

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### I) FUNCTIONS

All faculty of the School of Medicine (SOM) and Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) are considered Health Sciences (HS) faculty. Therefore, the HS Faculty Council and standing committees assume some duties for the SOM and SSPPS when they are not specifically required for the operation and accreditation of the individual school, as detailed in the HS Bylaws. Standing committees required for the operation and accreditation of the SOM are described in the SOM Bylaws below.

The primary function of the Faculty of the UCSD School of Medicine shall be to authorize and supervise all courses and curricula for medical students, and to advise the Dean of the School concerning various matters, including the resources necessary to perform its missions and to implement the curricula as part of the shared governance process of UCSD Health Sciences. The SOM Faculty shall be responsible for determining the conditions for admission, testing, and promoting medical students, and determining the conditions for awarding the degree of Doctor of Medicine and recommending to the President candidates for the degree.

The SOM Faculty shall be responsible for selecting, training, and certifying students in Graduate Medical Education Programs. The SOM Faculty shall participate in selecting, training, and certifying health sciences graduate students to the Graduate Dean for research degrees. The SOM Faculty shall also participate in the training of other professionals.

### II) MEMBERSHIP

The members of the SOM Faculty shall consist of:

- A) Those members of the San Diego Division of the Academic Senate who hold appointments in SOM Departments or who hold an FTE, or portion thereof, assigned to the SOM.
- B) Other Faculty and Academics, i.e., Clinical Professors, Adjunct Professors, Project Scientists, Research Scientists, Lecturers and any other series approved by HS/Faculty Council, who have appointments in SOM Departments and who devote 100% of their professional effort in support of the programs of the SOM.
- C) Other UCSD Faculty who devote a significant proportion of their professional effort to the programs of the SOM; subject to annual approval by the HS/Faculty Council on recommendation of the HS/Nominating Committee, which shall solicit their nomination from SOM Faculty.

All other individuals who hold academic titles in Departments of the SOM shall be designated SOM Associate Faculty.

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D) The Associate Faculty of the SOM shall be invited to attend all meetings of the General SOM Faculty and to participate in all discussions. Associate members may also be appointed to serve as voting members of Standing Committees or Subcommittees of the SOM Faculty, including the HS/Faculty Council, in which case voting privileges are restricted only as indicated in Section III of the Bylaws of the Health Sciences Faculty.

### III) VOTING MEMBERSHIP

The voting Members of the Faculty of the School of Medicine shall consist of those members of the School of Medicine Faculty who are also members of the Health Sciences Compensation Plan (HSCP), salaried physicians or academic staff at the VA who hold a faculty appointment in the SOM subject to academic review, academics in the Research Scientist series in the SOM who hold 51% or greater appointments, and SOM emeritus faculty; with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75. All members of the Faculty, as defined above, shall have the privilege of voting. To ensure compliance with Legislative Ruling 12.75, on those occasions when the Faculty is either taking final action on any matter for the Academic Senate or advising in the name of the Senate, votes of Senate and of non-Senate members shall be recorded separately and only votes of Senate members will be transmitted. Compliance with Legislative Ruling 12.75 also allows that all eligible faculty can vote on questions that will be referred for final Senate action to another Senate agency, such as the HS/Faculty Council or campus Graduate Council.

### IV) OFFICERS

In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, the Officers of the Faculty of the SOM shall consist of the Officers of the Health Sciences Faculty Council, as described in "Section IV Officers" of the Bylaws of the Health Sciences Faculty.

### V) MEETINGS

The Faculty of the SOM shall meet at least once during the academic year and, in addition, on written request by twenty of its members as described in "Section V. Meetings" of the Bylaws for the Faculty of Health Sciences. In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, meetings may be in conjunction with all of the Health Sciences Faculty or specific to the Faculty of the SOM.

### VI) COMMITTEES

In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, the Standing Committees of the Faculty of the SOM include the following Standing Committees of the Faculty of the Health Sciences, as described in "Section VI. Committees" of the Bylaws of the Faculty of Health Sciences; which section addresses quorum requirements for all Standing Committees:

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- A) Health Sciences Faculty Council
- B) Health Sciences Committee on Planning and Budget
- C) Health Sciences Faculty Rights and Welfare Committee

Although the Standing Committees listed above are described in the Bylaws of the Faculty of Health Sciences, they are essential to the function of the Faculty of the SOM. No change in these Bylaws may be made that will be in conflict with the Bylaws of the Health Sciences faculty, or with the Bylaws, Regulations, or legislative rulings of the Academic Senate of the University of California or of its San Diego Division.

In addition, the following Standing Committees are necessary for the specific functions of the Faculty of the SOM.

- D) School of Medicine Committee on Academic Personnel (SOM/CAP)

The SOM/Committee on Academic Personnel shall consist of a Chair, a Vice-Chair, and three members of the full-time Faculty, three of whom must be Senate members appointed as specified in Article VI. F (paragraph 3). The members shall serve staggered 3-year terms.

This Committee shall review all salaried Clinical Faculty in the School of Medicine for appointments, accelerations, appraisals, career reviews, promotions or terminations, who may not otherwise be reviewed by the Divisional Committee on Academic Personnel; makes recommendations to the SOM/Associate Dean for Academic Affairs on the basis of these reviews; reviews and revises as necessary the criteria for appointment and advancement for the Faculty series in its purview. The committee also reviews the nonsalaried Clinical Faculty for appointment and promotion at the Associate or Full Professor rank. The committee reports to the HS/Faculty Council annually.

- E) SOM/Committee on Educational Policy (SOM/CEP)

The SOM/CEP shall consist of a Chair ( to be selected from a past Chair of the SOM/Core Curriculum Committee or the SOM/Electives Committee or someone who has served on the SOM/CEP for a minimum of two years); a Vice-Chair ( the Chair of either SOM/Core Curriculum Committee or SOM/Electives Committee), the Chairs or representatives of the SOM/Core Curriculum Committee, SOM/Electives Committee, SOM/Associated Health Professions Education Committee, SOM/Continuing Medical Education, SOM/Graduate Medical Education Committee, SOM/Graduate Programs Education Committee, SOM/Recruitment and Admissions Committee, SOM/Standing and Promotions Committee, and SOM/Student Affairs Committee; the Vice-Chair of the SOM/Core Curriculum Committee, Vice-Chair of the SOM/Electives Committee, and three at-large members, two of whom shall be elected by a vote of the SOM Faculty according to Bylaws of the Health Sciences Faculty, Section IV A. The at-large members

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shall serve staggered 3-year terms. At any given time, no less than seven members of CEP must be Senate faculty. [AM 1/28/14]

To provide appropriate liaison with other faculty committees performing activities of relevance to the SOM/CEP mission, the following individuals will serve as ex officio members without vote: Dean for Medical Education; the SOM Associate Deans for Admissions and Student Affairs, Undergraduate Medical Education, Graduate Medical Education; the Associate Dean for Continuing Medical Education and Faculty Teaching Development; the Assistant Dean for Educational Support Services; and the Chair or Co-Chair of the SSPPS CEP, and the SSPPS Associate Dean for Pharmacy Education. The SOM/CEP shall also include, ex officio without vote, the Associate Dean for Educational Technology, Innovation, and Assessment and the Assistant Dean for Educational Technology and Assessment.. [Am 1/28/14, Am 4/12/16]

The function of the SOM/CEP shall be to represent the Faculty in all educational matters, especially regarding the curriculum for undergraduate, graduate and continuing medical education and other aspects of educational policy. It has authority to take action on all educational matters that do not require a vote of the Faculty. SOM/CEP reports to the HS/Faculty Council for information or to resolve difficult problems, on request of more than one member of SOM/CEP, or on matters that must be presented to the full Faculty. The SOM/CEP shall establish liaison and coordination with the Academic Senate Committee on Educational Policy, Graduate Council, and appropriate student organizations.

The SOM/CEP shall have the following subcommittees:

1) SOM/Associated Health Professions Education Committee (SOM/AHPEC)

The SOM/AHPEC shall consist of a Chair, a Vice-Chair (chosen from among the other members of SOM/AHPEC by the HS/Nominating Committee) and four full-time Faculty members, including one based on the La Jolla campus and at least one based at the UCSD Medical Center, appointed as specified in Article VI. F. (paragraph 3). Membership shall also include the Director of the Department of Nursing at the UCSD Medical Center; the Dean of the SOM and the Chief of Staff Veterans Affairs San Diego Healthcare System, or their respective representatives. All members shall have the right to vote. Members shall serve staggered 2-year terms.

The Chair of SOM/AHPEC is a member of SOM/CEP, and shall be a member of the full-time Faculty. This is a joint committee of the Faculty and the Administration of UCSD Medical Center that reports to the SOM/CEP for approval and action.

SOM/AHPEC is charged with responsibility to perform the academic review of existing and new programs for education in the associated health professions which do not grant UCSD Health Sciences' degrees and are not part of the Medical Doctor residency. The work of the committee

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includes an assessment of each program's quality and its impact on other medical education programs both existing and new. The committee also advises the Chief Executive Officer, University of California San Diego Medical Center or other appropriate official regarding the impact of these programs on UCSD facilities.

### 2) SOM/Core Curriculum Committee (SOM/CCC)

The SOM/CCC shall consist of a Chair (appointed for a two year term), a Vice-Chair and a minimum of twelve other members, at least ten of whom should be full-time Faculty, appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. The Associate Dean for Undergraduate Medical Education, the Associate Dean for Pharmacy Education, the Associate Dean for Educational Technology, Innovation, and Assessment, and the Assistant Dean for Educational Technology and Assessment shall serve as ex officio members without voting privileges.

The function of the SOM/CCC shall be to recommend to the SOM/CEP that curriculum which shall be required of all undergraduate medical students. The SOM/CCC shall identify and recommend to the SOM/CEP the time that shall be allocated to each course. It will focus its duties on the core courses of the SOM. SOM/CCC shall approve a Course Chair who will act as the instructor of record and provide oversight for each course.

The SOM/CCC shall have joint responsibility with the SOM/Electives Committee (SOM/EC) for those courses that fulfill the requirements for direct patient care responsibility, as described in Article VI.E.3.

### 3) SOM/Electives Committee (SOM/EC)

The SOM/EC shall consist of a Chair (appointed for a two-year term), a Vice-Chair and a minimum of twelve other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. The Associate Dean for Undergraduate Medical Education shall serve as an ex officio member without voting privileges.

The SOM/EC shall make recommendations to the SOM/CEP concerning elective courses and administration of the undergraduate requirement for satisfactory completion of the elective component of the curriculum (including the Independent Study Project). The SOM/EC shall review new preclinical electives, third-year electives, fourth-year electives, and SOM graduate course proposals that pertain to medical students. Those graduate courses in which there is a clear time conflict which would prohibit medical students from enrolling in the courses, or are deemed to be specialized to the point that medical students would not enroll except in rare and specialized

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situations will be reviewed by the SOM/GPEC. The Chair of SOM/EC and the Associate Dean for Undergraduate Medical Education will determine which graduate course proposals are appropriate for SOM/EC review. [Am 1/28/14]

The SOM/EC shall have the primary responsibility to perform reviews of new and existing advanced senior clerkships and all elective courses, including those with direct patient care. The SOM/EC shall meet with the SOM/CCC at least once per year to discuss the portfolio of all electives, including those with direct patient care, and shall consult with the SOM/CCC on the status of direct patient care electives at other times as needed. The Chair of the SOM/EC will consult with the Chair of the SOM/CCC on electives for which a determination needs to be made as to whether they involve direct or non-direct patient care responsibility; if necessary, the proposals shall be reviewed by two SOM/CCC members who will assist the SOM/EC in making this determination.

- 4) SOM/EC shall also have joint responsibility with the SOM/CCC as described in Article VI.E.2. SOM/Graduate Medical Education Committee (SOM/GMEC)

The SOM/GMEC shall consist of a Chair, a Vice Chair and a minimum of six other members, at least five of whom shall be full-time Faculty, appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms.

Additional voting membership on the SOM/GMEC shall also include the Associate Dean for Graduate Medical Education (GME) and Accreditation Council for Graduate Medical Education (ACGME) Designated Institutional Official (DIO), residents nominated by their peers, representative Program Directors, the Director of GME, and GME administrators in order to comply with ACGME requirements. The Chief of Staff Veterans Affairs San Diego Healthcare System and the Chief Medical Officer of the UC San Diego Health System, or their designees, are invited to attend all meetings.

The function of the SOM/GMEC shall be to ensure that clinical graduate training programs offered by departments of the SOM meet institutional and national performance standards, including ACGME and American Board of Medical Specialties (ABMS) standards. The SOM/GMEC shall assume all functions not otherwise specified herein as required by ACGME. The SOM/GMEC shall report to the SOM/CEP and shall advise the Vice Chancellor Health Sciences. The Dean of the SOM/GMEC may create subcommittees or task forces in order to maintain compliance with ACGME requirements.

The SOM/GMEC receives input regarding institutional and ACGME guidelines from the SOM/GMEC Executive Committee, which meets monthly. Membership of the SOM/GMEC Executive Committee includes the SOM/GMEC Chair and Vice-Chair, subcommittee Chairs, the Associate Dean for

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GME/DIO, the Director of GME, and GME administrators as needed. The SOM/GMEC Executive Committee has a reporting responsibility to SOM/GMEC.

### 5) SOM/Graduate Programs Education Committee (SOM/GPEC)

The SOM/GPEC shall include ex-officio, with vote, the Associate Vice Chancellor for Scientific Affairs, a minimum of three other SOM Faculty, appointed as specified in Article VI. F. (paragraph 3), plus the Health Sciences representative to the campus-wide Graduate Council. At large faculty members shall serve staggered 3-year terms

The SOM/GPEC shall monitor and make recommendations on 1) SOM financial and other support of graduate programs; 2) SOM learning environment for graduate students, postgraduate academic trainees and medical students pursuing research; and 3) new SOM graduate programs or major changes or expansions in existing programs. These recommendations and proposals will be presented to SOM/CEP, after which the Chair of the SOM/CEP shall present them to the HS/Faculty Council. Proposals for new or changed/expanded graduate programs shall then be submitted to Graduate Council.

The SOM/GPEC shall have the responsibility to perform reviews of new and existing SOM graduate courses that would pertain only to graduate students, and not medical students. The SOM/EC is responsible for reviewing SOM graduate courses that pertain to medical students. The Chair of the SOM/EC and the Associate Dean for Undergraduate Medical Education will determine which graduate courses are appropriate for the SOM/EC to review, and which courses should be referred to the SOM/GPEC for review, as described in Article VI.E.3. [Am 1/28/14]

Periodic reviews of graduate programs involving the SOM are conducted by the Office of Graduate Studies on behalf of Graduate Council. The SOM/GPEC is available as needed to assist in these reviews.

### 6) SOM/Recruitment and Admissions Committee (SOM/RAC)

The SOM/RAC shall consist of a Chair, a Vice Chair and members appointed as specified in Article VI. F. (paragraph 3). The SOM/RAC may also provide for student participation. In addition, a representative from the Administration shall be appointed with the privilege to vote. Members shall serve staggered two-year terms with an option to renew. The terms of SOM/RAC members shall be limited to three consecutive two-year terms. [Am 1/28/14]

The SOM/RAC shall determine the conditions for the admission of undergraduate medical students, including but not limited to the educational requirements, policies and procedures for selection, the

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sequence for admission of candidates, and shall participate in other aspects of admissions process.

[Am 1/28/14]

An Executive Committee shall be established with duties as set forth in the Policies and Procedures of the SOM/RAC as approved by the SOM/CEP. It shall consist of the Chairperson of the SOM/RAC, a representative from the Administration other faculty members, and may include SOM students to be selected by

the Chairperson of the SOM/RAC and approved by the SOM/CEP. [Am 1/28/14]

7) SOM/Standing and Promotions Committee (SOM/SPC)

The SOM/SPC shall consist of a Chair a Vice Chair and sixteen other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. [Am 1/28/14]

Additionally, the Associate Dean for Undergraduate Medical Education, the Associate Dean for Admissions and Student Affairs, and the Assistant Dean for Diversity and Community Partnerships shall serve as ex officio members without voting privileges.

This Committee will be concerned with the academic performance of students in both clinical and non-clinical courses. At the end of each quarter the SOM/SPC is charged with examining the records of all students and making decisions regarding the future course of action. Using all available data on student performance, the SOM/SPC is also charged with determining that a student is ready for promotion to subsequent years. It is also to examine the records of each student prior to graduation and certify to the HS/Faculty Council that the requirements for the M.D. degree at the UCSD SOM have been met. [Am 1/28/14]

8) SOM/Student Affairs Committee (SOM/SAC)

The SOM/SAC shall consist of a Chair a Vice Chair and five other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. Additionally, the Associate Dean for Admissions and Student Affairs, the Associate Dean for Undergraduate Medical Education, and the Assistant Dean for Diversity and Community Partnerships will serve ex officio without vote.

This committee shall deal with student affairs other than those concerned with the admissions process or academic performance.

F) SOM/Nominating Committee (SOM/NC)



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The SOM/Nominating Committee shall consist of seven full-time Faculty members (two of whom shall be non-Senate faculty and not more than two of whom shall be from any one department) who shall be elected by the Health Sciences Faculty from among those nominated by the HS/Faculty Council (two nominees for each open position). The current members of the Committee shall elect the Chair from among the Committee membership each year. The members shall serve staggered 3-year terms.

This Committee shall submit a slate from which the Faculty Officers will be elected, as specified in Health Sciences Bylaws Article IV A and SOM Bylaws Article VI. F. (paragraph 3).

This Committee shall nominate all Chairs, Vice-Chairs and committee members for standing committees of the Health Sciences and School of Medicine faculty, in consultation with the current committee Chairs and relevant Deans, except those specified to be elected by the Faculty as a whole, or as otherwise specified in the Bylaws.

The HS/Faculty Council, on recommendation of the HS/Nominating Committee, shall appoint all Chairs, Vice-Chairs and committee members prior to the September 1 start of their term of office. Appointment of Chairs, Vice-Chairs and members of these committees is subject to approval by a majority of the HS/Faculty Council. Each Committee Chair appointed shall serve a one-year term, with the possibility of reappointment to one additional year.

The SOM/Nominating Committee shall also recommend to the Health Sciences Deans the names of Faculty for service on Administrative Committees, as needed. It shall make other nominations from time to time as required by the HS/Faculty Council or the Health Sciences Deans.

### VII) PARTICIPATION OF THE ADMINISTRATION ON COMMITTEES

The Dean of the SOM shall appoint members of his or her staff to serve on each Committee of the Faculty of the SOM (without privilege of vote, except as provided above for the SOM/RAC). These appointments shall be made annually in consultation with the Chairperson-Elect of the Faculty of Health Sciences and the Chairs of the respective SOM committees.

### VIII) PARTICIPATION OF STUDENTS ON SOM COMMITTEES

Students in good standing may be appointed by their Class Steering Committee or other duly constituted body to represent their class as members of SOM/CEP and its associated subcommittees. Student members of the SOM/GMEC shall be postgraduate medical students (residents or fellows) appointed by their peers in their divisions or departments. Each standing committee shall determine the number of student members to maintain appropriate participation.

The privilege of voting on a SOM Committee shall be awarded each year to student members on the basis of a majority vote by the faculty members of that committee or subcommittee. The faculty members shall determine the number of

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student votes appropriate to each committee each year. Voting privileges shall be exercised in compliance with Legislative Ruling 12.75, in that non-Senate members may only vote on questions that will be referred for final Senate action to another Senate agency, such as the HS/Faculty Council or the campus Graduate Council.

### ELECTIONS

Except for special elections, election of Officers of the Faculty for any given academic year will be held as described in “Section VIII Elections” in Bylaws for the Faculty of Health Sciences.

### AMENDMENTS

Initiative for amendment of the SOM Bylaws may be taken either by the HS/Faculty Council or by petition signed by five or more members of the Faculty of the SOM. Such amendments are to be submitted to the Faculty of the SOM in writing at least five days prior to a meeting, but approval of the amendment requires a two-thirds majority vote of those faculty responding to a mail ballot.

At the request of thirty-five (35) members of the faculty, submitted in writing to the Chair of the Health Sciences Faculty Council within ten calendar days after the posting of the minutes of a Council meeting to the Council’s website, any action of the Council shall be submitted to the vote of the full faculty of the Health Sciences. The results of any such referendum are conclusive, and the matter may not be reconsidered for a period of 50 days.