

**By-laws**  
**of the**  
**Faculty of the School of Medicine**



**Health Sciences Center**

**State University of New York at Stony Brook**

**Stony Brook, New York**

**April, 2012**

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## **Preamble**

In accordance with Article X of the Policies of the Board of Trustees of the State University of New York, the Faculty of the School of Medicine of the Health Sciences Center of the State University of New York at Stony Brook hereby organizes and adopts these By-Laws as standards of governance. This organization is established to facilitate the attainment of faculty objectives in the conduct of the instruction, research, and service programs for which the Faculty of the School of Medicine is responsible.

These By-Laws rest upon representative responsibility in a body to be known as the Senate of the School of Medicine. In creating this body, we recognize that it is no longer practical for the entire Medical Faculty to meet and deliberate. Therefore, the By-Laws provide that Senators be chosen from defined categories so that the Senate will be representative of the entire Faculty of the School of Medicine. All meetings of the Senate will be open to all members of the Faculty. The By-Laws shall take effect when approved by a plurality of the Faculty.

## Definitions

As used in these By-Laws, unless otherwise specified, the following terms shall mean:

- a. “Health Sciences Center” - The Health Sciences Center of the State University of New York at Stony Brook including all composite academic divisions, the clinical campuses and the State University Hospital.
- b. “University” - The State University of New York
- c. “Board of Trustees” - The Board of Trustees of the State University of New York.
- d. “Chancellor” - The Chancellor of the State University of New York.
- e. “President” - The President of the State University of New York at Stony Brook.
- f. “Vice-President for Health Sciences” - The Chief Administrative Officer of the Health Sciences Center of the State University of New York at Stony Brook.
- g. “Dean” - The Dean of the Faculty of the School of Medicine of the Health Sciences Center of the State University of New York at Stony Brook
- h. “The Faculty of the School of Medicine” - The Chancellor, the President, the Vice President for Health Sciences, the Dean and the academic staff of all Clinical Departments and the Departments of Anatomical Sciences, Biochemistry and Cell Biology, Biomedical Engineering, Molecular Genetics and Microbiology, Neurobiology and Behavior, Pathology, Pharmacological Sciences, and Physiology and Biophysics.
- f. “Academic Staff” - The staff comprised of those persons having academic rank or qualified academic rank.
- j. “Academic Rank” - Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, including geographic full-time faculty members and individuals having the titles of librarian, associate librarian, and assistant librarian. A geographic full-time faculty member is a person serving on the faculty of a medical center who is not employed on a full time basis for the purpose of fixing compensation payable by the State but all of whose professional services and activities are conducted at the medical center or its affiliated hospitals and are available to the State on a full-time basis for clinical and instructional purposes.
- k. “Qualified academic rank” - Rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designation "clinical" or "visiting" or other similar designations.
- l. “Administrative Officer” - person who holds appointment as a Vice-President, Dean, Dean of Clinical Campus, Vice Dean, Associate or Assistant Dean, Department Chairperson or Vice-Chairperson.

## **Article I - Name**

The name of the representative governing body shall be "The Senate of the Faculty of the School of Medicine of the Health Sciences Center of the State University of New York at Stony Brook."

## **Article II - Organization of the Senate**

### **Section 1 - Membership**

The Senate shall comprise the Chancellor, the President, the Vice President for Health Sciences and the Dean of the School of Medicine and 100 faculty members chosen in accordance with the following procedures:

### **Section 2 - Election of Senators**

A. Thirty senatorial places shall be assigned to members of the Departments of Anatomical Sciences, Biochemistry and Cell Biology, Biomedical Engineering, Molecular Genetics and Microbiology, Neurobiology and Behavior, Pathology, Pharmacological Sciences, and Physiology and Biophysics. Not one of these Departments shall be offered fewer than three senators.

Seventy senatorial places shall be assigned to the Clinical Departments. Two of these seventy senatorial places shall be reserved for at-large-senators, one from Nassau Medical Center and one from Winthrop University Hospital, without regard to departmental affiliation. The two at large senators shall serve as ex-officio members, with vote, of the Executive Committee. The Vice Dean for Clinical Affairs is not eligible to serve as an at-large senator.

B. SOM Faculty and Departmental Chairs will be notified by the Secretary of the Executive Committee as to the number of Senators to which each department is entitled according to the ratio of the Department's faculty to the total faculty of the Basic Science Departments or the Clinical Departments, whichever is applicable. Every member of the faculty shall have the right to vote for the Department's Senators, provided that no faculty member may vote in two Departments.

C. Each department will have the responsibility of electing its senators every three years by February 1. If a department fails to elect senators, the Executive Committee of the Faculty Senate may appoint them. Each department can also choose to elect 1 or more alternative representatives to the senate who can vote at a senate meeting in lieu of a senator, if the senator is unable to attend. The maximum number of alternative representatives for a given department cannot be greater than the number of departmental senators. When email ballots are taken, these will be distributed only to senators and not to alternative representatives.

D. The Senators elected by Departments will serve for a term of three years. Term limits will be left to the discretion of the Department.

E. Every two years the Faculty Senate will nominate and elect its President and its Secretary by September 1. Neither of these officers may be an administrative officer of a Department or a School, or a Vice-President or Dean. These officers will be elected biennially by email ballot. The Secretary will preside over the Senate in the absence of the President and the Past President will serve in an advisory capacity to current presiding officials.

## **Article III - Authority and Responsibilities of the Senate**

The senate, as representative of the faculty, is authorized in accordance with Articles VI and X of the policies of the Board of Trustees to participate significantly in the initiation, development, and implementation of Educational, Research and Service programs. In this capacity, the Senate shall consider itself responsible for, but not be limited to, development of advice and assistance to the Dean in the following areas:

1. Development of all areas of curriculum in which the Faculty of Medicine participates.
2. Research and Service Programs
3. Admission and advancement of students.
4. Appointments, promotion and tenure of faculty.
5. Establishment and continuous review of academic standards.
6. Postgraduate and continuing medical education.
7. Student Affairs.
8. Any other area referred to it for its consideration by the Executive Committee, the Senate, the Dean and the Vice President for Health Sciences.

## **Article IV - Meetings of the Senate**

### **Section 1 - Regular Meeting**

- A. The Senate shall hold regular meetings at least 6 times each academic year during the period from September to June. The Secretary shall notify each member by email at least one week before a regular meeting of the date, place and agenda.

### **Section 2- Special and Emergency Meetings**

- A. Special Meetings may be called:
  1. by the Chancellor, the President, The Vice President for Health Sciences, or the Dean.
  2. by the Executive Committee of the Senate.
  3. by petition of 50 members of the entire Faculty
  4. by petition of 10 or more of the Senators.
- B. The Secretary shall notify each member by email at least ten days before a special meeting. The notice that calls the meeting shall state the purpose for which the meeting is called and any other business to be transacted.
- C. Emergency meetings of the Senate may be called by the Chancellor, the President, the Vice President for the Health Sciences, the Dean, the Executive Committee or the President of the Senate at any time. Twenty-four hour notice shall be given prior to the meeting.

### **Section 3 - Rules of Order**

- A. The rules contained in Robert's Rules of Order, revised, shall govern the Senate in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or the special Rules of Order of this Senate. A quorum will consist of twenty-five members of the Senate. If a quorum is not obtained, those senators present at the meeting may choose by majority vote to have the issue discussed at a second meeting of the Senate or to have an email ballot sent to the entire Senate. For the email ballot to be valid, the number of ballots returned must be equal to or greater than the quorum.

### **Section 4 - Parliamentarian**

- A. The President of the Senate shall appoint a member to serve as Parliamentarian.

### **Section 5 - Agenda**

- A. At each regular meeting of the Senate the agenda shall consist of the following items:
  - 1. Minutes of the previous meeting
  - 2. Report of the Dean of the School of Medicine
  - 3. Unfinished business.
  - 4. New business.
- B. Additional items on the agenda may include, but are not limited to:
  - 1. Report of the President of the University when deemed appropriate
  - 2. Report of the Vice President for Health Sciences.
  - 3. Report from the University Senate.
  - 4. Report of the Executive Committee of the Senate of the School of Medicine.
  - 5. Report of elections.
  - 6. Report of Standing Committees.
  - 7. Report of Ad Hoc Committees.
  - 8. Proposed By-law changes.
- C. Items of new business to be presented for vote at a regular meeting must have been submitted in writing by a Senator to the Secretary of the Executive Committee. Copies of any materials and data presented on such new business shall be included with the meeting announcement.

D. New business not on the agenda may be presented by a Senator from the floor at any regular meeting.

E. Each standing committee will report to the Senate on at least one occasion each year.

## **Section 6 – Membership**

The Senate shall be the judge of its own members. It may, by vote of a majority of the Senate, declare a seat vacant if it finds that any Senator has been chosen in violation of these By-Laws. It may also declare the seat of any Senator who fails to participate in three consecutive email votes vacant. Any vacated seat must be filled by special election to be held within one month of its vacancy. Similarly, seats vacated because of resignation or for any other reason must be filled by special election to be held within one month of the vacancy.

## **Article V - Committees of the Senate**

### **Section 1 - Standing Committees**

1. Executive Committee
2. The Committee on Academic Standing
3. The Committee on Student Admissions
4. The Committee on Appointment, Promotion and Tenure
5. The Committee on Curriculum
6. The Faculty Assistance Committee
7. The Committee on Student Affairs
8. The Committee on Resource Allocation and Academic Planning
9. Environmental Committee

### **Section 2 - Other Committees**

Other committees will be appointed on an ad hoc basis by the president of the Senate for specific terms.

### **Section 3 - Election and Selection of Senate Standing Committees**

In the month of March of each year, the Executive Committee shall review the current membership and leadership of all Standing Committees. The Executive Committee will inquire by email of all Faculty members of the School of Medicine, whether they desire to serve on any Senate committee of the School of Medicine; information so obtained will be considered by the



Executive Committee when new Committee appointments and re-appointments are made.

The Dean, with the approval of the Executive Committee, shall propose for approval by the Faculty Senate the Chairpersons of the Senate Committees from the Faculty of the School of Medicine. Committee Chairpersons will serve a 4 year term. At the end of each four-year term, the Dean may petition the Executive Committee and Faculty Senate for approval for reappointment(s) of the Chair to additional term(s); approval will require an affirmative vote of a simple majority of the Faculty Senate.

- A. The Chairperson may optionally be counted as one of the allotted members of the committee or as an additional member.
- B. The Executive Committee will develop slates of candidates for membership on all Standing Committees. The Senate, prior to confirmation, may add nominees to the slate of candidates for members, but not chairpersons, of each Committee. Nominees must have agreed in advance to serve if selected. Unless otherwise mandated, each Standing Committee will be expected to be widely representative of the faculty giving full weight to different ranks, different institutional identification and different Departments.
- C. The Dean shall appoint Chairpersons of Search Committees for Departmental Chairs after consultation with the Executive Committee.

In the event of a vacancy in the Deanship, after consultation with the Executive Committee, the Vice President for Health Sciences will appoint a Search Committee, a majority of whose members will be from the Faculty of the School of Medicine.

D. Terms of committees.

Members of all Senate Committees will serve a term of three years. Members shall serve no more than two consecutive terms. At the end of two consecutive terms, the Committee Chair may petition the Executive Committee and the Faculty Senate for approval for reappointment of member(s) to additional term(s); approval will require an affirmative vote of a simple majority of the Faculty Senate. In the case of members of the Executive Committee, the President of the Faculty Senate can elect to petition the Faculty Senate for approval for reappointment of member(s) to additional term(s) by email vote; approval will require an affirmative vote of a simple majority of the Faculty Senate.

- E. In the event that a mid-term vacancy occurs on a committee, replacements shall be selected consonant with the procedures specified in Article V, Section 3(A).
  - 1. If the vacancy is for a regular member on a committee, the Executive Committee shall nominate a replacement to serve the remainder the term. The nomination will be submitted to the Faculty Senate for approval at the next scheduled meeting. The nominee may serve on the committee pending approval.

2. If the vacancy is for a Chairperson of a Senate Committee, the Dean, with the approval of the Executive committee, shall propose a nominee for approval by the faculty Senate at its next scheduled meeting. The nominee may serve as Chair pending approval.
3. If the vacancy is for one of the officers of the Faculty Senate, the Executive committee shall nominate a replacement to serve the remainder of the term. The nomination will be submitted to the Faculty Senate for approval at the next scheduled meeting. The nominee may serve on the committee in the nominated role pending approval.

## **Section 4 Executive Committee of the Senate**

- a. A. Membership of the Executive Committee. The Executive Committee shall consist of five Senators nominated by vote of the Senators representing the Departments of Anatomical Sciences, Biochemistry and Cell Biology, Biomedical Engineering, Molecular Genetics and Microbiology, Neurobiology and Behavior, Pathology, Pharmacological Sciences and Physiology and Biophysics and eight Senators nominated by vote of the Senators representing the other Departments of the School, with ordinarily no more than one Senator from each Department. There will be one representative from each of the major affiliate teaching campuses (as defined by the dean's office) without regard for department. If no individual is elected, one will be appointed. The nominations shall be approved by majority vote.
- b. Vice-Dean for Academic Affairs without vote
- c. The President of the Senate, who shall serve as Chairperson.

The Secretary of the Senate.

Other individuals, such as the Dean of the School of Medicine, may be invited to participate in the Executive Committee on an ex officio basis.

### **B. Functions of the Executive Committee**

#### **The Executive Committee will be responsible for:**

1. Advice to the Dean on all matters that are a responsibility of the Faculty and its Senate.
2. Monitoring the implementation of policy determined by the Senate in the areas for which the Senate is responsible.
3. Setting the agenda for Senate meetings.
4. Developing committee slates and, jointly with the Dean, participating in the selection of committee chairpersons.
5. The referral of matters as necessary to appropriate committees and the receiving of reports from committees after an interval indicated by the Executive Committee.
6. Reporting actions taken by the Executive Committee to the Senate for its consideration.

C. Meetings of the Executive Committee

1. The Executive Committee will meet at least 8 times during the academic year, generally on a monthly basis, The Executive Committee can also meet at the request of the Dean or by petition of three members.
2. The President of the Senate will prepare the agenda for Executive Committee meetings.

## **Section 5 - Committee on Appointments, Promotions and Tenure**

A. Membership

1. The Committee on Appointments, Promotion and Tenure shall consist of twenty-one members. Nine Representatives, ordinarily one from each of the following, will be chosen from the Departments of Anatomical Sciences, Biochemistry and Molecular Biology, Biomedical Engineering, Molecular Genetics and Microbiology, Neurobiology and Behavior, Pathology, Pharmacological Sciences and Physiology and Biophysics. Twelve representatives will be chosen from the other Departments. There will be one representative from each of the major affiliate teaching campuses (as defined by the dean's office) without regard for department. If no individual is elected, one will be appointed. The nominations shall be approved by majority vote. The membership must be consistent with University policy and regulations concerning peer review.
2. The committee must employ ad hoc Committees of experts, of whom one must be from outside the University, for advice on appointments at the rank of Associate Professor with tenure and Professor with tenure.
3. The Dean of Faculty Affairs will serve as an ex officio participant.

B. Functions

1. The Committee shall receive from the Dean all recommendations for appointment reappointment to the rank of Associate Professor and Professor, and all recommendations for tenure. After consideration, the Committee shall transmit the recommendations to the Dean

- C. Any changes in operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.

## **Section 6 - Committee on Curriculum**

A. Membership

The Curriculum Committee will be composed of a general membership consisting of five voting faculty members from the Basic Science Departments, nine voting faculty members from the Clinical Departments, one additional voting faculty member-at-large, two voting faculty members from Winthrop University Hospital and one voting faculty member from any clinical affiliate site. Among the general membership no more than one person from any single department may serve as a voting member of the Committee with the following three exceptions: a) the Department of Medicine may have two voting members; b) a member-at-

large may be from a department already represented; and c) the Chair of the Committee may be from a department already represented. The Chairs of the five Standing Subcommittees of the Curriculum Committee will also serve as voting members; the Chairs of these Subcommittees can come from any department and their departmental affiliations will not affect the number or distribution of departments represented among the committee's general membership. Student representation on this committee will consist of one voting representative from each of the medical school classes chosen from students in good standing by the student body and one voting member from the MSTP program chosen by fellow student members. The Chair of the Committee is considered a member of the Committee for purposes of a quorum but will only vote in the case of a tie vote of members present. Non-voting, *ex officio* members of the Committee shall include the Dean for Undergraduate Medical Education.

## **B. Functions**

The Curriculum Committee shall meet monthly. Except in extraordinary circumstances, the meetings are open to all faculty and students.

1. The Committee shall develop a statement identifying the goals of the various curricula of the School of Medicine.
2. The Committee shall assess the curricula in terms of meeting these goals.
3. The Committee shall consider changes in the curricula which may be necessary to meet the stated goals and make recommendations to the Dean, to the Executive Committee, and the Senate. Such changes may include: course or departmental offerings or requirements; sequencing of courses; time allocations for courses, academic calendar, etc.
4. The Committee shall consult with those Departments and Schools whose programs may be affected by any contemplated curricular changes.
5. The Committee shall promptly post the minutes of each meeting to the Committee website.

C. Any changes in operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.

## **Section 7 - Committee on Academic Standing**

### **A. Membership**

The voting membership of the Committee on Academic Standing shall be composed of twelve voting members, four nonvoting members as consultants appointed by the Dean and a representative from the Academic Affairs arm of the dean's office, *ex officio*.

The twelve voting members shall include at least four from the Basic Science departments of the School of Medicine, at least four from the Clinical Science departments of the School of Medicine, and four from either Basic or Clinical Science Departments. No more than three individuals shall serve on committee from any one department of the School of Medicine.

The four nonvoting members shall include one from each of the four classes of the School of Medicine.

B. Functions

The Committee shall initiate, establish and review policies pertaining to academic standards and shall make recommendations to the Dean and the Executive Committee in regard to awarding of honors, academic requirements, advancement of students and the granting of diplomas and degrees as well as review of marginal academic performance and breaches of professionalism.

C. Any changes in operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.

## **Section 8 - Committee on Student Admissions**

A. Membership

The Committee on Admission shall consist of at least fourteen representatives from the Clinical Departments, including consortial representation, at least seven members of the Basic Sciences Departments, a representative from the Dean's Office, the Associate Dean for Admissions, and three students chosen by the Dean from each of the three upper classes.

B. Functions

1. The Committee shall review all policies pertaining to the admission of students.

2. The Committee shall monitor the process of admissions.

3. The Committee shall call upon other members of the faculty to render such assistance as needed for carrying out the responsibilities of the Committee.

C. Any changes in operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.

## **Section 9 - The Committee on Student Affairs**

A. Membership

The Committee on Student Affairs shall consist of five voting faculty members. Faculty members can from Stony Brook University or its clinical affiliates, however, at least two faculty members shall come from Stony Brook University and one shall come from Winthrop University Hospital. Faculty members can come from any department and should include at least one individual with knowledge or responsibilities in the following three areas: a) graduate medical education, b) pre-clinical undergraduate medical education and c) clinical undergraduate medical education. Student representation on this committee shall consist of one voting student member from each medical class who are chosen from among students in good standing by the student body. The Chair of the Committee is considered a member of the Committee for purposes of a quorum but will only vote in the case of a tie vote of members present. The Associate Dean for Student and Minority Affairs will also serve on an *ex officio* basis.

B. Functions

The Committee shall broadly consider and recommend to the Dean and the Executive Committee on matters affecting the well-being of the student body. The committee is expected to convene a minimum of 8 times annually.

The Committee shall broadly consider matters of the budget and the growth, development of the hospital and the School of Medicine and maintenance of its academic, research and clinical programs. It will also initiate and/or review recommendations about long range, strategic planning and advise with respect to new departments and academic programs in the School. The committee will meet a minimum of quarterly; it will also meet once per year with the CFO's of the hospital and School of Medicine to review annual budgets prior to their adoption and once with this group for a mid-year budget review.

- C. Any changes in operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.

## **Section 10 - The Committee on Resource Allocation and Academic Planning**

### **A. Membership**

The Committee shall consist of ten faculty members, four from the Basic Departments and six from the Clinical Departments. No Department may have more than one representative.

### **B. Functions**

The Committee shall broadly consider matters of the budget and the growth, development of the hospital and the School of Medicine and maintenance of its academic, research and clinical programs. It will also initiate and/or review recommendations about long range, strategic planning and advise with respect to new departments and academic programs in the School. The committee will meet a minimum of quarterly; it will also meet once per year with the CFO's of the hospital and School of Medicine to review annual budgets prior to their adoption and once with this group for a mid-year budget review.

- C. Any changes in operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.

## **Section 11: Faculty Assistance Committee**

### **A. Membership**

The Faculty Assistance Committee (FAC) will consist of eight faculty members, three from the basic sciences and five from the clinical sciences. There shall not be more than one representative from any one department. The membership should reflect various faculty ranks.

A representative from the UUP may serve on the committee to assist in determining whether cases brought before the committee are appropriate for referral to the UUP. If the UUP determines at any point that the case may or does impact on terms or conditions of employment the case will be referred in a timely manner to the UUP. The UUP member will not vote on cases heard within the committee's purview.

**B: Function**

The Faculty Assistance Committee (FAC) has been created to assist faculty of the School of Medicine who are seeking to resolve conflicts concerning the faculty's relationship with their department, the institution or their colleagues.

Upon being notified that a faculty member is seeking assistance, the FAC will determine the most appropriate hearing body, be it a University-wide Committee, a Medical School Committee, the UUP or another appropriate committee. The FAC is not designed to replace any already-existing committees.

If a faculty member's request cannot be distributed to any appropriate committee or organization, the FAC may decide by a simple majority vote whether to become the hearing body.

Upon deciding to review the issue, the FAC will review written documentation and will have the authority to request any other form of documentation it deems appropriate. If, in the course of its deliberations, it becomes evident that the issue is one that can be reviewed by an already existing hearing body (be it a University-wide Committee, a Medical School Committee or the UUP), all collected data will be transferred to that hearing body.

In situations where the issue remains with the FAC, when documentation is complete, the committee shall distribute its findings to the faculty members involved and the Dean of the School of Medicine.

The chairperson of the FAC will report to the senate annually listing case-load and the generic nature of issues reviewed. All privileged information will be protected.

**C. Any changes in operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.**

**D: Exclusions**

The committee will not serve as the hearing body for disagreements concerning a faculty member's specific salary or other form of compensation.

## **Section 12: Environmental Committee**

**A. Membership**

The membership of the environmental committee will consist of a chair, 12 faculty members (with at least 4 from basic science departments and at least 4 from clinical departments), 5 student representatives (1 from the School of Medicine, the graduate school, the School of Health Technology and Management, the School of Nursing and the School of Social Welfare) and 6 administrative representatives (1 from the School of Medicine Dean's office, the School of Health Technology and Management, the School of Nursing, the School of Social Welfare, the Long Island Veterans' Home and Stony Brook University Hospital).

B: Function

The committee shall organize ideas and coordinate initiatives of East Campus faculty, students, and staff that are intended to make the university a “greener” environment. These include but are not limited to energy use, recycling, waste, facilities planning and traffic. The committee shall also work in conjunction with the existing University Senate Standing Committee on the Campus Environment (CEC), which has a parallel mission.

C. Any changes in operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.

## **ARTICLE VI - AMENDMENTS**

Proposals to amend these By-Laws may be initiated by the Executive Committee of the Senate or by petition of at least ten members of the Senate. Such proposals must appear on the agenda in advance and be announced at one regular meeting of the Faculty Senate. Afterward the proposal will be distributed by email to the entire Faculty Senate for a one-week reading/discussion period. This will be followed by an email vote for APPROVAL/YES, DISAPPROVAL/NO or CONTINUED DISCUSSION. Amendments will require an affirmative vote of a simple majority of the Senate membership to be adopted. A quorum vote for continued discussion will bring the proposal back for discussion at the next Senate meeting.