

THE CONSTITUTION  
OF THE SCHOOL OF MEDICINE OF  
SAINT LOUIS UNIVERSITY

Preamble

Saint Louis University School of Medicine strives to improve the general health of all people through education, research, development and application of new knowledge in the basic and clinical medical sciences. The Faculty has created this constitution for the purpose of organizing programs, policies, and procedures for a self-governing body focused on transparency, collaboration, accountability, and representative participation in pursuit of this goal. This document serves to detail and enhance the process of shared governance throughout the School of Medicine, recognizing the rights and responsibilities of the Faculty of the School of Medicine as outlined in the Faculty Manual.

ARTICLE I

Organization of the School of Medicine

The Dean, Departmental Chairs, Faculty, Executive and other Standing Committees, and all others directly concerned with achieving the goals of the School comprise its organizational framework. Members of the faculty shall hold an appointment in one or more departments and participate in the activities of their respective departments, the School and the University.

- 1) The Dean
  - A) The Dean shall be a member of the ranked faculty of the School. The Dean shall have administrative authority over the School, its faculty, and the student body. As the chief executive officer and representative of the faculty of the School of Medicine the Dean shall implement its academic policies, provide leadership and initiative for the faculty, and report annually to the faculty on the accomplishments, progress, and direction of the School. The Dean shall preside over meetings of the faculty and Executive Committee and either the Dean, or a designate of the Dean, shall participate as an ex officio member of each standing and Dean-appointed *ad hoc* committees. The Dean shall have the authority of the Chief Academic Officer of the School of Medicine and may delegate that authority if so desired. The Chief Academic Officer will oversee the educational programs of the School.
  - B) The Dean shall be appointed in accordance with the Charter, Constitution, and By-laws of the University.
  - C) The Dean shall be administratively responsible for the operation of the School of Medicine, and possesses line authority from the President or

President's representative, and Board of Trustees for all academic and administrative activities of the School of Medicine.

2) The Faculty

- A) The faculty shall consist of all persons who hold an academic appointment in the School of Medicine. Any person holding the rank of instructor or above shall be regarded as a member of the ranked faculty. Members of the ranked faculty are eligible to vote. Unranked members of the faculty shall be eligible to participate in all activities of the faculty and share all faculty rights except voting.
- B) The representative body for the full time faculty of the School of Medicine of Saint Louis University shall be called the Faculty Assembly of the School of Medicine (herein referred to as "the Faculty Assembly"). The purpose of the Faculty Assembly is to enable the full time faculty to participate in the shared governance of the School of Medicine in an advisory capacity to the Dean as specified in the Faculty Manual. The goal of the Faculty Assembly is to strengthen the academic mission of the School of Medicine.
- C) The faculty shall be responsible for the design, development, execution, and evaluation of the teaching, training, and research programs of the School of Medicine.
- D) The ranked faculty shall elect one of its members for a three-year term to serve as its Secretary. The Secretary shall assist and advise the Dean, or designate of the Dean, in the preparation of the agenda for all faculty meetings. The Secretary shall prepare, maintain, and convey to the Committee on Faculty Affairs a list of committee memberships, terms, and vacancies involving the School of Medicine within the Medical Center and the University in general. The Secretary shall receive from the Committee on Faculty Affairs the names of nominees for committee memberships, and forward them to the Dean. The Secretary shall serve as a voting member of the Executive Committee.
- E) The faculty shall meet in a General Faculty meeting no more than four times during the academic year, the dates to be determined jointly by the Dean, and the Faculty Secretary, as a representative of the faculty. Special meetings may be called by the Dean or requested of the Dean by any twenty members of the faculty or by any of the standing committees of the School of Medicine. The faculty shall meet and act upon the agenda and may initiate recommendations to the Dean.
- F) The Dean, or a designate of the Dean, shall prepare the agenda of, and preside over, meetings of the faculty.

- G) The representatives to the Faculty Senate and Faculty Assembly shall report at each General faculty meeting. Representatives of the Faculty Senate are elected as outlined in the By-laws.
- H) The faculty shall prepare and promulgate its own by-laws.

3) The Student Body

The Student Body of the School of Medicine shall consist of qualified students who have been selected from those applying to the School for admission. They shall, by mastery of the curriculum, professional conduct, and compliance with the rules and regulations of the School of Medicine and the University, maintain membership in good standing. Satisfactory completion of the prescribed course of study and evidence of good standing in the Student Body shall be required before a degree may be awarded. Representatives of the Student Body shall participate in discussion, deliberations, and the formulation of academic policy.

ARTICLE II

The Executive Committee

The function of this committee is to serve as an advisory and consultative body to the Dean, particularly to make recommendations regarding faculty appointments, promotion and tenure, the creation of new departments, and the appointment of deans and department chairs. The Executive Committee shall prepare its own By-laws.

- A) Voting members of the Executive Committee of the School of Medicine shall consist of all departmental chairs, the secretary of the faculty, and six members elected from the ranked faculty, as outlined in the bylaws, two of whom shall represent basic sciences; three full-time clinical; and one, part-time or adjunct faculty. Elected members shall be chosen by the method specified in the By-laws of the faculty. Associate and Assistant Deans shall be *ex officio* members of the Executive Committee without vote. The Dean shall be the Chair and presiding officer of the Executive Committee voting only in case of tie.

ARTICLE III

Standing Committees of the School of Medicine (full descriptions of the composition and duties of these committees is found in the BYLAWS OF THE FACULTY OF SAINT LOUIS UNIVERSITY SCHOOL OF MEDICINE).

- 1) Appointment Procedures and Policies
  - A) The Committee on Faculty Affairs shall appoint the members of all standing committees of the School of Medicine except the Committee on Faculty Affairs, Faculty Senate, and those members of the Executive Committee that are elected positions based on self or peer nominations of the faculty at large. The Secretary of the Faculty shall report the membership of each committee to the faculty.
  - B) The Chair of each standing committee shall be designated by the Dean. The Chair of the Committee on Faculty Affairs is designated by members of the committee as outlined in the By-laws and executes functions defined by the By-laws of the faculty
  - C) All standing committees of the faculty shall, unless otherwise specified, report to the faculty and the Dean.
  - D) Committee members may be appointed, or elected, for terms not to exceed six successive years, provided such appointments be staggered in a fashion which will provide gradual and orderly change in membership.
  - E) The Dean, or representative of the Dean, shall be an ex officio member of all committees of the School of Medicine and shall receive notices and minutes of all meetings.
  - F) The Chair of each standing committee at the time of appointment shall receive from the Dean a statement of charge to the committee.
- 2) The standing committees of the School of Medicine shall be:
  - A) Committee on Admissions

The committee has the responsibility to establish minimal requirements and procedures for admission of candidates to the student body of the School of Medicine. The Committee on Admissions shall remain independent from all outside influences and has final authority on decisions regarding admitting applicants.
  - B) Credentials Committee

The committee will make recommendations to the Executive Committee on matters of faculty appointment, promotion and tenure for both full-time and part-time positions.

- C) Committee on Continuing Medical Education  
The Committee on Continuing Medical Education (CME Advisory Committee) will advise the Continuing Medical Education (CME) Department regarding policies and issues affecting the general operation of the overall continuing medical education program.
- D) Curriculum Committee  
The committee shall have full and centralized responsibility and authority in the design, management, and oversight of the curriculum. Specific responsibilities are outlined in the SLUSOM faculty Bylaws. The Committee shall report to the Chief Academic Officer.
- E) Committee on Faculty Affairs  
The committee shall serve as the committee on committees, populating all standing committees of the School of Medicine, or other University committees. The committee may receive the grievances of individual faculty members. Faculty grievances shall be handled by complying with University procedures as outlined in the Faculty Manual.
- F) Graduate Medical Education Committee  
The committee shall advise on and monitor institutional policies for graduate medical education.
- G) Graduate Program Advisory Council  
The council shall serve in an advisory capacity to the Dean with regard to the non-professional graduate programs in the School of Medicine.
- H) Research Planning Committee  
The committee shall provide general oversight and advice on a broad range of issues related to the development and support of research in the School of Medicine including review, formulation and recommendation of policies pertaining to research in the School of Medicine.
- I) Research Space Review Committee  
The committee shall review the research productivity of all principal investigators within the School of Medicine annually and make recommendations to the Dean of the School of Medicine regarding assigned research space.

- J) Sabbatical/ Academic Leave Committee  
The committee shall evaluate proposals from full-time tenured faculty for professional development and renewal.
- K) Committee on Student Progress  
The committee shall assess the progress of and recommend programs for individual students in order that these students meet the criteria for their advancement toward graduation. They will act as an appeals committee concerning grade challenges and other mistreatment concerns as determined by the Associate Dean of Student Affairs.

#### ARTICLE IV

##### Amendments

The constitution of the Saint Louis University School of Medicine may be amended through the following process:

1. Proposed amendment(s) is/are presented by any member of the faculty at a General Faculty meeting.
2. The Faculty Secretary shall record the substance of the proposed amendment(s) and summarize any discussion of the proposed amendment(s) in the minutes of the meeting.
3. Following the meeting the Dean will appoint an ad hoc committee from a list provided by the Committee on Faculty Affairs to review the proposed amendment(s). Note: it is a requirement that proposed amendment(s) be reviewed by an ad hoc committee.
4. Upon completion of the review by the ad hoc committee, no more than two months after the ad hoc committee has been appointed, a summary of the ad hoc committee review and ballots will be distributed by the Faculty Secretary to voting faculty members (membership determined by Constitution: Article I, Section 2).
5. Voting will be open for a period of 14 calendar days.
6. Upon closure of voting period, affirmation by two thirds of those voting constitutes approval.
7. If approved, Faculty Secretary, or designee, shall be responsible for documenting and updating the constitution in accordance with the majority vote.
8. The amended Constitution is subject to the approval of the President of Saint Louis University.
9. The official amended document, appropriately dated, will be lodged in the Office of Faculty Affairs and Professional Development.

#### ARTICLE V

The Executive Committee and the faculty shall prepare their own by-laws which may be adopted, amended, or suspended by a two thirds vote of each body present and voting at a

regular meeting or through e-mail or current technology, and become operational upon approval. Each group shall determine the form and structure of its own By-laws Committee.

*Revised Constitution adopted by faculty on January 29, 2018*  
*Revised Constitution approved by Dr. Pestello on March 8, 2018*