

BYLAWS OF THE FACULTY  
MARSHALL UNIVERSITY SCHOOL OF MEDICINE

- I. Name. The name of this organization shall be the Marshall University School of Medicine Faculty.
- II. Purpose. The Faculty shall be the basic legislative body for the Marshall University School of Medicine except as to matters reserved to the Marshall University Faculty, or Dean of the School of Medicine, and except as to matters reserved by proper legal action solely to the President or the governing board of the University. The Faculty shall concern itself with topics affecting the whole School of Medicine as distinguished from those matters of interest only to particular subdivisions of the School of Medicine. The responsibility of the Marshall University School of Medicine Faculty is in educational policy rather than administrative decisions. In such matters the Faculty shall serve as a forum for the free interchange of ideas adding to the understanding of University-wide interests and developing a sense of responsible participation.
- III. Powers. The Faculty shall determine all matters of educational policy with respect to educational programs including degree requirements, recommendations for honorary degrees, academic standards, student conduct and welfare, and general School of Medicine development.

Action of the Faculty, a Faculty committee, or the Faculty of any recognized subdivision of the School of Medicine properly taken and recorded in accordance with the provisions of the constitution shall, when approved by the Dean of the School of Medicine, be deemed an official action for and on behalf of Marshall University School of Medicine when such action is not in conflict with public law of the State of West Virginia, or with the University policy as established by the President or the governing board of the University.

In the event the Dean or the President disapproves any Faculty or committee action, he shall do so in writing and notify the Faculty and appropriate committee of his objections. It shall be the responsibility of the President to inform the Faculty of all actions of the governing board affecting the educational policies of the University.

In the case of any inconsistencies between these bylaws and the so-called Marshall University "Greenbook" or the laws of West Virginia, or the policies, rules and regulations of the Board of Governors, the University "Greenbook", the laws of the State or the policies, rules and regulations of the Board of Governors shall govern.

- IV. Membership. The faculty shall consist of all employees of the School of Medicine who hold the rank of instructor or above, and shall include part-time and volunteer/clinical (i.e. non-paid) appointments. Part-time and volunteer/clinical (i.e. non-paid) appointments shall be nonvoting. All other members of the Faculty, as defined above, regardless of length of service, shall be eligible to vote on matters solely of concern to the School of Medicine. On questions requiring Faculty membership in the Marshall University Faculty, those employees of the University who hold the rank of instructor or above, excluding part-time and temporary appointments and who have assigned responsibilities for teaching and/or scholarly research or duties closely related thereto, shall have the right to vote. The President of the University, the Dean of the School of Medicine, Associate and Assistant Deans, the Director of University Libraries and the professional librarians of the Health Sciences Libraries shall be ex-officio members of the Faculty. Ex-officio Faculty members shall be voting members of the Faculty, except as specified elsewhere. During Faculty meetings the presiding officer shall settle any question of eligibility of voters, which may arise.
- V. Meetings. The Faculty shall meet at least twice annually with the Dean (or a designated Associate or Assistant Dean) presiding. A quorum shall consist of not fewer than 25% of the full-time Faculty members. Each member shall have the privilege of the floor and each member shall have one vote, except for those questions requiring full-time status as Marshall University Faculty, as defined in Section IF of the Bylaws. Each candidate for a degree granted from the School of Medicine must receive consideration at a regular Faculty meeting and must be recommended by the Faculty before the degree may be granted. Major changes in educational programs of the School, may be recommended to the President and to the Board of Governors only after favorable consideration by the Faculty. Special meetings of the Faculty may be called at the discretion of the Dean and must be called if requested by formal action of the Dean's Advisory Committee. A written announcement containing the agenda, time and place of the Faculty meeting is to be sent to each Faculty member, not less than one week in advance of each meeting.
- VI. Officers. The presiding officer of the Faculty meetings shall be the Dean of the School of Medicine (or a designated Associate or Assistant Dean).
- VII. Records. A stenographer shall keep minutes of the meetings of the Faculty. The complete minutes of Faculty meetings shall be open to inspection by any member. The secretary of each Faculty committee shall keep minutes of the meetings of such committees. These minutes, and each report submitted in accordance with provisions of those Bylaws, shall be deposited in the office of the Dean and, except those concerning personnel matters, shall be open to inspection by any member of the Faculty. These minutes and reports shall constitute the official record of the decisions of the Faculty.

VIII. Committees. Committees shall be of three types:

1. standing committees required by these Bylaws
2. standing committees determined by the Dean to be desirable for continuing or frequently recurring needs
3. ad hoc Committees with specific missions discharged upon completion of assigned duties.

Except as otherwise noted, the Dean, who may counsel with the Dean's Advisory Committee, appoints all committee members and chairpersons. Except as otherwise noted, members of standing committees are appointed annually and may be re-appointed. Committees are responsible to the Dean, who may also direct specific committees to report directly to the Dean's Advisory Committee or the Faculty assembly as appropriate. Student representatives chosen by the Dean may serve as full participating members of appropriate appointive committees.

- a) Dean's Advisory Committee. The Dean's Advisory Committee is advisory to the Dean and shall consist of all Departmental Chairpersons, the Dean and the Associate and/or Assistant Deans. The Committee shall meet regularly to consider business brought before it by the Dean or any member. The Dean, or an Associate or Assistant Dean designated by him/her shall preside. A quorum shall be not less than one-half of the number of members. Any Departmental Chairperson unable to attend shall designate a departmental member to represent him/her. Any Faculty member by written memorandum to his/her Departmental Chairperson, or to the Dean, shall be heard or shall have any appropriate item of business placed on the agenda of the Dean's Advisory Committee.
- b) Medical Student Admissions Committee. The Admissions Committee is composed of full-time basic science and clinical faculty, community physicians, four medical students, medical residents, medical school administrators, undergraduate faculty members from the main Marshall University campus and community representatives. The Admissions Committee is an independent body and acts free of external influence. The duties of this committee shall be:
  - 1) develop and recommend criteria for admissibility of applicants
  - 2) determine methods and procedures for evaluating applicants
  - 3) select from among applicants those to be accepted.

The governance of the Admissions Committee consists of the Chair, Vice Chair and the Executive

Committee. The Chair and Vice Chair of the Admissions Committee are appointed by the Dean. The Executive Committee of the Admissions Committee includes the Chair, Vice Chair and all of the Assistant and Associate Deans who are serving at that time on the Admissions Committee.

The Executive Committee is responsible for prioritizing the selection of acceptable nonresidents and providing recommendations for membership to the Admissions Committee.

c) Curriculum Committee.

**Composition:**

The Curriculum Committee shall consist of the following members, all with full voting rights:

Faculty: Basic Science: Two (2) members nominated by the chair from each of the following basic science departments: Anatomy & Pathology; Biochemistry & Microbiology; and Pharmacology, Physiology, & Toxicology (6 members) and two (2) basic science members appointed by the Dean.

Clinical Faculty: 1 member nominated by the chair from each of the following clinical departments: Family & Community Health, Internal Medicine, Obstetrics & Gynecology, Pediatrics, Psychiatry, Surgery, Orthopaedics and Neurosciences. (8 members)

Students: one member from each medical school class. Student members will be voted upon by their representative class. (4 members)

Academic administration: The Senior Associate Dean for Medical Education or his/her designee and the Associate Dean for Medical Education will serve as ex officio members of the committee. The Associate Dean for Medical Education will be nonvoting, function as the executive secretary of the committee, organize the agenda as directed by the Chair and maintain the records of the actions of the Committee.

**Officers:**

The chair of the Curriculum Committee will be one of the 16 faculty members and will be selected by vote of the full committee at the initial meeting.

**Terms:**

The term of the chair will be 2 years and the chair can serve more than one term, but no more than 3 consecutive terms. Administrative members appointed by the Dean will serve at the will and pleasure of the Dean and will not have term limits.

In order to provide for overlapping terms, at the initial meeting eight faculty members will be randomly selected to serve a two-year term and the other eight faculty members will serve a three-year term. All subsequent terms will be for three years. A faculty member may serve no more than two consecutive terms.

The normal term of office shall be one year for student members. Student representatives to this committee may be re-elected by their respective classes.

**Meetings:**

The Curriculum Committee shall meet monthly unless bi-monthly meetings are approved by the majority of the Curriculum Committee members. The executive secretary shall be responsible for providing written minutes to the Dean and the Curriculum Committee members.

**Function:**

The Curriculum Committee is responsible for the overall design, management and evaluation of the medical school curriculum. It is expected that this will be a coherent and coordinated curriculum that fulfills the goals and objectives of the School of Medicine and will be in full compliance with LCME standards. The curriculum committee is responsible for a wide range of issues, including but not limited to the following.

- Goals and objectives of the overall medical education process
- Sequencing of the various segments of the curriculum both within and across the academic periods of study
- Methods of pedagogy and student evaluation
- Ongoing evaluation of course and program effectiveness
- Ongoing evaluation of the content and workload in each discipline to identify omissions and unwanted redundancies
- Development and evaluation of stated objectives of individual courses and clerkships
- Make such changes to the curriculum that are prudent and appropriate to fulfill the responsibilities of the Curriculum committee
- Maintain careful records of the proceedings, decisions and actions of the committee

The Dean of the School of Medicine will be kept apprised of the actions of the curriculum committee through the Senior Associate Dean for Medical Education.

- d) Academic Standards Committee. The membership shall include not fewer than five Faculty and two students. The Committee is to develop guidelines for the evaluation of all aspects of student progress and success and/or failure. Included topics are examinations, cheating, promotion and dismissal, professionalism, incomplete courses and regulations relating to departure from scheduled work. The Committee shall review the progress of all students and determine appropriate action.

- e) Personnel Advisory Committee. The Personnel Advisory Committee shall consist of one elected representative from each department. The department shall elect its representative. Faculty holding administrative positions as department chairperson or above and faculty who are not full-time employees of the Marshall University School of Medicine are not eligible to service on this committee.

Terms of office shall normally be three years<sup>1</sup>. If, for any reason, a departmental representative shall be unable to complete his/her term of office, the department shall elect another representative to complete that term.

The Personnel Advisory Committee shall elect its own chairperson and secretary annually. Duties and responsibilities of the Personnel Advisory Committee are:

- 1) Develop, review and make recommendations concerning personnel policies affecting all full-time, part-time and volunteer faculty.
- 2) Act in an advisory capacity to the Dean of the School of Medicine in policies relating to academic rank, salary, tenure, teaching and non-teaching load, retirement, sabbatical and other leaves, and other duties as the Dean may assign. The committee may, upon request, receive assistance from the administration of the School of Medicine.
- 3) Make recommendations to the administration of the School of Medicine concerning promotion and/or tenure of faculty members. The committee shall consider all requests, including those requests originating from faculty members themselves.

Appointment, promotion, tenure, leave of absence, resignation, dismissal, retirement, fringe benefits, etc. are considered in detail in the Marshall University Greenbook. In addition to the criteria for promotion and tenure outlined in the Marshall University Greenbook, consideration shall be given to patient care and other clinical activities. Further, some clarification to the promotion policy listed in the Greenbook is necessary.

These clarifications (A & B below) are not meant to supersede the requirements for promotion as listed in the Greenbook, but rather, to clarify definitions as they apply to the health sciences.

A. Duration of appointment:

1. It is the policy of the School of Medicine that faculty should have had a faculty appointment at Marshall University School of Medicine for a minimum of two years prior to consideration for promotion. It is expected,

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<sup>1</sup> To provide continuity, the initial representatives of the Department shall draw lots for one, two or three year terms.

but not required that a minimum of four years of teaching, research, or clinical experience at a particular level will precede promotion to the next rank.

2. Teaching, research, or clinical experience prior to a faculty appointment at Marshall University School of Medicine will be evaluated by the Personnel Advisory Committee. Consideration may be given for post-doctoral training, fellowship training, or unusually long residency training required by some specialties.

B. Weighing of the criteria for promotion:

1. Faculty will be evaluated primarily on their principal role in the School of Medicine.
2. Basic Sciences Faculty will be evaluated principally on their teaching and research.
3. Full-time Clinical Faculty will be evaluated on their clinical teaching, patient care and research.
4. Volunteer Clinical Faculty will be evaluated on their teaching, research and clinical contributions to the School of Medicine.

All activities of the Personnel Advisory Committee will be in concert with the policies of the Board of Governors and Marshall University.

- IX. Adoption and Amendment of Bylaws. These Bylaws may be adopted or amended by a sixty percent majority of the full-time Faculty members present at any regularly called Faculty meeting, provided the Faculty has received notice of the proposed changes at least ten days prior to this meeting. Bylaws or changes therein become effective upon approval by the President of Marshall University.

Amended and approved by the faculty at a regularly scheduled meeting on April 4, 2012.

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Wanda L. Webb  
Secretary

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Robert C. Nerhood, MD  
Interim Dean