General Faculty for comment and discussion. A final draft of the Bylaws shall be provided to the Faculty. Approval of these Bylaws shall require an affirmative vote of the majority of the Faculty voting. These Bylaws shall become effective upon approval by the College Faculty.

### **ARTICLE VIII - Amendments**

These Bylaws may be amended by a majority affirmative vote of the Faculty provided that notice and the text of the proposed amendments are sent to the Faculty at least one month prior to the time at which such action is to be taken. Amendments shall be effective when written notice of the adopted changes is sent from the President of the Faculty Council to all members of the

Faculty. Such notice must be given within two weeks after the date the amendments have been adopted.