

# **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 College of Medicine – 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 College of Medicine – Jacksonville faculty (“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 – Jacksonville 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. Eligible candidates for Faculty Council officer positions:

1. must be a current Faculty Council member, in good standing with the College of Medicine-Jacksonville and the hospital's medical staff office for at least 1 year prior to election or appointment, and with adequate attendance as described below or
  2. a faculty member, in good standing with the College of Medicine-Jacksonville and the hospital's medical staff office for at least 1 year prior to election or appointment, who has served on Faculty Council within the last 5 years.
  3. Department chairs are not eligible to run, unless they meet the criteria in E.1 or E.2 and are serving in an interim position as chair. In the event an interim chair is appointed chair, they must resign from all faculty council positions.
- F. The vote for Officers of the Faculty Council will be electronic and circulated by the Secretary, through the Office of Administrative Affairs, College of Medicine – Jacksonville, to the Faculty membership.
- G. If a Faculty Council officer runs for a higher office and is elected, the Nominating Committee will seek nominations for replacement candidates for the vacated office and present a list of candidates for the vacated office to the Faculty Council. The Faculty Council vote for a candidate for the vacated office.
- H. Vacancies in the Executive Committee that may occur following an election during the academic year may be filled by an interim officer appointed by the Faculty Council Nominating Committee. The selection of this interim officer is determined solely by the Faculty Council Nominating Committee. 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 elect 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, set 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-Jacksonville 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 65% 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- Removal of a Faculty Council Departmental Representative or Officer***

Any departmental representative or officer may be removed for cause by a two-thirds vote of the Faculty Council present at a properly noticed meeting whenever, in the Faculty Council's judgment, the interests of the Faculty Council would be best served by removal of the Faculty Council officer or representative.

### ***Section 8 - Meetings***

Faculty Council meetings shall be held at least monthly. All meetings shall be properly noticed and open to any Faculty member wishing to attend. Minutes of the Faculty Council meetings shall be recorded and made available to the College of Medicine-Jacksonville faculty. Only Faculty Council members may make motions and cast votes. A majority of the elected Faculty Council members shall constitute a quorum. In the event that a Faculty Council meeting cannot be held due to extenuating circumstances, it shall be rescheduled within a reasonable time period after the extenuating circumstance(s) no longer prevent the Faculty Council from convening.

Any Faculty Council member wishing to propose new business to the Faculty Council may be allotted up to 3 minutes to verbally present a new item of business at the appropriate time in the agenda. This may be followed by two minutes of discussion from the Faculty Council members. Any Faculty member may propose new business, by email or verbal request, for recognition during the new business portion of the meeting. Such requests should be made to the Faculty Council President at least 14 days before the scheduled meeting and should provide a summary of the proposed new business item. The Faculty member should be prepared to speak to the new business item described above.

### ***Section 9 - Committees***

Standing committees of Faculty Council include, but are not 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-Jacksonville committees support the conduct of the business of the Faculty Council and College of Medicine-Jacksonville. These committees and their nature, function, operations and membership are enumerated in Appendix D of the College of Medicine-Jacksonville 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 of Medicine-Jacksonville 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 Senior Associate Dean, Administrative Affairs or his/her designee 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 College of Medicine-Jacksonville
  - 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.
- G. In the event that a General Assembly cannot be held due to extenuating circumstances, it shall be rescheduled at the call of the Dean or the Faculty Council within a reasonable time after the extenuating circumstances no longer prevent the General Assembly from convening.

## **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-Jacksonville 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 Council 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.

Approved on \_\_\_\_\_