Saint Louis University School of Medicine

Bylaws (Article IV, section A):

Committee on Faculty Affairs – Function: The committee shall serve as the Committee on Committees recommending to the Dean individuals to serve on all standing committees of the School of Medicine, or other University committees, and shall serve as a nominating committee for those committees requiring General Faculty elections, such as the Executive Committee of the Medical School Faculty, Faculty Affairs Committee, the Faculty Senate and Secretary of the Faculty. The committee shall recommend to the Dean of the Medical School the formation of additional standing committees as deemed appropriate by changes in the conduct or climate of medical education, biomedical research and clinical practice. The Committee on Faculty Affairs will make specific recommendations to the dean regarding the name, function, composition and service tenure of members on such new committees. The Dean of the Medical School can request of the Committee on Faculty Affairs the names of candidates for appointments by the Dean to committees when necessary.

This committee shall serve as a resource for information concerning fellowships and awards, be active in the identification of candidates for awards and honors, be concerned with fostering the environment of scholarship, and receive the grievances of individual faculty members. Faculty grievances shall be handled by complying with University procedures.

This committee should formally review the Faculty By-Laws at least every three years and recommend such changes to the faculty as the committee deems appropriate.

Membership: There shall be seven members elected by the ranked faculty; two members from the full-time pre-clinical; two from the clinical, and two from the voluntary faculty. The seventh member may be elected from any one of the above groups. Elected members will serve terms of three years and can be reelected provided that their terms do not exceed six successive years. The chair, appointed by the Dean, shall serve three years. The year is defined from July 1 to June 30. The election shall be held prior to the general faculty meeting in June so that the results may be announced at that time. The term of an elected member shall begin on July 1 following the June election.

Elections: The Faculty Affairs Committee shall act as a nominating committee in selecting candidates to be voted by ballot for announcement at the June faculty meeting. The Committee on Faculty Affairs shall strive to seek external guidance in its role as the chief nominating committee by soliciting the names of nominees from faculty members outside of the committee. The ballots with the candidates’ names for membership shall be circulated to the general faculty four weeks prior to that meeting date. Election of members to the committee shall be by majority vote of the ranked faculty.

If an elected member of the committee cannot fulfill the term of office, a temporary appointment will be made by the Dean upon recommendation by the Faculty Secretary in
accord with the procedure stated in Article III, Section B. If an appointed committee member cannot fulfill the term of appointment a temporary appointment will be made by the Dean, upon the recommendation of the Faculty Affairs Committee. The individual appointed shall represent the appropriate faculty group, and complete the unexpired term. Elections must then be held at the end of the completion of the unexpired terms.

Meeting: The committee shall meet at least six times per year. Other meetings may be called at the request of the chair, any two members of the committee, or by the Dean. The chair of the committee shall preside over the meetings, maintain minutes, and shall report to the general faculty and the Dean on a regular basis.