

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

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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 the 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. On January 1 of odd numbered years, beginning in 1991, each Department will be notified by the Secretary of the Executive Committee of the number of Senators to which it 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 by May 1 in odd numbered years. 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 two years

E. The Senate will nominate and elect its presiding officer and its secretary by June 15. Neither of these officers may be an administrative officer of a Department or a School, a Vice-President or a Dean. The officers will be elected biennially by mail ballot. The Secretary will preside over the Senate in the absence of the President.

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 mail 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 mail 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 should 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 a mail ballot sent to the entire Senate. For the mail 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.
- 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. 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 Committees

- A. 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 mail of all Faculty members of the School of Medicine, whether they desire to serve on any 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 and may be reappointed to additional terms.

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 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 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 standing Committees will serve a term of three years . A member shall ordinarily serve no more than two consecutive terms.

- 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 Committee¹. 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 Senate². 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 which 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 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 five voting members from the Basic Science Departments, nine voting members from the Clinical Departments, three voting members representing our clinical affiliate sites and one voting member-at-large. With three exceptions, no more than one person from any single department may serve as a voting member of the Committee. a) The Department of Medicine may have two voting members; and both b) a member-at-large and c) the Chair of the Committee may be from a department already represented. 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 be a Dean for Undergraduate Medical Education, Dean for Curriculum, and the Chairs of the five Standing Subcommittees. Student representation on this committee will consist of one voting representative from each of the classes, chosen from students in good standing, by the student body.

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 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 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 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 four faculty members and two students elected by and from each medical school class The Associate Dean for Student and Minority Affairs will also serve on an *ex officio* basis.
- B. Functions

The Committee shall consider and recommend to the Dean and the Executive Committee on matters affecting the well-being of the student body.
- C. Any 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

It shall be consulted by the Administration about the budget, and the growth and development of the School, and initiate recommendations about long range planning. It will advise with respect to all new departments and academic programs in the School and shall seek advice from other appropriate Senate Committees about these actions.
- C. Any 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 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 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 be made and read at two regular meetings of the Senate, with a mail vote taken only after the second meeting. Amendments require an affirmative vote of two thirds of the Senate membership.