

Rutgers School of Medicine (RSM) Bylaws

Article I. Preamble

Section I.1 Mission/Vision/Values

- (a) Mission: We develop physicians and scientists to advance health through compassionate care, innovative research, and transformative education, fostering health equity and engagement across diverse communities.
- (b) Vision: To be a national leader in academic medicine and health equity by reimagining medical education, discovery, patient care, and service to the community to improve outcomes for all.
- (c) Values: Excellence, Integrity, Dignity, Collaboration, Belonging

Section I.2 Nothing in these Bylaws shall contravene any provision of any applicable university policies and procedures, Rutgers collectively negotiated agreements, or applicable laws and regulations. These Bylaws are constructed to recognize and implement the principle of shared governance of RSM as recognized by the University.

Article II. The Faculty

Section II.1 Definitions:

- (a) Faculty: The Faculty of Rutgers School of Medicine (RSM) shall consist of all individuals who have a faculty appointment.
- (b) Faculty Assembly: The Faculty Assembly will consist of all faculty members who meet the following criteria:
 - (i) are 50% or more full time equivalent, employed by RSM,
 - (ii) have an unmodified title, and
 - (iii) are a level of distinguished professor, professor, associate professor or assistant professor; or are an RBHS instructor or RBHS lecturer with at least one year of employment
- (c) Additional members of the general faculty (The Faculty of RSM) may be appointed to the Faculty Assembly by the Faculty Council and/or the dean if they serve in a critical or significant teaching or research role or are considered for membership on a standing committee. Such appointments must be reviewed every three years.

Section II.2 Responsibilities, Authority, and Privileges of the Faculty Assembly

- (a) Development and revision of the curriculum, academic calendar and overall educational program of the RSM through the actions of the Curriculum Committee.
- (b) Establishment and revision of criteria for admissions, promotions, disciplinary actions and degree requirements for students of the RSM through the actions of the Admissions Committee, Curriculum Committee and Student Promotion and Progress Committee. The Faculty Assembly votes to approve the list of graduates.
- (c) Participation in teaching, research, elections, committees, administrative, and/or health care delivery programs on behalf of the RSM to the extent that aligns with each faculty member's academic rank and terms of appointment. The dean has the authority to make decisions when necessary.
- (d) Recommendation of amendments to the Bylaws governing the RSM.
- (e) Recommendation to the Executive Committee (Section VIII.3 Executive Committee) for goals and policies regarding professional fulfillment and belonging for faculty, staff, and students.
- (f) Compliance with professionalism standards as established by the RSM in accordance with the most current Rutgers Health Statement on Professionalism in the Workplace.

Section II.3 Section 2.04 Faculty Assembly Officers

- (a) The Faculty Assembly officers shall consist of
 - (i) Two co-presidents – one from each RSM campus, elected from among the four vice presidents from the previous term
 - (ii) Four vice presidents, one basic science, one clinical from each RSM campus.
 - (iii) Two secretaries – one from each RSM campus.

All officers serve two-year terms and may serve a maximum of two consecutive terms in that specific officer position. Faculty officers can serve a maximum of five terms in a 15-year period.
- (b) Officers must be members of the Faculty Assembly, excluding chairs, decanal level faculty, institute/center directors, and those who report directly to the dean.
- (c) If an officer is unable to complete a term, there will be a new election.

Article III. The Dean

Section III.1 Duties and Authority

- (a) RSM is a medical school with two co-equal campuses, one in Newark, one in New Brunswick with a single dean. Under the chancellor of RBHS and the president of the university, the dean shall be the chief academic and administrative officer of the school with primary responsibility for implementing the missions of the school. The dean's duties and powers shall include the following:
 - (i) Primary responsibility for the school's educational, research, clinical, and service/community engagement programs; for the development of teaching and research affiliations; for administration of the school; for promotion of the school's development and effectiveness; and for maintaining accreditation with appropriate groups or agencies;
 - (ii) Supervision of members of the academic and non-academic staff of the school;
 - (iii) Making recommendations on appointments, reappointments, and promotions of the faculty and conferral of tenure consistent with all university policies and applicable collective negotiation agreements;
 - (iv) Oversight of the implementation of the university's processes for the review of the performance of individual faculty members;
 - (v) Oversight of the development and implementation of mentoring and career development plans and actions for individual faculty members;
 - (vi) Making recommendations to the chancellor of appointment, reappointment, and promotion of qualified individuals to serve as administrators of the school;
 - (vii) Preparation and presentation of the annual budget to the chancellor;
 - (viii) Review and approval of the expenditure of funds allocated to the school consistent with university policy and oversight by the chancellor;
 - (ix) Assignment of the school's space;
 - (x) Representing the school in the collaborative work with leadership of the school's hospital partners, and other affiliates to promote the success of the clinical enterprise and ensure their support of the academic/education mission;
 - (xi) Oversight of all activities related to LCME accreditation;
 - (xii) Leading the relationship between RSM with community and other external constituent groups;
 - (xiii) Submission of reports and recommendations to the chancellor, university president, and the Board of Governors concerning the operation, plans, and development of the school, as required;

- (xiv) Ensuring that the teaching programs at the undergraduate medical education, graduate medical education, continuing education, and MD/PhD training provide a positive learning experience, offering high-quality and innovative educational opportunities to facilitate the transition from student to professional;
- (xv) Overseeing and advancing the school's research program, ensuring its alignment with the institution's mission, strategic goals, and compliance with applicable regulations;
- (xvi) Leading fundraising activities successfully on behalf of RSM in collaboration with the chancellor and the development offices of the medical school and university;
- (xvii) Fostering alumni recognition and participation in the growth of the school;
- (xviii) Promoting collaborative relationships with Rutgers Health and the other Rutgers Schools to further the goal of interdisciplinary health science education, research, and patient care;
- (xix) Ensuring that the school continues to be a leader working in the communities it serves, to address health and social welfare of those communities;
- (xx) Leading and implementing a strategic plan; and
- (xxi) Any other duties and powers appropriately granted by the RBHS chancellor or the president of the university.

Section III.2 Appointment

- (a) The dean shall be appointed by the chancellor. The chancellor shall select the dean from among a slate of nominees provided by a dean's Search Committee. The chancellor shall select the majority of the search committee members from a slate elected by the RSM Faculty Assembly through a Faculty Assembly vote. The remainder of the search committee members will be appointed by the chancellor.
- (b) The dean shall serve at the discretion of the chancellor.

Section III.3 Review

- (a) There shall be a periodic review of the school approximately once every five years. The chancellor shall appoint a committee to conduct the review and to report its findings and recommendations to the chancellor. The chancellor shall select faculty representation from among a slate of nominees provided by the Executive Committee. The committee shall take steps to ensure that the faculty and other appropriate constituencies have the opportunity for input to the committee's review. The faculty shall have the opportunity to review the report once completed.

Section III.4 Appointments and Delegation of Authority

- (a) The dean may, with the approval of the chancellor, appoint and delegate authority and/or responsibility to such subordinate administrative officers as may be deemed necessary for effective administration. All appointees shall serve at the pleasure of the dean.
- (b) The administrative officers of the RSM shall assist the dean in performing the executive functions of the school and act for the dean if and as designated

Article IV. School Organization

Section IV.1 Departments and Centers/Institutes

- (a) The school is administratively composed of two co-equal campuses with departments and decanal level centers/institutes. All references in these bylaws to centers/institutes are limited to centers/ institutes wholly within the RSM. There are several departmental and center/institute structures inclusive of decanal and/or departmental level centers/institutes.

- (b) The primary organizational unit of RSM is the department or decanal center/institute which consists of faculty with a unifying interest in a distinct area of knowledge or that discipline that encompasses the educational, academic discovery, and clinical needs of that field. Each department shall function under the leadership of a department chair and shall be organized in such a manner as to assure meaningful participation of the faculty in departmental governance.
 - (i) Each department and decanal center/institute reports directly to the dean. Each department is administered by a chair and each decanal center/institute is administered by a director who is responsible for the organization and implementation of its programs and reports to the dean.
 - (ii) Unless approved by the dean, all basic science and clinical faculty will receive a primary appointment to the department which best matches the discipline, or area of research focus, in which their specialty and/or sub-specialty training occurred. Secondary appointments may occur with recommendation of chairs of both departments and approval of the dean.

Section IV.2 New Departments, Centers/Institutes, and Reorganization

- (a) To fulfill the mission and goals of the medical school, departments and decanal centers/institutes of RSM shall be established, restructured, or removed upon recommendation of the dean with the approval of the chancellor and in accordance with any applicable Rutgers University and State of New Jersey policies and procedures.
- (b) The dean will seek the advice of the Executive Committee when considering the creation or removal of a department or decanal center/institute. The Executive committee will vote to approve whether a department, or decanal center/institute will be created, restructured, or removed.
- (c) The school will follow the processes outlined in university policy and procedure.
- (d) Divisions and Centers/Institutes within departments may be established, restructured, or removed with the approval of the Executive Committee and the dean, and in accordance with any applicable Rutgers University policies and procedures. Division and Departmental Center/Institute directors shall serve at the discretion of the department chair and their stewardship shall be reviewed and evaluated periodically by the department chair and reported to the dean at their discretion.
- (e) Sections within the division may be established, restructured or removed when proposed by the chair with the approval of the Executive Committee and the dean. Section chiefs shall serve at the discretion of the department chair and division chief and their stewardship shall be reviewed and evaluated periodically by the department chair/division chief and reported to the dean at their discretion.

Section IV.3 Department Chairs and Decanal Center/Institute Directors

- (a) There shall be a chair of each department and director of each decanal center/institute (see section IV.1 a.). The chair, center/institute director shall be responsible to the dean and shall have the appropriate authority for carrying out their respective duties, subject to their reporting line to the dean. The chair, center/institute director shall administer the affairs of the department or center/institute in consultation with its faculty. Appointment as a chair of a department is dependent on the maintenance of a faculty appointment in that department.
- (b) The chair's, decanal center or institute director's responsibilities shall include the following:
 - (i) Establishment of annual goals and objectives, with delegation of these duties as appropriate;
 - (ii) Development and operation of departmental or decanal center/institute programs, including but not limited to, the financial management of the department or decanal center/institute;
 - (iii) Supervision of departmental or decanal center/institute faculty and staff;
 - (iv) Conduct objective evaluations of faculty and staff consistent with RBHS and University policies and procedures, and any applicable collective negotiations agreements;

- (v) Continuous evaluation of the educational, research, service and, where appropriate, patient care programs, faculty and staff performance, and administrative processes of the department or decanal center/institute and making appropriate recommendations to the dean regarding all issues of concern to the department;
 - (vi) Promoting mentorship for career development for individual faculty members;
 - (vii) Recommendation by department chairs of the appointments, reappointments, promotions, sabbaticals, unpaid leaves of absence, dismissals, and acceptance of resignations, in accordance with university policy and applicable collective negotiations agreements;
 - (viii) Evaluation of the department or decanal center/institute 's educational, research, service and, where appropriate, patient care programs;
 - (ix) Oversight of clinical matters in coordination with clinical affiliate leadership
 - (x) Educational and research services offered by the department or decanal center/institute; and recruitment, development, and retention of outstanding clinicians and clinical and academic leaders ensuring that the necessary range of high-quality services is available to meet the needs if applicable;
 - (xi) Preparation and submission of an annual report to the dean regarding instructional activities, professional activities, research performance, scholarly publications and other scholarly works, clinical activities, service accomplishments, performance and progress of departmental or decanal center/institute faculty and staff;
 - (xii) Convening the necessary advisory departmental or decanal center/institute committees in accordance with Rutgers policies and procedures and RBHS guidelines;
 - (xiii) Maintenance of fully accredited, high-quality residency and fellowship programs with effective supervision of trainees if applicable;
 - (xiv) Representation of all department or decanal center/institute members in matters concerning the department or decanal center/institute within the clinical affiliates, and representation of the clinical affiliate perspectives to the faculty and school as needed if applicable;
 - (xv) Ensuring the quality of educational programs as clinical affiliates in coordination with clinical affiliate leadership;
 - (xvi) Service on clinical affiliate committees as requested if applicable; and
 - (xvii) Additional duties as assigned by the dean.
- (c) Appointment of Department Chairs and Decanal Center/Institute Directors.
- (i) There shall be a chair for each department and director of each decanal center/institute appointed by the dean with the approval of the chancellor, in accordance with the procedures given below. The term of appointment shall be for five years and is renewable upon the recommendation of the dean and approval of the chancellor.
 - (ii) The process for the selection of department chairs and decanal center/institute directors shall involve the formation of a Search Committee. The dean shall solicit nominations from the Faculty Assembly. The Search Committee will be appointed and charged by the dean, with suitable consultation, to ensure appropriate representation from the relevant domain areas across the academic community. At least one member of the Search Committee will be from the department or decanal center/institute for which the chair or decanal center/institute director shall be selected. The Search Committee will actively engage stakeholders during the search process through a variety of means, to make certain that all interested parties can share their perspective with the committee. At the conclusion of the process, the Search Committee shall provide the dean with a list of acceptable candidates for consideration. The dean shall select the chair or decanal center/institute director for final approval by the chancellor.

- (iii) All department chairs and decanal center/institute directors shall serve at the discretion of the dean. The performance of each chair and decanal center/institute director will be reviewed annually by the dean.
- (iv) Once every five years or at any time during the term of a departmental chair or center/institute director, a review and evaluation of the department, decanal center/institute and of the stewardship of the chair or director may be initiated by the Dean. Process for review of chair or center/institute directors is outlined in RSM Policy and Procedures. The dean may also initiate such a review under the following circumstances: if requested by the Executive Committee or Faculty Council, or upon petition by over 50% of the departmental Faculty Assembly members.
 - 1) The dean may reappoint a departmental chair or decanal center/institute director after formal consultation with the department or may declare the chair vacant. However, chairs and decanal center/institute directors serve at the discretion of the dean without regard to term or review.
 - 2) In the case of a vacancy, the dean may appoint an interim chair or decanal center/institute director after formal consultation with the members of the department or center/institute. The interim chair or decanal center/institute director shall serve at the discretion of the dean.

Article V. Faculty Assembly Meetings

Section V.1 Regular Meetings of the Faculty Assembly

- (a) The Faculty Assembly shall meet no less than three times per year. Meetings may take place in person, virtually, or in a hybrid format.

Section V.2 Special Meetings of the Faculty Assembly

- (a) Special meetings of the Faculty Assembly may be called to ensure the effective discharge of the business of the school.
- (b) Either of the co-presidents of the Faculty Assembly or the dean may call for a special meeting of the Faculty Assembly.
- (c) 50 members of the Faculty Assembly may, by petition, cause the co-presidents of the Faculty Assembly to call a special meeting.

Section V.3 Meeting Procedures

- (a) Meetings shall be presided over by the co-presidents of the Faculty Assembly. In the co-presidents' absence, a vice president shall preside alternating by campus location.
- (b) The presiding officer will be responsible for setting the agenda. The agenda will be circulated at least seven calendar days in advance of the meeting.
- (c) Items requiring a vote will be discussed at faculty meetings, but voting will be conducted electronically.
- (d) For votes of the Faculty Assembly to recommend revisions to the bylaws, two-thirds of Faculty Assembly members constitute a quorum and a majority of votes determines the outcome, and greater than 50% of departments must be represented by two or more faculty. For all other votes, a simple majority of votes determines the outcome.

Article VI. Faculty Council

Section VI.1 Charge

- (a) The Faculty Council serves as a liaison between the faculty and administration of the school on issues significant to the faculty.
- (b) The Faculty Council shall receive reports from all the standing committees and shall provide recommendations and advice.

- (c) The Faculty Council may propose changes to policies of the standing committees which must be approved by the standing committee and Executive Committee.
- (d) The Faculty Council may propose changes to the bylaws of the RSM which would be referred to the Faculty Assembly for approval.
- (e) The Faculty Council may propose policies pertaining to all academic matters which come under the jurisdiction of the general faculty and Faculty Assembly. These policies would also require approval of the Executive Committee.
- (f) The co-presidents of the Faculty Assembly, with the approval of the Faculty Council, may appoint ad hoc committees of the Faculty Council.

Section VI.2 Officers

- (a) The Faculty Council will be chaired by the co-presidents of the Faculty Assembly. The co-presidents will preside at all meetings of the Faculty Council. In the co-presidents' absence, a vice president shall preside.

Section VI.3 Membership and Terms of Service

- (a) Membership of the Faculty Council:
 - (i) Three department chairs from each campus, two clinical and one basic science, to be elected by the department chairs. Both surgical and non-surgical clinical departments should be represented (surgical departments include Anesthesia, Neurosurgery, Ob Gyn, Orthopedic surgery, OHNS, Ophthalmology, and nonsurgical include Emergency Medicine, Family Medicine, Medicine, Neurology, Pathology, Pediatrics, PMNR, Psychiatry, Radiology and Radiation Oncology).
 - (ii) Representatives from each department on each campus depending on department size, elected by the department. Each department will have one representative for every 30 faculty assembly members, up to a maximum of five representatives.
 - (iii) Three at-large faculty members from each campus, one basic science and two clinical, elected by the Faculty Assembly annually. Eligibility criteria: Member of the Faculty Assembly above rank of instructor.
 - (iv) Medical student government president from each campus, without vote.
 - (v) Two representatives from the dean's office, one from each campus, designated by the dean.
 - (vi) The co-presidents of the Faculty Assembly, with the approval of the Faculty Council, may appoint ex-officio non-voting members to the Faculty Council.
- (b) Terms - The terms of service of the Faculty Council will begin September 1 and end August 31. A Faculty Council representative will serve a term of two years and may not serve for more than two consecutive terms. Terms will be staggered by electing one-half of the Faculty Council representatives each year.

Section VI.4 Meetings

- (a) Regular Faculty Council meetings will be held monthly, on a day and time decided by the Faculty Council. Meetings may be cancelled by the officers, with the exception that meetings must be held at least 10 times a year. Special meetings may be called by any five voting members of the Faculty Council.

Section VI.5 Vacancies

- (a) The voting faculty shall elect a replacement to complete an unexpired term of an elected member if greater than one calendar year.

Article VII. Committees

Section VII.1 Eligibility to Serve on Standing Committees

- (a) Membership. All members of the Faculty Assembly of RSM in good standing, are eligible for election or appointment to standing committees as voting members. Membership on standing committees shall be comprised of elected faculty and faculty appointed by the dean. Staff may serve on committees in an advisory capacity. The faculty are eligible for appointment to subcommittees and/or ad hoc committees. Standing committees shall have equal representation from each campus. Elections and appointments shall assure equal representation from each campus.
- (b) The length of term and number of terms for the election or appointment of standing committee members are noted in Article VIII. Members may be appointed by the dean to successive terms or elected to successive terms by their peers during school elections unless otherwise specified by the committee. Emeritus committee members may serve in advisory roles, as requested by the chair.

Section VII.2 Nominations, Elections and Appointments

- (a) Nominations, elections, and appointments for standing committee membership will be administered by the Advisory Board on Committee Nominations. The Advisory Board on Committee Nominations is responsible for:
 - (i) Preparing a slate of candidates who will stand for election to the standing committees; and
 - (ii) Reviewing and advising the dean on proposed appointments to the standing committees.
- (b) The Advisory Board on Committee Nominations may also identify and recruit faculty members for additional elected or appointed positions whenever Faculty Council input into those positions is desired or appropriate.
- (c) The Advisory Board on Committee Nominations will endeavor to include representation of a diverse rank of professional experiences and viewpoints in preparing a slate of candidates who will stand for election to the standing committees. Nominations may be solicited via written or electronic correspondence, or in person. The willingness of nominated candidates to serve in positions will be confirmed prior to elections.
- (d) The composition of the Advisory Board on Committee Nominations will include balanced membership representing each campus. Membership will consist of:
 - (i) The Faculty Council co-presidents
 - (ii) The Faculty Council vice presidents
 - (iii) The Faculty Council co-secretaries
 - (iv) Dean's senior leadership group
- (e) This Advisory Board on Committee Nominations should meet at least once per academic year.
- (f) After preparation of a slate of candidates for election, Faculty Assembly members will have the opportunity to nominate or self-nominate at a Faculty Assembly meeting. Elections will be administered electronically by the Advisory Board on Committee Nominations with quorum defined as 25% of the Faculty Assembly from each campus.

Section VII.3 New Standing Committees

- (a) Standing committees shall be created, altered, or abolished by amendment of these Bylaws.

Section VII.4 Special Committees

- (a) Special committees (e.g., ad hoc committees and task forces) may be appointed by the dean. Such committees or task forces should have a specific charge and an expected deadline for completion of their assigned task. Unless they have a task that only affects a narrow constituency, ad hoc committees, task forces, or special committees should have representation from both campuses and should have broad representation from within the school selected from diverse departments, and type, and rank of faculty members.

Article VIII. Standing Committees

Section VIII.1 Admissions Committee

- (a) Charge and authority: The Admissions Committee shall:
 - (i) Develop, review, and establish policies regarding the prerequisites, admissions standards, and admissions procedures for student application and acceptance into the RSM, subject to the approval of the Executive Committee.
 - (ii) Evaluate candidates for admission to the MD and MD-PhD programs of the RSM.
 - (iii) Recommend qualified applicants to be offered admission to the RSM. The final responsibility for accepting students to the school rests with the Executive Admissions Committee.
 - (iv) The Executive Admissions Committee is empowered to establish subcommittees from its membership as it deems necessary to carry out its functions.
- (b) Membership: The Admissions Committee consists of the following 78 voting members,
 - (i) 60 faculty, 30 are from the Newark campus and 30 are from the New Brunswick campus. Fifteen shall be elected by the Faculty Assembly and 15 appointed by the dean at each campus. Faculty members will serve three-year terms, with no limit to how many terms a member can serve and no departmental restrictions.
 - (ii) 18 students of RSM, nine from the Newark campus and nine from the New Brunswick campus. Of these nine students from each campus, three will be from M2, M3, and M4 classes, each. Students will be selected by the Student Council and appointed by the faculty of the Executive Admissions Committee.
- (c) Officers: There will be one chair and one vice chair over both the Executive Admissions Committee and the Admissions Committee. The chair and vice chair roles will come from both campuses and the roles will switch annually. The chair and vice chair will be appointed by the dean.
- (d) The Executive Admissions Committee of the Admissions Committee
 - (i) Membership of the Executive Admissions Committee will consist of the following 30 voting members:
 - 1) 24 faculty, of which 12 are from the Newark campus and 12 are from the New Brunswick campus. Members will be selected from the Admissions Committee and appointed by the chair of the Executive Admissions Committee.
 - 2) Six students of RSM, three are from the Newark campus and three from the New Brunswick campus. Members will be selected from the Admissions Committee and appointed by the chair of the Executive Admissions Committee.
 - 3) Ex-officio non-voting membership could include representation from the MD/PhD program.
 - 4) The chair of the Executive Admissions Committee will be the chair of the Admissions Committee
- (e) Meeting frequency: Meetings of the Admissions Committee are held at least 12 times over the 12-month academic year, with the goal of occurring at least monthly. The chairs may designate additional meeting dates.
- (f) Quorum: The presence of 50% of members of the Executive Admissions Committee shall constitute quorum at any meeting of the Executive Admissions Committee. The presence of 50% of members of the Admissions Committee from each campus, including 2/3 of those who interviewed applicants on a given agenda, shall constitute a quorum at any meeting of the Admissions Committee.
- (g) Reports: Annually, the Admissions Committee will report a written summary of their past year's work and plans for changes to policies and upcoming year's work to the Faculty Council and the Executive Committee.

Section VIII.2 Curriculum Committee

- (a) Charge and authority: The Curriculum Committee is responsible for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

- (b) **Membership:** The Curriculum Committee will consist of 20 faculty members, 10 from each campus. From each campus, five shall be elected by the Faculty Assembly and five shall be appointed by the dean. There will be representation from basic and clinical sciences. Each elected member will serve a three-year term, except if serving in a leadership role, in which case, terms may be extended. There will be six student members (three from each campus) from M2, M3 and M4 years. All education and student affairs deans and university librarians serve as ex-officio, non-voting members. Administrative support staff from the Office of Education may be appointed by the dean as non-voting members.
- (c) **Officers:** The Curriculum Committee chair will be appointed by the dean. The Curriculum Committee will elect 2 vice chairs, one basic science and one clinical, every two years from the committee membership. The immediate past-chair will remain on the committee for two years. Committee members cannot hold administrative (decanal and chair) roles.
- (d) **Meetings:** Regular meetings shall be held at least bi-monthly or as deemed necessary by the chair.
- (e) **Quorum:** A meeting quorum is defined as at least 50% of the members of the Curriculum Committee from each campus.
- (f) **Reports:** The Curriculum Committee actions shall be reported in summary fashion to the Faculty Council and Executive Committee following each regular meeting. Occasionally, substantive changes in the degree requirements may be necessary, either at the recommendation of accrediting bodies or as initiated by the faculty. The Curriculum Committee will bring recommendations for major curricular change to the dean, Executive Committee and the Faculty Council for comprehensive input from the dean and the faculty. The final authority for the curriculum lies with the Curriculum Committee.
- (g) **Subcommittees:** The committee will have subcommittees responsible for pre-clinical and clinical curricula. The Curriculum Committee vice chairs will chair these subcommittees. These subcommittee meetings may be held more frequently, at least once before each regular committee meeting.

Section VIII.3 Executive Committee

- (a) **Charge and authority:** The Executive Committee of the Faculty will:
 - (i) Advise the dean on various policies and procedures concerning the school and university
 - (ii) Facilitate communication among leadership of the academic units of the school
 - (iii) Approve policies and procedures of the school's standing committees pertaining to the school's academic programs, including specific authority to:
 - 1) Approve major changes in educational program policy
 - 2) Approve all Distinction programs,
 - 3) Approve of all departmental changes in compliance with university policy, e.g., new departments, dissolution of departments, adding divisions, etc. with the final approval consistent with Rutgers University Policy.
- (b) **Membership:** The Executive Committee of the faculty will be chaired by the dean and consist of:
 - (i) All academic department chairs
 - (ii) School decanal institute and center directors
 - (iii) The officers of the Faculty Assembly (two presidents, four vice presidents, two secretaries)
 - (iv) The associate and vice deans of the school who serve in an ex Officio without vote
 - (v) Other faculty as determined by the dean
- (c) **Terms:** An individual serves on the Executive Committee of the faculty while holding his/her leadership position.
- (d) **Officers:** The dean or the dean's representative shall serve as chairperson of the Executive Committee.
- (e) **Meetings:** The Executive Committee shall meet monthly and at other times upon call of the dean or the dean's representative.

- (i) The dean, or the dean's representative of the Executive Committee shall preside.
- (ii) Minutes of all meetings shall be kept for future use of the Executive Committee and the dean.
- (iii) The agenda for Executive Committee meetings shall be prepared by the dean or dean's representative and shall be distributed to the members before each meeting. Agenda items may be submitted to the dean by members of the Executive Committee.
- (f) Quorum: The presence of 50% of the members of the Executive Committee from each campus and the presence of 50% of the Department Chairs shall constitute a quorum at any meeting of the Committee.

Section VIII.4 Advisory Committee on Appointments and Promotions

- (a) Charge: The Advisory Committee on Appointments and Promotions shall have the responsibility of advising the dean as to appointments, reappointments of tenure-track faculty, promotions, granting of tenure, changes in track, sabbatical. The dean shall obtain the advice of this Committee in these matters. All matters of faculty appointment and promotion shall be in accordance with "RBHS Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty," University policy and procedure, and collective negotiation agreements as applicable.
- (b) Membership: The Advisory Committee on Appointments and Promotions shall consist of 24 members, 12 from each campus. Six shall be elected by the Faculty Assembly and six appointed by the dean at each campus and the final composition of the committee will be six basic science and six clinical faculty from each campus. The deans for Faculty Affairs shall serve ex officio without vote. All members must be professors or distinguished professors, at least eight of the members must be tenured, and no more than two members may be from the same department. No more than two members may be a chair of a department. The term of office shall be three years, with staggered terms. No member standing shall serve more than two consecutive terms. Ad hoc committee members may be appointed by the dean in order to meet quorum for decisions concerning tenure track faculty.
- (c) Officers: The members shall elect a chair from among the members.
- (d) Meetings: Meetings shall be convened to comply with the institutional deadlines.
- (e) Quorum: A quorum shall be 10 members, including five members from each campus and the chair or a designated alternate from the members of the committee. For decisions concerning tenure track faculty, only tenured members may vote, and there must be a minimum of six such members.
- (f) Reports: All departmental actions presented to the Advisory Committee on Appointments and Promotions must include a report of the results of the deliberations of the advisory committee of the department.

Section VIII.5 Research Committee

- (a) Charge: The goal of this committee is to enhance the research enterprise by disseminating research-related information to faculty, by facilitating communication between investigators and administration, and by advocating for optimal practices and conditions that foster research productivity. The committee encourages innovation, stimulates new investigative endeavors, fosters interdisciplinary and transdisciplinary approaches, and provides counsel on the identification and wide use of institutional resources. The committee shall make recommendations to the dean and to the Faculty Council regarding implementation of efficient research programs.
- (b) Membership:
The Research Committee shall consist of 16 members, 8 from each campus. From each campus, four shall be selected by the Faculty Council and four appointed by the dean at each campus and the final composition of the committee will be four basic science and four clinical faculty. Research deans from both campuses will serve as ex-officio members.
- (c) Terms: Members will serve three-year terms.
- (d) Meetings: The committee will meet at least ten times per year.

- (e) Reports: Annually, the Research Committee will report a written summary of their past year's work and plans for changes to policies and upcoming year's work to the Faculty Council and the Executive Committee.

Section VIII.6 Student Promotion and Progress Committee

- (a) Charge and authority:
 - (i) This Committee shall have the responsibility of monitoring and designating the academic status of all students in the M.D. and M.D-PhD curriculum of RSM, and of formulating the Academic Rules and Regulations, which provide the guidelines for promotion and awarding of degrees.
 - (ii) Actions of the Student Promotion and Progress Committee may include, but are not limited to, the following:
 - 1) Recommendation to the Faculty Assembly the candidates for the M.D. degree
 - 2) Establish to policies and procedures pertaining to student promotion and progress.
 - 3) Determination that medical students have satisfactorily met the requirements of each academic year in the M.D. curriculum and all joint degree programs,
 - 4) Decisions on students for promotion to the next academic year,
 - 5) Decisions on appeals of non-passing grades and remediation decisions made by courses and clerkships,
 - 6) Mandate for reduced course load, modified curricula, or other forms of extending a medical student's curriculum due to academic difficulties,
 - 7) Placement of students on Academic Warning or Academic Suspension,
 - 8) Decisions on requested leaves of absence for students in academic difficulty,
 - 9) Decisions on appeals for an exception to the application of the Academic Rules & Regulations (AR&R)
 - 10) Dismissal of students
 - 11) Establish standards for Satisfactory Academic Progress and consider related appeals
- (b) Membership: The committee will be comprised of:
 - (i) 18 faculty, nine from each campus. From each campus, four are appointed by the dean, four are elected by the Faculty Assembly, and one MD-PhD core faculty is appointed by the director of the MD-PhD program. Faculty will serve three-year, staggered terms with reappointments possible.
 - (ii) The deans for education, student affairs, and the registrar shall serve ex officio without vote.
- (c) Officers:
 - (i) Chair: One member with at least two years of service on the committee shall be designated the chair by the dean and will serve as the presiding officer. The chair's responsibilities are to set the agenda, assign duties and responsibilities to the committee members, report to the Executive Committee and dean on a regular basis. The chair will serve for three years and may be reappointed for an additional three years.
 - (ii) Two Vice-Chairs: The committee will elect two faculty members, one from each campus to serve as vice chairs. The vice chair's responsibilities include assisting the chair and serving as the chair when the chair is unavailable. The vice chair will serve for up to three years and may be reappointed for an additional three years.
- (d) Meetings: The committee will meet monthly.
- (e) Reports:
 - (i) The committee shall provide a summary report annually to the Executive Committee.
 - (ii) The committee shall deliver reports to the Faculty Council on a semi-annual basis.
- (f) The committee will decide on the formation of subcommittees or ad hoc committees.

- (g) Quorum: 50% of members from each campus will define the quorum. Voting on an item will pass with a majority.

Article IX. Amendment Process

Section IX.1 Approval Process

- (a) In order for an amendment of the Bylaws to be considered, the dean, Executive Committee, or the Faculty Council shall have the right to propose the amendment at a meeting of the Faculty Council where there is a quorum across the two campuses for discussion. The proposed amendment and justification will be discussed at a meeting of the Faculty Assembly. The Faculty Assembly will vote on the proposed amendment after the meeting. The vote must be open for a minimum of two weeks. A quorum is 2/3 of Faculty Assembly will constitute quorum. Voting on an amendment will pass with a majority.
- (b) All amendments to these Bylaws must be presented to the dean and chancellor for approval.
- (c) These Bylaws shall take effect approved by the dean and the chancellor.

Section IX.2 Regular Review of the Bylaws

- (a) A full review of these bylaws should be conducted at least every five years. The dean shall appoint a committee and chair to examine the Bylaws and propose such revisions as seem desirable.
- (b) Any proposed revisions will be subject to the approval process above.

Article X. Parliamentary Procedures

Section X.1 Parliamentary Procedures

- (a) The most recent edition of Roberts' Rules of Order, Newly Revised shall govern meetings and voting of the Rutgers School of Medicine in all cases in which they are applicable and not in conflict with these Bylaws University policies and procedures, and applicable statutes and regulations.

Article XI. Approval & Revision History

Integration Executive Committee Approval April 14, 2025

Approved June 25, 2025