



**SAINT LOUIS
UNIVERSITY™**

— EST. 1818 —

School of Medicine Bylaws of the Faculty

TABLE OF CONTENTS

| | | |
|-------|--|----|
| 1 | Preamble..... | 5 |
| 2 | FACULTY MEETINGS..... | 5 |
| 2.1 | Plenary Sessions..... | 5 |
| 2.2 | Agenda..... | 5 |
| 2.3 | Order of Business..... | 5 |
| 2.4 | Special Meetings..... | 5 |
| 2.5 | Meeting Minutes..... | 5 |
| 3 | THE FACULTY ASSEMBLY..... | 5 |
| 3.1 | Membership..... | 5 |
| 3.2 | Purpose..... | 6 |
| 3.3 | Executive Committee of the Faculty Assembly (ECFA)..... | 6 |
| 4 | ELECTIONS AND VOTING..... | 6 |
| 4.1 | Elections..... | 6 |
| 4.2 | Voting at Faculty Meetings..... | 7 |
| 5 | MEMBERSHIP ON COMMITTEES AND ELECTED OR APPOINTED OFFICES..... | 7 |
| 5.1 | Term of Election or Appointment..... | 7 |
| 5.2 | Condition of Membership..... | 7 |
| 6 | STANDING COMMITTEES..... | 8 |
| 6.1 | Admissions Committee..... | 8 |
| 6.1.1 | Function..... | 8 |
| 6.1.2 | Membership..... | 8 |
| 6.1.3 | Meetings..... | 8 |
| 6.2 | Appointment, Promotion and Tenure Committee..... | 8 |
| 6.2.1 | Function..... | 8 |
| 6.2.2 | Membership..... | 9 |
| 6.2.3 | Meetings..... | 9 |
| 6.3 | Continuing Medical Education (CME) Advisory Committee..... | 9 |
| 6.3.1 | Function..... | 9 |
| 6.3.2 | Membership..... | 9 |
| 6.3.3 | Meetings..... | 9 |
| 6.4 | Curriculum Committee..... | 10 |
| 6.4.1 | Function..... | 10 |

| | | |
|--------|--|----|
| 6.4.2 | Membership..... | 10 |
| 6.4.3 | Meetings | 11 |
| 6.4.4 | Sub-committees | 11 |
| 6.5 | Faculty Affairs Committee (FAC)..... | 11 |
| 6.5.1 | Function | 11 |
| 6.5.2 | Membership..... | 12 |
| 6.5.3 | Meetings | 12 |
| 6.6 | Graduate Medical Education Committee..... | 12 |
| 6.6.1 | Function | 12 |
| 6.6.2 | Membership..... | 13 |
| 6.6.3 | Meetings | 13 |
| 6.7 | Graduate Program Advisory Council..... | 13 |
| 6.7.1 | Function | 13 |
| 6.7.2 | Membership..... | 13 |
| 6.7.3 | Meetings | 13 |
| 6.8 | Research Planning Committee..... | 14 |
| 6.8.1 | Function | 14 |
| 6.8.2 | Membership..... | 14 |
| 6.8.3 | Meetings | 14 |
| 6.9 | Research Space Review Committee..... | 14 |
| 6.9.1 | Function | 14 |
| 6.9.2 | Membership..... | 14 |
| 6.9.3 | Meetings | 15 |
| 6.10 | Sabbatical/Developmental Leave Committee | 15 |
| 6.10.1 | Function | 15 |
| 6.10.2 | Membership..... | 15 |
| 6.10.3 | Meetings | 15 |
| 6.11 | Student Progress Committee..... | 15 |
| 6.11.1 | Function | 15 |
| 6.11.2 | Membership..... | 15 |
| 6.11.3 | Meetings | 16 |
| 7 | SCHOOL OF MEDICINE EXECUTIVE COMMITTEE | 16 |
| 7.1.1 | Function | 16 |
| 7.1.2 | Membership..... | 16 |

Approved by the SOM Faculty – June 2021

| | | |
|-------|--------------------------|----|
| 7.1.3 | Meetings | 16 |
| 8 | OFFICE OF THE DEAN | 16 |
| 9 | AMENDMENTS..... | 16 |

1 PREAMBLE

These Bylaws have been developed to articulate the role of the faculty in the shared governance of the Saint Louis University School of Medicine as broadly outlined in the Constitution of the School of Medicine of Saint Louis University. These Bylaws apply to the goals, missions, and objectives of the School of Medicine and its Faculty as part of the larger organization of Saint Louis University. Where conflicts exist between these Bylaws and the Constitution, the Constitution shall take precedence.

2 FACULTY MEETINGS

2.1 PLENARY SESSIONS

The Faculty shall meet in-person, or virtually, such as via zoom or conference call. A quorum is required for official voting and shall consist of the nearest whole number equivalent to seven percent (7%) of the total number of faculty as determined at the beginning of each academic year.

2.2 AGENDA

The order of business for the meetings shall be determined by the Executive Committee of the Faculty Assembly (ECFA) in consultation with the Dean. Members of the faculty shall consult the ECFA regarding items of business that they wish placed on the agenda.

2.3 ORDER OF BUSINESS

Roberts' Rules of Order shall prevail for the conduct of meeting business.

2.4 SPECIAL MEETINGS

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.

2.5 MEETING MINUTES

Minutes will be recorded by the Faculty Secretary and distributed to the Faculty within one month of each meeting occurrence and redistributed with the agenda for upcoming meetings.

3 THE FACULTY ASSEMBLY

3.1 MEMBERSHIP

The Faculty Assembly consists of all full-time faculty of the School of Medicine of Saint Louis University and shall be called the Faculty Assembly of the School of Medicine.

3.2 PURPOSE

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.

3.3 EXECUTIVE COMMITTEE OF THE FACULTY ASSEMBLY (ECFA)

The Faculty Secretary is a standing member of the ECFA. At least six additional Faculty Assembly members (at least 2/3 clinical faculty) will be elected by the faculty to the ECFA. This executive group then chooses a President. All executive committee members shall be elected by the membership of the Faculty Assembly. The Faculty Secretary shall be responsible for keeping the minutes of meetings of the Faculty Assembly and of the ECFA.

The ECFA shall carry out its obligations through a determination of the “sense of the full-time faculty” on issues regarding academic policies and in matters concerning the faculty of the School of Medicine by communication thereof to the School of Medicine Executive Committee, the Dean of the School of Medicine, and the Faculty Senate.

The Executive Committee of the Faculty Assembly (ECFA) shall advise and make recommendations to the Dean of the School of Medicine, the Dean’s designee, or other members of the administration, as appropriate, with regard to the sense of the Faculty Assembly, as substantiated through electronic communications as supported on the Faculty Assembly website and/or the minutes of the Faculty Assembly, on any and all matters pertaining to the academic life of the faculty of the School of Medicine, including but not limited to education, research, and medical practice.

4 ELECTIONS AND VOTING

4.1 ELECTIONS

The Faculty Affairs Committee (FAC) shall act as a nominating committee in selecting candidates to be voted by electronic ballot, or for appointment. The call for nominations is announced by electronic messaging (email). The FAC 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 Chair of the FAC must give final approval to the electronic ballot and its format before the ballot is sent for the vote. The electronic ballots shall be sent by email to all ranked faculty at least twice in four weeks. Voting must be final by the date of the spring faculty meeting. Appointment of members on elected committees shall be by majority vote of the ranked faculty. The Chair of the FAC will report the election results to the Dean and announce the results at the next general faculty meeting.

If an elected member cannot fulfill the term of office, the candidate who received the next highest number of votes in the most recent election shall be appointed. If this procedure cannot be observed due to a lack of candidates, nominations will be requested from the faculty. The appointed new member 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.

4.2 VOTING AT FACULTY MEETINGS

When a quorum is present (seven percent of the total number of faculty), matters of business requiring a vote shall be decided by a show of hands or paper ballot at the discretion of the Dean. The Faculty Secretary shall appoint sufficient tellers to assist in tallying such voting. Any voting member of the faculty may request a secret ballot on any item on which a vote is to be taken.

5 MEMBERSHIP ON COMMITTEES AND ELECTED OR APPOINTED OFFICES

5.1 TERM OF ELECTION OR APPOINTMENT

Except for the Admissions Committee, members of the faculty elected or appointed to standing committees or other offices approved by the faculty will serve a three-year term, with eligibility for re-election for an additional term. Succession to the position may be attained for a maximum of another six successive years after vacating the office or committee for at least a year.

Full time faculty who spend at least 75% of their time in teaching, research, clinical practice, and service, are eligible for election as representatives to the Faculty Senate or for election or appointment to SOM Committees. Administrators (Dean staff or department chairs) serve on SOM committees as either as members or as ex officio without vote as indicated under each individual committee membership description.

5.2 CONDITION OF MEMBERSHIP

Members elected or appointed to standing committees, or other offices, will have agreed to serve prior to election or appointment. Attendance at meetings may be in-person, or virtual such as via zoom or conference call, as determined by the committee chair. Failure to attend a minimum of fifty percent (50%) of the meetings for that committee shall constitute forfeiture of office, and the chair of the committee shall inform the Chair of the FAC once annually of any members not attending fifty percent of the meetings. The FAC may recommend continued membership on the committee to the committee chair or appoint a new committee member. If an elected position has been vacated, the OFAPD shall inform the chair of the FAC of the name of the candidate who received the next highest number of votes in the most recent election for that position. At the end of the normal term of appointment, an election will be held, or a new appointment will be made. The incumbent may be elected or appointed for the new term of office provided the total length of election or appointment conforms to the regulations in Section 5.1. Members of the committees or other offices who resign or retire will be replaced in accord with the above procedures. The year is defined from July 1 to June 30. Elections shall be held prior to the spring general faculty meeting in order that the results may be announced at that time. The term of an elected or appointed Standing Committee member shall begin on July 1 following the spring election.

6 STANDING COMMITTEES

6.1 ADMISSIONS COMMITTEE

6.1.1 Function

To establish minimal requirements for the admission of candidates to the student body of the School of Medicine, to review the application and supportive evidence from each candidate, to select applicants for interview and then offer acceptance to candidates for admission who meet the requirements established by the committee and to help initiate special recruitment programs for the School of Medicine.

6.1.2 Membership

The Admissions Committee is an administrative committee primarily constituted of faculty. Members shall serve a term of five years and are eligible for reappointment. The members are appointed by the Associate Dean of Admissions based on recommendations from the FAC and self-nominations. Prior to final nomination to the Committee, the Dean of the School of Medicine and Division/ Department Chairs will be consulted to determine eligibility of faculty to serve. The Associate Dean of Admissions shall serve as the Chair of the Committee. In the absence of the Associate Dean of Admissions, the Assistant Dean of Admissions will chair. The Associate Dean of Admissions, upon recommendation of the Committee may appoint interested students to the committee and each shall be a voting member of the committee. The term of appointment for student members shall be three years and is contingent upon continued excellent academic performance.

6.1.3 Meetings

The Associate Dean of Admissions and at least four faculty members of the committee (considered a quorum) shall hold Committee meetings weekly during the recruiting season and upon request. The Admissions Office or the Dean's Office shall provide secretarial support, technological support, and sufficient funds to meet the needs of the committee to acquire pertinent information on each applicant. The Associate Dean of Admissions, or designee, shall update the general faculty at least twice each year. Regular reports, in which no individual applicant information will be shared, shall be made to the Dean of the School of Medicine and to the School of Medicine Executive Committee throughout the academic year.

6.2 APPOINTMENT, PROMOTION AND TENURE COMMITTEE

6.2.1 Function

The School of Medicine shall have an Appointment, Promotion and Tenure Committee that will make recommendations to the Dean on matters of faculty appointment, promotion, and tenure for both full-time and part-time positions.

6.2.2 Membership

There are nine members including the chair. At least seven members must have attained the rank of associate or full professor with at least three tenured. The FAC appoints all members, including the chair. Membership should include approximately equal representation of the basic science and clinical departments (that is: six clinicians and three basic scientists). The Associate Dean of FAPD shall serve as *ex-officio* without vote.

6.2.3 Meetings

Meetings are held as required.

6.3 CONTINUING MEDICAL EDUCATION (CME) ADVISORY COMMITTEE

6.3.1 Function

The Continuing Medical Education (CME) Advisory Committee will advise the CME Office regarding policies and issues affecting the general operation of the overall continuing medical education program. The CME Advisory Committee is to advise and make recommendations to the CME Office regarding policies for the operation of CME programs in compliance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education. It will provide the evaluation of the overall CME program at regularly scheduled intervals, the effectiveness of the administrative aspects of the CME Department, and outline the strategic plan for the department.

6.3.2 Membership

The Dean, in addition to the members of the CME Advisory Committee, shall appoint the Chair of the CME Advisory Committee. Voting members include faculty members representative of the School of Medicine departments, divisions and programs actively conducting CME activities; these members are appointed by the Faculty Affairs Committee based on self- and peer-nominations. The Director of Continuing Medical Education may make recommendations of membership to the Associate Dean for CME and/or the CME Committee; these recommendations may include physicians or staff of the University Medical Group, Quality Assurance, Hospital Administration, and Outreach Administration, or representation from other departments or services within the University. Non-voting *ex-officio* members may include representatives from the Office of the General Counsel, community physicians, and industry representatives, as needed. Key personnel from the CME Office shall also participate in all meetings but will not hold a voting position on the committee.

6.3.3 Meetings

The Committee shall have meetings at least quarterly from September to June and upon call. Urgent issues requiring immediate response by the committee may be disseminated electronically. A minimum of fifty percent (50%) of voting members shall represent a quorum and must respond to proposals requiring action. The Office of Continuing Medical Education shall provide secretarial support. An annual report shall be provided to the Dean of the School of Medicine, and the Director of Continuing Medical Education shall present a report annually to the School of Medicine Executive Committee. The term of appointment shall be 3 years. Members may serve up to two consecutive terms.

6.4 CURRICULUM COMMITTEE

6.4.1 Function

The Curriculum Committee shall have full and centralized responsibility and authority in the design, management, integration, evaluation, enhancement, and oversight of a coherent and coordinated curriculum. Specifically, the Curriculum Committee shall:

- Oversee the quality, design, development, integration, management, delivery, and evaluation of the education program (including program objectives and competencies);
- Define, review, and take action on the SLUSOM's student assessment systems for each component of the curriculum.
- Monitor student workload.
- Oversee the learning environment of the SLUSOM, including the resources available to students, and the physical, social, and psychological factors that may impact the students.
- Monitor comparability of educational experiences across sites.
- Establish the SLUSOM's overall academic calendar.
- Determine minimum competencies expected for all graduates of SLUSOM and requirements for advancing through the curriculum.
- Develop innovations in clinical and academic education.
- Approve and recommend approval to the Chief Academic Officer new and amended course educational objectives and syllabi.
- Approve and recommend approval to the Chief Academic Officer policies relating to the educational mission.
- Ensure the medical curriculum includes self-directed learning experiences.
- Approval and oversight of required clinical experiences, monitor completion rates, and assess adequacy of patient volume or case mix.
- Review balance between inpatient and ambulatory experiences.
- Ensure that the curriculum includes adequate elective opportunities.
- Ensure that medical students have the opportunity to interact with students from other disciplines.
- Monitor the overall quality and outcomes of individual courses and clerkships.
- Monitor the outcomes of the curriculum as a whole.
- Identify and address problems related to course or curriculum structure, delivery, or outcomes. Track results achieved.
- Support policies requiring participation related to teaching and/or assessing medical students.
- Set the standards of achievement for courses, clerkships, and the curriculum as a whole.

6.4.2 Membership

The FAC will populate the Curriculum Committee based on self- and peer- nominations. The Curriculum Committee will consist of the following appointed members:

- Two course directors (one basic science and one clinical)
- Two clerkship directors
- Five additional faculty members (at least two at large basic science educators and at least two at large clinical science educators)

Other Voting Members

- Chair of the Curriculum Committee – Associate Dean for Undergraduate Medical Education
- Chair from each of the following subcommittees
 - Chair for Pre-clinical (M1-M2) Implementation and Integration – Associate/Assistant Dean of Pre-Clinical Curriculum
 - Chair for Clinical (M3-M4) Implementation and Integration Subcommittee – Associate/Assistant Dean of Clinical Curriculum
 - Chair for Student Assessment and Program Evaluation Subcommittee – Associate/Assistant Dean of Evaluation and Assessment
- Four students (both the chair and vice chair of the Student Pre-clinical and Clinical Committee)

Non-Voting Members

- Chairs for additional subcommittees, as designated by the curriculum committee, will be appointed from the faculty at-large by the curriculum committee and will serve as ex-officio, non-voting members.
- The Deans of Student Affairs and the Deans of Admissions will serve as ex-officio, non-voting members. The Dean, or his/her designee, may also appoint other individuals to serve in ex-officio, non-voting capacity, including non-faculty members.

6.4.3 Meetings

The committee shall meet at least monthly. Other meetings may be called at the request of the Chair, or any two members of the committee. The Chair of the committee or a designee shall preside over the meetings and shall report to the general faculty, the Executive Committee of the School of Medicine, and the Dean on a regular basis.

6.4.4 Sub-committees

There shall be three standing subcommittees of the Curriculum Committee:

- Pre-clinical (M1-M2) Implementation and Integration
- Clinical (M3-M4) Implementation and Integration
- Student Assessment and Program Evaluation

6.5 FACULTY AFFAIRS COMMITTEE (FAC)

6.5.1 Function

The committee shall serve as the committee on committees, appointing faculty, based on self- and peer-nominations to serve on all standing committees of the School of Medicine, or other University committees; the committee shall serve as a nominating committee for those committees requiring general faculty elections, such as the Executive Committee of the Medical School, the Executive Committee of the Faculty Assembly, the FAC, the Faculty Senate, and Faculty Secretary. The committee shall recommend to the Dean 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 FAC will make specific recommendations to the Dean regarding the name, function, composition, and service tenure of members on such new committees. The

Dean can request of the FAC 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 and be active in the identification of candidates for awards and honors and in the application process of such awards and honors.

This committee formally reviews the Constitution of the School of Medicine and the Bylaws of the Faculty every three years, or as necessary, and on review recommends such changes the committee deems appropriate to the faculty. The FAC puts recommended revisions to the faculty bylaws to the general faculty for approval by vote as summarized in Section 9.

This committee shall serve as an advisory committee to the Associate Dean of Faculty Affairs and Professional Development (FAPD) and shall interface regularly with the Associate Dean of FAPD on all matters related to faculty.

6.5.2 Membership

The general faculty shall elect seven at-large members from the full-time ranked faculty: no fewer than two members from the basic sciences faculty, and no fewer than four members from the full-time clinical faculty. The Chair shall serve one year as Chair-elect, two years as Chair and one year as Past-Chair; the Past-Chair shall serve in a non-voting capacity. The candidates for Chair must alternate every election between the basic sciences and the clinical full-time faculty. The Chair shall attend the meetings of the ECFA to make reports to that committee and to report back to the FAC. No officer may be elected to a second consecutive term. Ex-officio members (non-voting) shall include the Associate Dean of FAPD, the Vice Dean of Diversity, Equity and Inclusion, or designee, and the Chair of the Executive Committee of the Faculty Assembly (ECFA), or designee, who will update the FAC on ECFA efforts.

6.5.3 Meetings

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, the Associate Dean of FAPD, or the Dean of the School of Medicine. The Chair of the committee shall preside over the meetings and shall report to the general faculty, the ECFA, and the Dean on a regular basis. The Secretary of the FAC, in consultation with the Chair and the Associate Dean of FAPD, shall issue an agenda to the committee members at least 24 hours prior to meeting. The Secretary shall maintain minutes of the meetings.

6.6 GRADUATE MEDICAL EDUCATION COMMITTEE

6.6.1 Function

The committee shall advise on and monitor the following: establishment of institutional policies for graduate medical education as detailed in Section II of the Institutional Requirements of the Essentials of Accredited Residencies in Graduate Medical Education; establish and maintain appropriate liaison with residency directors and with the administrators of other institutions participating in programs sponsored by the institution; conduct regular review of all residency training programs in relation to their compliance with institutional policies and the requirements of the relevant ACGME review committee; establish and implement policies and procedures for the selection, evaluation, promotion, and dismissal of residents; provide assurance of appropriate and equitable funding for resident positions, including benefits, support services, appropriate working

conditions and duty hours of residents; conduct regular review of ethical, socioeconomic, medical/legal, and cost-containment issues that affect graduate medical education; establish and implement institutional policies and procedures for discipline and the adjudication of complaints and grievances relevant to the graduate medical programs. These policies and procedures must satisfy the requirements of fairness and of due process; they must apply equally to all residents, faculty, and residency programs in the sponsoring and participating institutions.

6.6.2 Membership

The Graduate Medical Education Committee (GMEC) shall consist of at least 14 voting members selected from the faculty of the clinical departments as outlined in the School of Medicine policies and procedures. Four residents (elected by their peers) serve one-year terms. Selected School of Medicine and affiliated teaching hospital administrators are invited to serve as ex-officio members. The Associate Dean for Graduate Medical Education chairs the Graduate Medical Education Committee. Other ex-officio Members may include the Associate Dean for Curriculum, the Medical Director of Saint Louis University Hospital, the Vice President Medical Affairs of the major affiliate (Cardinal Glennon Children's Hospital), the Associate Dean for Admissions, and the Medical Director of the Veterans Administration Hospital.

6.6.3 Meetings

The Graduate Medical Education Committee meets monthly and maintains minutes of its deliberations.

6.7 GRADUATE PROGRAM ADVISORY COUNCIL

6.7.1 Function

The Graduate Program Advisory Council (GPAC) will serve in an advisory capacity to the Dean regarding the non-professional graduate programs in the School of Medicine. It will review and make recommendations for the development, improvement, and quality control of graduate studies in the School of Medicine. GPAC reviews the merit of proposals for new non-professional graduate programs, assesses program quality, reviews substantive program changes, and reviews policy changes related to programs. GPAC also considers appeals of graduate student dismissals and reviews any claims of potential violations or ethical standards for academic or research behavior.

6.7.2 Membership

The council consists of five voting members of the faculty appointed by the FAC, representing the departments of Biochemistry and Molecular Biology, Center for Anatomical Science and Education, Molecular Microbiology and Immunology, Pathology, and Pharmacology and Physiology. Two graduate students shall also be appointed as voting members. Ex-officio (non-voting) members shall include the Chair or Director of each of the above departments in addition to the Director of the Core Graduate Program in Biomedical Science, the Director of the M.D./Ph.D. Program, and a Representative of the Graduate Academic Affairs Committee. Faculty members are appointed for three-year terms in such a way that at least one new member will be appointed each year. Members may be appointed for a second consecutive term. Students are appointed for a one-year term shall but may be reappointed for up to three one-year terms.

6.7.3 Meetings

Meetings shall occur quarterly during the academic year. Special meetings may be called by the Chair of the GPAC, Dean of the School of Medicine, or by written petition to the Chair signed by

three regular voting members. A quorum shall consist of a simple majority of regular voting members. Items that are recommended by GPAC will be submitted to the Dean of the School of Medicine for disposition.

6.8 RESEARCH PLANNING COMMITTEE

6.8.1 Function

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; the committee also reviews major equipment requisitions equal to or exceeding \$15,000, unless the purchase has been peer-reviewed by an outside sponsor and is funded 100% by the outside sponsor; the committee participates in the School's strategic planning process in the specific areas of research and graduate education (Ph.D. and M.D./Ph.D. programs); and the committee performs other tasks as assigned by the Dean.

6.8.2 Membership

There shall be six voting members of the committee comprised of three full time basic science and three full time clinical faculty appointed by the FAC for three-year terms. In addition, there shall be six voting members appointed ex-officio and comprised of the chairs of the three basic science and three clinical departments accounting for the largest amount of departmental funding, i.e., total expenditures from extramural sources, over the previous three years. The roster of these ex-officio members will be updated every three years. The Dean shall also appoint the Chairperson who serves as a voting member of the committee for a three-year term. Ex-officio members without vote shall include the Senior Associate Dean for Research, Associate Dean for Clinical Translational Research, Associate Dean for Finance for the School of Medicine, Director of the Core Graduate Program in Biomedical Science, the Director of the M.D./Ph.D. Program, Chair of Comparative Medicine, and a representative of the Office of the Vice President for Research. The Chief of Staff in the School of Medicine Dean's office shall provide administrative support.

6.8.3 Meetings

The committee shall meet monthly from September through May and at any other time deemed appropriate by the Chair. Minutes of the meetings shall be maintained and forwarded to the Dean.

6.9 RESEARCH SPACE REVIEW COMMITTEE

6.9.1 Function

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 to leave unchanged, increase, decrease, or restore assigned space based on criteria for evaluation of productivity and assignment of laboratory space as elaborated in the School of Medicine Policies and Procedures. The RSRC shall report directly to the Dean.

6.9.2 Membership

The committee shall consist of six faculty members (three faculty from the basic science departments and three faculty from the clinical departments) and a Chair appointed by FAC. Ex-officio members (non-voting) shall include the Associate Dean for Finance for the School of

Medicine, the Vice Dean for Research, and the Senior Planning Associate. Department chairs are not eligible for membership. The Chair of the committee, appointed for a term of two years, shall alternate between basic and clinical sciences and shall not be eligible to serve continuous terms longer than two consecutive terms. Appointments to the committee shall be staggered to assure no more than two to three new members in any year.

6.9.3 Meetings

The committee shall meet once each year with additional meetings scheduled by the Chair as necessary to complete the annual reviews.

6.10 SABBATICAL/DEVELOPMENTAL LEAVE COMMITTEE

6.10.1 Function

The committee shall evaluate proposals from full-time faculty for professional development and renewal. The applicant must follow the guidelines for submitting a proposal as referenced in the Faculty Manual. The applicant will submit a proposal to their department chair that will be forwarded to the Dean's office. The committee will review the proposal and make a recommendation to the Dean.

The committee is responsible for receiving and reviewing a report submitted by the faculty member within six months of returning to the School of Medicine.

6.10.2 Membership

The committee shall consist of three full-time faculty members appointed by FAC.

6.10.3 Meetings

Meetings are held to review applications annually and when necessary and appropriate.

6.11 STUDENT PROGRESS COMMITTEE

6.11.1 Function

The committee shall assess the academic progress of all medical students to ensure advancement toward graduation and when needed make recommendations regarding student course of study modification, academic remediation, and dismissal. The committee will also act as an appeals body concerning student reported grade challenges and other issues deemed appropriate by the Associate Dean of Student Affairs.

The committee shall receive reports of course directors, interview students, review details in executive session, and make course of action recommendations. The Committee Chair will share reports of deliberations and recommendations with the Dean as well as the School of Medicine Executive Committee at regular intervals during the academic year.

6.11.2 Membership

The committee shall consist of nine members of the faculty, none of whom is a departmental chair. Insofar as possible, membership on the committee should reflect an equal distribution between basic and clinical science faculty who have knowledge of the student body through active participation in instruction. Members shall be appointed to the committee by the FAC and shall serve for a term of three years and may be appointed for a second consecutive term. The Dean shall

appoint the Chair of the committee. Ex-officio members (non-voting) shall include the Deans of Student Affairs, the Deans of Curricular Affairs, the Deans of Admissions, Director of Learning Services, and the Deans of Diversity, Equity, and Inclusion. The office of Student Affairs shall maintain records, reports, and minutes of the committee meetings.

6.11.3 Meetings

The committee shall routinely meet monthly and at those times during the academic year most appropriate to review student academic process and to consider special circumstances of individual students. The Chair shall preside over the meeting. Ex-officio members are expected to only provide material support to the committee. In case a physical meeting is not possible, the Chair may call for an electronic vote. A quorum for in-person or electronic meetings shall consist of five voting members. Special meetings may be called by the Chair or Deans of Student Affairs.

7 SCHOOL OF MEDICINE EXECUTIVE COMMITTEE

7.1.1 Function

The function of this committee as outlined in Article II of the Constitution of the School of Medicine is to serve as an advisory and consultative body to the Dean.

7.1.2 Membership

The Executive Committee of the School of Medicine shall consist of all departmental chairs, the Faculty Secretary, and six members elected from the ranked faculty as follows: two basic science faculty, three full-time clinical faculty and one adjunct, part-time or voluntary faculty member. Ex-officio members shall include the School of Medicine Vice, Associate and Assistant Deans.

7.1.3 Meetings

The Committee shall meet once each month, except for July and August, with the Dean presiding. A member of the Dean's staff shall maintain minutes of Executive Committee meetings.

8 OFFICE OF THE DEAN

In addition to the duties and obligations of the Dean as delineated in the Constitution and the Bylaws of the Executive Committee of the School of Medicine, the Dean shall have the authority to appoint ad hoc committees in any areas that the Dean deems responsible and valuable to assist in planning, improvement, operation, or function of the School of Medicine. Such committees will report to and consult with the Dean; the Dean shall determine the composition and tenure of such committees.

9 AMENDMENTS

All substantive modifications to the School of Medicine Bylaws of the Faculty may occur only after prior consultation with, and approval by, the Faculty Assembly.

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

1. Proposed amendment(s) is/are presented by the FAC during its regular review of the bylaws (as stated in Section 6.3.1) or by any member of the faculty at a standing or ad hoc 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) for inclusion in the minutes of the meeting.
3. A majority vote of 60% of the faculty in attendance at this meeting is required for consideration by the voting faculty.
4. The proposed amendments and ballots will be distributed electronically by the Faculty Secretary to voting members. Voting will be open for 14 calendar days.
5. Upon closure of voting period, affirmation by 60% of those voting constitutes approval.
6. The Faculty Secretary, or designee, shall be responsible for updating the bylaws in accordance with the majority vote.
7. The official amended document, appropriately dated, will be lodged in the Office of Faculty Affairs and Professional Development.

Revised bylaws of the Faculty adopted by faculty: June 7, 2021