SCHOOL OF MEDICINE

BYLAWS OF THE FACULTY

(Partial revision adopted by the Faculty on October 24, 2012; Complete revision
adopted by the Faculty on May 10, 2011)

Reviewed and approved by the Committee
on Faculty Handbook and University Statutes
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Creighton University School of Medicine

(Complete revision adopted by the faculty on May 10, 2011)

PREAMBLE

The members of the faculty of an educational institution represent a unique and valuable resource upon whom those charged with administering the programs of the institution can draw for help and counsel. This is no less true of the Faculty of the Creighton University School of Medicine than for any other institution. To facilitate orderly processes by which the Faculty can participate in the governance of the School, this document is promulgated. Shaped by a democratically elected Committee of the Faculty and approved by the Faculty by ballot, it describes an organizational framework within which the individual member of the Faculty can serve meaningfully in the development of programs, policies and procedures in the highest common interest.

ARTICLE I

Governance

Section 1: Creighton University Statutes

The Creighton University Statutes promulgated by the President of Creighton University govern the daily operations of the University under the authority of the President and the Board of Directors, as provided by the Articles of Incorporation, the laws of the State of Nebraska, and the Bylaws of Creighton University, as adopted by the Board of Directors.

Section 2: The Creighton University Handbook for Faculty

The Creighton University Handbook for Faculty governs the definition and organization of the University Faculty and the relationship between the University and the Faculty. It defines procedures for Faculty appointment, promotion, tenure, non-reappointment, termination and dismissal, and establishes grievance procedures. It further establishes the rights of Academic Freedom. It also defines Faculty responsibilities, duties, conduct, benefits, services, and organizations; and the policies for obtaining restricted and grant funds for research, teaching, and study. Nothing in the
University Statutes, nor in these Bylaws, shall be deemed to alter, modify, or supersede any provision of the Handbook.

Section 3: Bylaws of Creighton University School of Medicine

The Bylaws of the Creighton University School of Medicine shall govern the daily operation of the Creighton University School of Medicine under the authority of the Dean, subject to the limitations of Article I, Sections 1: and 2: of these Bylaws. If any portion of these Bylaws shall, at any time, be deemed illegal or unenforceable, the remainder shall remain in full force and effect.

ARTICLE II

Definition of Faculty

Section 1: Definition and Privileges of Faculty

a. Definition of Faculty Categories

As defined in the Creighton University Handbook for Faculty (Section III, The University Faculty), the Faculty shall consist of the following categories:

(1) Teaching-Research Faculty
(2) Clinician-Educator Faculty
(3) Resident Faculty
(4) Adjunct Faculty
(5) Special Faculty
(6) Contributed-Service Faculty
(7) Visiting Faculty
(8) Affiliate Faculty
(9) Research Faculty
(10) Emeritus Faculty
(11) University Professors

All Faculty Members, except Contributed-Service Faculty Members, must have a terminal degree unless the practicing professional in that field does not typically have a terminal degree. It is expected that Contributed-Service Faculty will have a terminal degree or its equivalent.

b. Officers of Academic Administration
Faculty members may also hold positions that make them officers of academic administration. In the School of Medicine these positions are:

1. The Dean of the School of Medicine
2. The Associate and Assistant Deans of the School of Medicine or other qualifiers attached to the titles of Dean in the School of Medicine
3. The Director of each authorized Center in the School of Medicine
4. The Director of the Health Sciences Library and Learning Resources Center

Holding such a title does not of itself grant faculty membership on the holder.

Section 2: Departments of the School of Medicine

Departments of the School of Medicine may be established, discontinued, combined, or reorganized, and designated as Basic Sciences or Clinical, by the Dean of the School of Medicine with the prior review and recommendation of the Executive Committee and the Vice President for Health Sciences. The current listing of the Departments of the School of Medicine is appended to these Bylaws (Appendix A).

The faculties of these Departments shall be known as the Basic Science Faculty and the Clinical Faculty, respectively.

Section 3: Assignments of the Faculty of the School of Medicine

All members of the Faculty of the School of Medicine, except Officers of Academic Administration and Affiliate Faculty shall be appointed to Departments, with each Faculty member having a primary Department designated by the Dean of the School of Medicine. Faculty members may also hold secondary appointments in other Departments or Schools. Secondary appointments in the School of Medicine shall be for periods of three (3) years and shall be reviewed by the secondary Department for continued appropriateness. The Officers of Academic Administration may also hold Faculty appointments in appropriate Departments. University Professors shall be responsible directly to the President but may also hold appointments in the School of Medicine and its Departments. Affiliate Faculty will be members of administrative units of their primary institution.

Section 4: Voting and Committee Assignments

When the Bylaws refer to elections by the Faculty, those Officers of Academic Administration who hold Faculty appointments, members of the Teaching-Research Faculty, the Clinician-Educator Faculty, and the Contributed-Service Faculty (Article II,
Section 1: may vote, except as otherwise provided herein. No one who is a Contributed-Service Faculty member, an Affiliate Faculty member, or a Research Faculty member may vote in University-wide Faculty elections, as provided in the University Statutes. When the Bylaws refer to Faculty representation or membership on Committees, only members of the Teaching-Research Faculty, the Clinician-Educator Faculty, Affiliate Faculty, and Contributed-Service Faculty shall be eligible, except as otherwise provided herein. Affiliate Faculty may vote and hold Committee Assignments as provided in Articles IV and VIII.

Section 5: Appointment, Tenure, Promotion, Non-Reappointment, Dismissal and Termination of Faculty

a. Appointment Process

All Faculty appointments and initial ranks shall be reviewed by the Executive Committee of the School of Medicine, and recommended by the Dean of the School of Medicine through the Vice President for Health Sciences to the President. Appointments of Faculty members to Associate Professor or Professor category shall be based on the SOM Guidelines for promotion of Faculty to Associate Professor or Professor, respectively. Anyone with an existing academic rank at a comparable institution would be recommended to be appointed no lower than that rank.

b. Review Process for Teaching-Research and Clinician-Educator Faculty

Any individual Faculty member of the Teaching-Research or Clinician-Educator Faculty, including the prospective candidate, may initiate and sponsor any member of the Teaching-Research faculty, or Clinician-Educator Faculty, for the conferral of tenure (for tenure track faculty) or for advancement in rank. The candidate shall initiate a dossier according to the guidelines provided in the Faculty Handbook. The Chair, or person to whom the Chair or Dean has delegated this responsibility in writing, shall submit a written evaluation of the candidate’s performance to the Dean of the School of Medicine. The candidate’s dossier will be reviewed by the Promotions Committee of the School of Medicine and submit a written evaluation and recommendation to the Dean. The Dean shall independently evaluate the candidate. The Dean’s decision regarding promotion will be final.

c. Review Process for Affiliate Faculty

Any individual Faculty member of the Affiliate Faculty, including the prospective candidate, may initiate for advancement in rank. The candidate shall initiate a dossier according to the guidelines provided in the Faculty Handbook. The Chair, or person to whom the Chair or Dean has delegated this responsibility in writing, shall submit a
written evaluation of the candidate’s performance to the Dean of the School of Medicine. The candidate’s dossier will be reviewed by the Promotions Committee of the School of Medicine and submit a written evaluation and recommendation to the Dean. The Dean shall independently evaluate the candidate. The Dean's decision regarding promotion will be final.

d. Review Process for Other Faculty Categories

All promotions of the Contributed-Service, Adjunct, Resident, Research, and Special Faculty shall be initiated by the Faculty member having primary administrative jurisdiction, usually the Chair, reviewed by the Executive Committee of the School of Medicine, and recommended by the Dean of the School of Medicine through the Vice President for Health Sciences to the President.

e. Non-reappointments, Dismissals and Terminations

All non-reappointments, dismissals and terminations shall be initiated by the Faculty member having primary administrative jurisdiction, usually the Chair, or the Dean of the School of Medicine, and recommended by the Dean of the School of Medicine through the Vice President for Health Sciences to the President in accordance with all provisions of the University Handbook for Faculty.

f. Review for Emeritus Status

Candidates for Dean Emeritus, Professor Emeritus, Associate Professor Emeritus, Clinical Professor Emeritus, or Associate Clinical Professor Emeritus shall be recommended on the basis of long and/or outstanding performance in the areas of administration and/or teaching or scholarship or clinical activity, or service to the University, as applicable. Such recommendation shall be based on a letter from the Chair of the Department outlining the significant contributions of the candidate together with a current curriculum vita. Candidates for Emeritus status shall be referred to the Dean. The Dean shall make a written recommendation to the President.

ARTICLE III
Meetings of the Faculty

Section 1: Frequency

a. Regular Meetings
Regular Meetings of the Faculty shall be held at least twice each academic year, once in the spring and once in the fall semester. All Faculty members shall be notified of such meetings at least 14 days prior to the meeting.

b. Special Meetings

Special Meetings of the Faculty may be called by the Dean of the School of Medicine, by the Executive Committee, or by petition of at least 15 members of the Faculty. Such request shall clearly state the purpose of such meeting (Article III, Section 5:c.). All Faculty members shall be notified of such meetings at least seven days prior to such meeting. Under extraordinary emergency conditions, a Special Meeting of the Faculty may be called at any time, provided an attempt has been made to notify all members of the voting Faculty at their place of business, or home, on record in the Office of the Dean of the School of Medicine. This notification may be oral or in writing, and shall include the time, place and purpose of the meeting.

Section 2: Quorum

A quorum shall consist of a minimum of 45 members of the Teaching-Research Faculty, the Clinician-Educator Faculty, the Contributed-Service Faculty, the Affiliate Faculty and the Officers of Academic Administration of the School of Medicine.

Section 3: Chair

The Dean of the School of Medicine, or in the absence of the Dean a Faculty member designated by the Dean, shall preside at all meetings of the Faculty.

Section 4: Purposes

The purposes of meetings of the Faculty shall be:

1. To provide a forum through which the Faculty can assist in identifying, clarifying, and recommending approaches to deal with matters affecting the several programs of the School of Medicine.

2. To provide a forum whereby Faculty opinion can be expressed on specific issues or programs of the School of Medicine.

3. To provide reports of progress in the development of programs bearing on the services of the School of Medicine.
(4) To inform the Faculty concerning activities of the School of Medicine, which bear directly or indirectly on their responsibilities, or which contribute to their understanding of operations of the School of Medicine.

(5) To receive reports of Standing Committees of the School of Medicine as requested in Article VIII, Section 5:b.

Section 5: Agenda

a. Agenda Committee

The agenda for meetings of the Faculty shall be developed by the Executive Committee of the School of Medicine, which shall function as the Agenda Committee. The Dean or a member of the Executive Committee appointed by the Dean will serve as Chair.

b. Submission of Items for Regular Meetings

Faculty and Officers of the Academic Administration of the School of Medicine may submit agenda items for Regular Meetings of the Faculty. Students and House Staff should submit any desired items through a Faculty member or an Officer of Academic Administration of the School of Medicine. Such items to be considered for inclusion on the agenda of Regular Meetings shall be submitted to the Agenda Committee at least 21 days prior to the date of such Faculty Meeting. The agenda shall be distributed to the voting Faculty at least 14 days prior to the date of the meeting.

c. Special Meetings

The agenda for Special Meetings of the Faculty that are called in accordance with Article III, Section 1:b. shall be limited to the stated purpose of such Special Meeting, and the agenda shall be distributed to the voting Faculty at least seven days prior to the date of the meeting, except amendments to these Bylaws shall be distributed at least 14 days prior.

d. New Business

The last item on the agenda of all Regular Meetings of the Faculty shall be "New Business".

Section 6: Rules of Operation

a. Parliamentary Rules
At all meetings of the Faculty, the current edition of "Robert's Rules of Order" shall apply, except as modified by these Bylaws.

b. Admission and Voting Principles

Meetings of the Faculty shall be open to all Faculty of the School of Medicine, and all members of the Faculty shall have the privilege of the floor. Only the Officers of Academic Administration holding faculty positions and members of the Teaching-Research, Clinician-Educator, Affiliate, and Contributed-Service Faculties (Article II, Section 1) shall be eligible to vote. Only those members present may vote. A majority of the voting members present shall prevail, unless otherwise specified herein. Voting shall be by secret ballot if requested by any member present. Others may be admitted to meetings of the Faculty with the permission of the Chair, except the chair or a majority of the voting members present may vote to conduct business in executive session.

Section 7: Minutes

Minutes of meetings of the Faculty shall be taken by a person appointed by the Dean and distributed to all Department Chairs and members of the Teaching-Research, Clinician-Educator, Affiliate, and Contributed-Service Faculties. The minutes will be maintained in the Office of the Dean of the School of Medicine. These minutes shall include, but not necessarily be limited to, all business conducted by vote of the Faculty. Minutes shall be made available on request to any member of the Faculty.

Section 8: Attendance by Faculty who are located at the Phoenix Regional Campus

Faculty members from the Phoenix Regional campus can attend all faculty meetings by phone or other form of audio or audio-visual communication device.

ARTICLE IV

Executive Committee

Section 1: Membership

The Executive Committee shall consist of the Vice President for Health Sciences (ex-officio without vote), the Dean of the School of Medicine (ex-officio without vote, except in the case of a tie vote), all Associate and Assistant Deans of the School of Medicine (ex-officio without vote except in the case of a tie vote if serving as Chair), the
Chief Executive Officer of the Alegent Creighton Health Creighton University Medical Center (ex-officio without vote), three non-chair members of the Faculty appointed by the Dean, four Department Chairs appointed by the Dean, nine members of the Faculty of the School of Medicine elected by the Faculty, two medical students (the Presidents of the Senior and Sophomore Classes, voting members), and one House Staff representative elected by the Creighton House Staff Organization.

Section 2: Duties

The Executive Committee shall advise the Dean of the School of Medicine concerning all matters that relate to the internal academic affairs of the School of Medicine. These matters shall include Faculty appointments, dismissals, those faculty advancements in rank as defined in Article II Section 5; student admission policies and procedures; major curricular matters affecting the School of Medicine and referred to committee members by the Educational Policy Committee; and the annual allocation and distribution of budgetary resources (exclusive of individual Faculty salary information) to the several Departments or Programs operating within the School of Medicine. The Executive Committee also reviews the performance of the Dean of the School of Medicine once every three years (Article IX Section 4:). The Executive Committee may establish Subcommittees for specific functions, or may invest the Office of the Dean with these functions.

Section 3: Appointment, Election and Terms of Office

a. Election

The nine members elected by the Faculty shall consist of three from the Basic Science departments to be elected by the Basic Science Faculty (two in odd years and one in even years), three from the Clinical departments to be elected by the Clinical Faculty (two in even years and one in odd years), one from the Affiliate Faculty to be elected by the Affiliate Faculty, and two from the Contributed-Service Faculty to be elected by the Contributed-Service Faculty (one in odd years and one in even years), all for two-year terms. The Creighton University House Staff Organization shall elect the House Staff representative annually for a one-year term. Elections shall normally be held in April of each year (Article VIII, Section 3:b.). Elected members of the Executive Committee may not succeed themselves and are not eligible for reelection until the second year after completion of their term.
b. Appointment

The four Department Chairs appointed by the Dean shall be appointed for two-year terms, two each year, and may be reappointed. The three non-chair Faculty members appointed by the Dean shall be appointed for two-year terms, two in odd years and one in even years, and may be reappointed. Committee membership will run from July 1 to June 30.

c. Attendance

An elected or appointed member of the Executive Committee who fails to attend a meeting of the committee shall be reminded of his absence by the Dean through the Executive Secretary. A member who fails to attend two consecutive meetings and fails to proffer an acceptable excuse shall by those absences indicate a desire to resign.

d. Quorum

One-third of the voting members (seven) shall constitute a quorum. No business shall be conducted without a quorum.

Section 4: Officers

The Dean of the School of Medicine shall be the presiding officer of the Executive Committee. In addition, the Executive Committee shall have a Vice chair appointed by the Dean from the membership who shall preside over the meetings in the absence of the Dean. The Executive Secretary, appointed by the presiding officer of the Committee, shall keep and distribute minutes to all members of the Executive Committee and to all Department Chairs, and shall file them in the Office of the Dean of the School of Medicine. Minutes shall be made available on request to any Faculty member. The Executive Secretary shall notify members of all meetings, and attend to Executive Committee correspondence.

Section 5: Meetings

The Executive Committee shall meet at least nine times annually, including at least three times each in the fall and spring semesters. Additional meetings may be called at any time by the Dean or by petition of twenty percent of the voting membership. Any member of the Committee may introduce motions. Only those members present may vote. Voting shall be by secret ballot if requested by any member present. All matters shall be settled by majority vote of the voting members present, and the chair shall vote only in case of a tie vote. Meetings of the Executive
Committee shall be open, except when the Dean elects and/or a majority of the voting members present votes to conduct its business in executive session. Faculty, Officers of Academic Administration, House Staff, and students of the School of Medicine may submit items to be considered for inclusion on the agenda, provided such request is submitted in writing to the Executive Secretary at least one week before the meeting.

Section 6: Vacancies

The Dean of the School of Medicine shall fill vacancies in unexpired terms within the groups appointed to the Executive Committee. Vacancies within the elected groups shall be filled as provided in Article VIII, Section 3:b.(1)(vi), unless the runner up in the previous election is appointed in accordance with Article VIII, Section 3:c.(4)(v). All vacancies shall be filled only to complete the unexpired terms, and individuals appointed or elected to fill unexpired terms are eligible to succeed themselves. Vacancies occurring on or after 1st June of the last year of any term shall remain vacant until the next regular election or appointment cycle.

ARTICLE V

Departmental Faculties

Section 1: Duties

The entire Faculty within each Department, including those holding secondary appointments, shall participate in all academic and policy matters of the Department, exclusive of individual Faculty salaries and other issues excluded by these Bylaws. All Officers of Academic Administration holding appointments in the Department, and all Teaching-Research, Clinician-Educator, Affiliate and Contributed-Service Faculty members holding primary or secondary appointments shall be voting members. In Departments having House Staff assigned, one member of the House Staff, elected annually in July for a one-year term by the House Staff of that Department, shall also participate as a voting member.

Section 2: Departmental Advisory Committee

a. Authorization

In each Department with 20 or more members, a majority of the voting Faculty of that Department may request the election of a Department Advisory Committee to fulfill the duties of the Department Faculty prescribed in Article V, Section
1. The request that a Department Advisory Committee be elected may be originated by written petition by any ten voting members of the Department Faculty. The Department chair shall then send a written ballot to each voting member of the Department to vote for or against the creation of a Department Advisory Committee. If a majority of the Faculty eligible to vote favors the creation of a Department Advisory Committee, the Department chair shall initiate the election of such a Committee (Article V, Section 2:c.). The authorization for the Department Advisory Committee shall be valid until the second May following such authorization, at which time the Department chair shall again send ballots to each voting member of the Department as to whether to continue or discontinue such a Committee. If the request to form a Department Advisory Committee is defeated it may not again be put to vote for one year.

b. Membership and Terms of the Department Advisory Committee

When authorized, the Department Advisory Committee shall be constituted as follows:

(1) The Department Chair shall be the Committee’s chair ex-officio without vote, except in the case of a tie vote.

(2) The Department Vice Chair shall serve as the Committee chair in the absence of the Chair, and shall be ex-officio without vote, except in the case of a tie vote when presiding.

(3) Five members, at least three of whom must be members of the Teaching-Research Faculty, or the Clinician-Educator Faculty, shall be elected by the voting members of the Department to serve until the second 30th of June following such authorized election. Thereafter, if the continuance of the Department Advisory Committee is approved in accordance with Article V, Section 2: terms shall be two-year terms 1st July through 30th June, unless elected to fill a vacancy. If the Department has Contributed-Service or Affiliate Faculty, at least one elected member shall be from the Contributed-Service or Affiliate Faculty, as provided in Article V, Section 2:c. Vacancies shall be filled by election to complete the unexpired term, and such individual may be reelected twice successively thereafter. Vacancies occurring on or after 1 June of the last year of any term shall not be filled. Members may otherwise be reelected only one time successively, and thereafter may not be reelected until the second year after completion of their term. In any election not more than three of the five Committee members may be reelected from the immediately preceding Department Advisory Committee.
(4) The elected House Staff representative, as authorized by Article V, Section 1: shall be a voting member.

c. Election of the Department Advisory Committee

When authorized to form a Department Advisory Committee under Article V, Section 2:a, the Department Chair shall appoint a Nominating Committee consisting of one Professor or Associate Professor, one Assistant Professor or Instructor, and one Contributed-Service or Affiliate Faculty member; or if the Department has no Contributed-Service or Affiliate Faculty, a third Teaching-Research Faculty member shall be appointed. The Committee on Committees of the School of Medicine shall not be involved. At least two of these individuals should be selected from those Faculty members favoring the creation of the Department Advisory Committee, such as those signing the petition in Article V, Section 2:a. The Nominating Committee should nominate at least ten candidates, if available, no more than three of whom may be members of the existing Department Advisory Committee, for election to the Committee. The nominees shall include at least three Contributed-Service or Affiliate Faculty members, if available. The Nominating Committee shall secure the agreement of all nominees to serve. In June, or at the time of initial authorization, a ballot with places to vote for all nominees shall be sent to all voting members of the Department. The three Teaching-Research Faculty or Clinician-Educator Faculty members with the highest number of votes and the Contributed-Service or Affiliate Faculty member with the most votes shall be elected. The fifth member shall be the remaining faculty member with the most votes. The Nominating Committee shall monitor the election and count the votes.

Section 3: Meetings

Meetings of the entire Department Faculty and the House Staff representative, or of the Department Advisory Committee if approved as in Article V, Section 2:, shall be held at least twice in the fall semester and twice in the spring semester, and once during the summer, and shall be open. All members of the Department Faculty and the House Staff representative shall be notified by the Chair of all department meetings at least seven days in advance. In the event there is a Departmental Advisory Committee, this Committee shall meet with the entire Departmental Faculty, including the House Staff representative when authorized, at least once in the fall semester and once in the spring semester. The entire Department Faculty need only be notified of this one meeting per semester. Any Departmental Faculty member, or the House Staff representative, may place an item on the agenda of any regularly scheduled meeting. Other meetings may be called by the chair or by 50% or five members of the Departmental Faculty, whichever is the smaller. If a Department Advisory Committee is authorized, the Chair or any three members may call a meeting. Voting shall be by secret ballot if requested by any member present. Minutes of all formal meetings shall be sent to all Department
Faculty and also filed with the Office of the Dean of the School of Medicine. At any meeting the majority of voting members present may vote to conduct the meeting in executive session, except that voting members of the Department may not be excluded from a Department Advisory Committee meeting, and they shall have the privilege of the floor but may not vote.

Section 4: Quorum

For Departments holding meetings of the entire Department Faculty, a quorum shall be thirty percent of the voting Faculty. For Departments with a Department Advisory Committee, a quorum shall be three elected members and the Chair or Vice Chair.

ARTICLE VI

Appointment of Department Chair

Section 1: Duties

Each Department shall have a Chair, who shall be responsible to the Dean of the School of Medicine for departmental administration, policies, programs, procedures, and regulations. Policies, procedures, and programs shall normally be established and conducted in consultation and discussion with the Faculty of the Department. The Chair shall demonstrate leadership in encouraging excellence in teaching and service, and in the promotion of research in the department. The Chair shall supervise Faculty activities, assist the Dean of the School of Medicine in recruiting and developing faculty in the Department, and shall make recommendations to the Dean of the School of Medicine concerning Faculty and Staff salaries (if applicable), promotion, tenure, termination, and dismissal. Each Chair, with the concurrence of the Dean of the School of Medicine, may appoint a Vice Chair.

Section 2: Appointment

a. Appointment of Chair

The Dean of the School of Medicine shall appoint the Chair of each Department. The selection and appointment of Chairs shall be in conformity with any formal agreements between Creighton University and any organization with which it is affiliated in a joint program. The appointment of Chairs shall ordinarily be for three years, with reappointment normally limited to no more than two additional successive three-year terms, as described in the University Statutes.
b. Appointment of Search Committee

Within four weeks of the announcement of a vacancy, the Dean of the School of Medicine shall appoint a Search Committee of not fewer than five nor more than seven members. Ordinarily all the members, except as noted, should be tenured Faculty. In the case of a vacancy in a Clinical Department with Contributed-Service or Affiliate Faculty, one member of the Search Committee should be from the Contributed-Service or Affiliate Faculty. If House Staff is assigned to the Department, one member of the Search Committee shall be a member of the House Staff. At least one of these shall be from the Department in which the vacancy exists or will exist. Not more than two Faculty members shall be from the same Department. At least one Committee member shall be a student in the School of Medicine. The Dean shall appoint the chair of the Search Committee, ensuring that this individual has served on at least one Search Committee previously.

c. Functions of Search Committee

This Committee shall advertise the position widely including in print and digital media, encouraging applications from candidates with diverse backgrounds and from both women and men. The Committee shall evaluate all applications, and interview suitable candidates. It shall at least consider those suggested by the Department in which the vacancy occurs. It shall be the duty of the Department representative(s) on the Search Committee to solicit a list of candidates from the members of the Department concerned, and to present it to the Search Committee. The Search Committee shall rank the candidates in order of preference and present them to the Dean of the School of Medicine. An unranked list of those candidates acceptable to the Committee and the Dean shall then be presented to the Executive Committee of the School of Medicine and to the Departmental Advisory Committee, or if none exists, the Faculty of the Department with the vacancy. The Dean shall take no final action until the comments of those bodies have been received.

d. Appointment of New Search Committee

If after six months the position has not been filled, the Search Committee may be disbanded and a new Committee appointed by the Dean.

e. Waiver

Under extraordinary circumstances, e.g. if the Search Committee has failed to identify a qualified candidate after a year, and after consulting with the Executive Committee of the School of Medicine and the faculty of the concerned Department, the
Dean of the School of Medicine may nominate one or more candidates for evaluation by the Search Committee prior to appointment by the Dean.

**ARTICLE VII**

**Appointment of the Dean**

**Section 1: Duties**

The Dean of the School of Medicine, under the Vice President for Health Sciences, shall exercise general executive responsibility for educational policies, programs, and procedures of the School of Medicine. The Dean, after consultation with the Executive Committee of the School of Medicine, and the appropriate Chair(s), and when appropriate with the Faculty members of the Department(s), shall recommend to the President of Creighton University, through the Vice President for Health Sciences, all Faculty appointments, promotions of other than the Teaching-Research and Clinician-Educator Faculty, non-reappointments, terminations, and dismissals. After receiving the evaluation and recommendation of the School of Medicine Rank and Tenure Committee, the Dean of the School of Medicine shall submit to the Creighton University Committee on Rank and Tenure all promotions and tenure recommendations for the Teaching-Research Faculty and the Clinician-Educator Faculty. The Dean shall prepare the annual budgets and special and annual reports. The Dean shall be an ex-officio member without vote of all Faculty Committees, unless otherwise provided herein.

**Section 2: Appointment of the Dean’s Nominating Committee**

The President of Creighton University shall appoint the Dean of the School of Medicine. In the case of initial appointment, there shall be a Dean's Nominating Committee formed by the President composed of two members elected by the Executive Committee of the School of Medicine from among their own number, and three members elected by the Faculty of the School of Medicine. These three elected members shall consist of one member each from the Basic Science departments, the Clinician Educator/Teaching Research Clinical Faculty, and the Contributed-Service Faculty, each to be elected by their respective constituents. Elections of these committee members shall be conducted by the Office of Academic and Faculty Affairs of the School of Medicine. Additionally, there shall be two at-large members to provide involvement of affiliated institutions or the Medical Alumni Advisory Council. The President shall name the chair of the Dean's Nominating Committee, ensuring that this individual has served on at least one leadership Search Committee previously. The Dean’s Nominating Committee shall advertise the position widely including in print and digital media, encouraging applications from candidates with diverse backgrounds and
from women and men. The Committee shall evaluate all applications, and interview suitable candidates. The Committee shall make its recommendations to the Vice President for Health Sciences, or to the President if so directed. Prior to any final action, the Vice President for Health Sciences, or the President, shall present to the Executive Committee of the School of Medicine the principal candidates for appointment in order to receive the advice and counsel of that body.

ARTICLE VIII

Standing Committees

Section 1: General

a. The existence of certain committees is desirable for the conduct of business of the School of Medicine. These committees are designated “Standing Committees” and are listed below. Service on School of Medicine Committees is considered an inherent responsibility associated with Faculty appointment. Individuals may serve on more than one Committee. Only members of the Teaching-Research Faculty, the Clinician-Educator Faculty, Contributed-Service Faculty and Affiliate Faculty (Article II, Section 1:a.), and not the Officers of Academic Administration, shall be eligible for election or appointment to Committees, except as otherwise specified herein. The Dean of the School of Medicine shall be a member ex-officio without vote of all Committees of the Faculty of the School of Medicine, unless otherwise provided herein. The Dean of the School of Medicine shall also be empowered to form any advisory committees deemed desirable for the conduct of business. The Dean may establish these as ad hoc Committees or Standing Committees. A Standing Committee, except those in Article VIII Section 2, may be established or dissolved by the Dean.

b. Ex Officio members of all committees are defined as non-voting unless specifically identified as “voting” for any given committee.

c. Emeritus Faculty Members may serve on the following committees:

  + Committee on Admissions
  + Committee on Student Research and Scholarly Activity

Emeritus faculty members wishing to serve are to contact the respective committee chair. The committee chair will forward the request to the Dean for
appointment. Emeritus faculty will begin their committee duties at the same time as all other elected and appointed faculty members.

Section 2: Designation of Standing Committees

The following Standing Committees shall be constituted:

+ Background Standards Committee (Article VIII Section 7:i.)
+ Committee on Admissions (Article VIII Section 7:a.)
+ Committee on Committees (Article VIII Section 3:c.)
+ Committee on Governance and Administration (Article VIII Section 7:c.)
+ Committee on Leaves and Sabbaticals (Article VIII Section 7:e.)
+ Rank and Tenure Committee (Article VIII Section 7:f.)
+ Student Advancement Committee (Article VIII Section 7:g.)
+ Committee on Student Research and Scholarly Activity (Article VIII Section 7:h.)
+ Distinguished Lecture Series Committee (Article VIII Section 7:i.)
+ Educational Policy Committee (Article VIII Section 7:b.)
+ Evaluation Committee (Article VIII Section 7:j.)
+ Executive Committee (Article IV)
+ Graduate Medical Education Committee (Article VIII Section 7:d.)
+ Leadership Council (Article VIII Section 7:k.)
+ Medical Education Management Team (Article VIII Section 7:m)
+ Promotions Committee (Article VIII Section 7:n)

Section 3: Appointment and Election of Committee Members

a. Appointment of Committees

The Dean of the School of Medicine shall appoint all the members (other than ex-Officio members) of all Standing and ad hoc Committees except the Executive Committee (Article IV, Sections 1: and 3:), the Committee on Committees (Article VIII, Section 3:c.), the Committee on Leaves and Sabbaticals (Article VIII, Section 7:e.), the Student Advancement Committee (Article VIII, Section 7:g.), and the Rank and Tenure Committee (Article VIII, Section 7:f.).

b. Committee Appointments and Elections

(1) The following general principles shall be followed in Committee appointments and elections, except as otherwise specified in these Bylaws.
(i) Faculty membership on any Committee shall include representatives from all segments of the School of Medicine concerned with the activities of the Committee.

(ii) Faculty representatives shall be elected or appointed for three years or as otherwise specified in these bylaws, and may be reappointed for one additional term, after which they may not be re-elected or reappointed for at least one full term, except as otherwise specified herein. The terms of members of a Committee should be staggered and if Committee structures are changed, the Dean may make one time use of one or two-year appointments to achieve such staggering.

(iii) Where the Dean considers it appropriate, the Dean of the School of Medicine may appoint representatives of the student body and House Staff to serve on Committees, unless otherwise provided herein.

(iv) Students and House Staff shall be elected or appointed for one-year terms.

(v) The Dean shall determine the number of members of each Committee, unless otherwise specified herein, but each Committee shall include Faculty representatives and shall have a total membership of not fewer than four excluding the ex officio members.

(vi) Vacated unexpired terms shall be filled by the Dean except as otherwise provided herein. Vacancies in elected or appointed positions shall be filled only to complete the unexpired term. Vacancies occurring on or after 1 June of the last year of any term shall not be filled, unless otherwise provided herein.

(vii) A member who has been appointed to serve less than a full term on any Committee may be reappointed or re-elected to two full terms upon completion of the partial term, except as otherwise specified herein.

(viii) Appointments shall ordinarily be made, or elections held, in April of each year, except as otherwise provided herein.

(ix) Terms of Committee members shall be 1 July through 30 June, except as otherwise provided herein. Committee members shall remain on the Committee until a replacement is elected or appointed, or until terminated by the Dean.

(2) Elections shall be held during the month of April, by email ballot sent to all Officers of Academic Administration, Teaching-Research Faculty, Clinician Educator Faculty, and Contributed-Service Faculty and, when appropriate, Affiliate Faculty, to elect their representatives as prescribed herein, except as otherwise provided herein. Where specific representation from these groups is specified, each group shall vote only for their representatives. Faculty members may vote for write-in candidates.

(3) House Staff representatives to Committees shall be elected by the Creighton House Staff Organization and students shall be nominated by the Creighton Medical Student Government and appointed by the Dean, except as otherwise provided
herein. Such representatives shall be elected or appointed in the spring of each year for one-year terms to take office 1st July through 30th June.

c. Committee on Committees

(1) Structure

The Committee on Committees shall consist of eight members elected for staggered two-year terms by the Faculty from among its members; two (one each year) shall be from the Basic Science Departments elected by the Basic Science Faculty, two (one each year) from the Clinical Departments elected by the Clinical Faculty, two (one each year) from the Affiliate Faculty elected by the Affiliate Faculty, and two (one each year) from the Contributed-Service Faculty elected by the Contributed-Service Faculty. The chair of this Committee shall be elected by and from among its members at the first meeting of each year. The Assistant/Associate Dean for Academic and Faculty Affairs shall serve as an ex officio member. Every faculty member who has been nominated, who qualifies, and agrees to serve on the committee, will be placed on the ballot.

(2) Election

The Committee on Committees shall nominate and elect new members following the same timeline as all other committees, and in accordance with Article VIII, Section 3:b. No member may be nominated for another term until the second year after completion of a term. The terms of members of the Committee shall be in accordance with Article VIII, Section 3:b.ix. Vacated unexpired terms shall be filled as provided in Article VIII, Section 3:b, to complete the unexpired term.

(3) Functions

(i) It shall be the responsibility of the Committee on Committees to advise the Dean of the School of Medicine regarding appointments to Standing Committees, and ordinarily to nominate at least two members for each position, unless membership or another mechanism of appointment is specified in these Bylaws. Although members of the other Standing Committees may be elected to the Committee on Committees, the Committee may not nominate its own members for other Committees, but they may be so appointed by the Dean.

(ii) Nominating Candidates for Election and Monitoring Elections

The Committee on Committees shall also serve as the Nominating and Election Committee for the elective positions in the School of Medicine.
(4) Operational Guidelines

The following general guidelines shall apply:

(i) The Committee on Committees shall advertise widely to the Faculty a proposed list of committee memberships to be filled by appointment or election, and shall request volunteers and nominations.

(ii) The Committee on Committees shall by April of each year nominate candidates, usually two, for each elective and appointive membership, except as otherwise provided herein, and shall secure their agreement to serve. It shall not nominate any of the members of the Committee on Committees.

(iii) Any Faculty member may submit his or her name as a candidate to the Committee on Committees and the Faculty member shall be considered.

(iv) The Committee on Committees shall monitor the election process and the counting of the ballots. The candidate(s) receiving the highest number of votes shall be elected, except as otherwise provided herein. In case of a tie, the Chair of the Committee on Committees shall determine the winner. Ballots shall be saved for six weeks after the election results are reported and may be examined during this time. They shall then be destroyed.

(v) The Committee on Committees may recommend to the Dean of the School of Medicine that vacated unexpired terms in elected offices be filled by having the Dean appoint the runner-up from the previous election, except as otherwise provided herein.

(vi) The Committee on Committees may recommend to the Dean the removal of any Committee member for cause (Article VIII, Section 4:b.).

(vii) All meetings and actions of the Committee on Committees shall be in executive session.

(viii) The Committee on Committees shall conduct a review of the functional status of the Standing Committees no less often than biannually in the last calendar quarter of each even numbered year. The findings of these reviews shall be reported to the Dean for appropriate action.

Section 4: Committee Chairs

a. Appointment

Chairs of Standing Committees shall ordinarily be appointed in July of each year by the Dean of the School of Medicine for a one-year term, and may be reappointed for as long as they shall be eligible to serve on the Committee. If no chair is appointed by the Dean, the Chair may be elected for a one-year term by the committee membership.
b. Review of Performance of Committee Members

At the end of each academic year, the chair of each Committee shall furnish the Dean with a list of the members of the Committee, the dates of their appointments, and their effectiveness on the Committee. The chair shall indicate expiration of terms of members of the Committee. Chairs of Committees shall report repeated unexcused absences from Committee meetings to the Committee on Committees, which shall take appropriate action to ensure proper and active representation of the Faculty in the government of the School of Medicine. Committee Chairs shall report any improper or inappropriate behavior or activities of any Committee member to the Dean of the School of Medicine.

Section 5: Duties

a. Charge by the Dean

The Dean of the School of Medicine shall charge each Committee with its specific responsibilities, unless a specific charge is provided herein. The Committees shall advise the Dean on matters contained within their charge.

b. Reporting of Activities

Committees shall report to the Dean. They shall report to the Executive Committee and to the Faculty as a whole when these bodies request that they do so, or on request of the Committee Chairperson. The purposes of the reports to the Executive Committee and to the Faculty are to inform these bodies of recommendations being sent to the Dean of the School of Medicine, and to allow these bodies to reinforce such recommendations, or to provide the Dean with contrary recommendations. Minutes of all meetings shall be kept and forwarded to each Committee member, and shall be filed in the Office of the Dean of the School of Medicine.

Section 6: Committee Meetings

Each Committee shall meet at least once per year. It shall be the duty of the chair to call such meetings. Any two Committee members may call for a meeting when they deem it desirable. At all Committee meetings the current edition of "Roberts Rules of Order" shall apply, except as otherwise provided herein. All business shall be settled by a majority of the voting members present, unless otherwise specified herein. Only members present may vote, except in the case of committee members from the
Phoenix Regional Campus. When these bylaws call for a member of any committee to be from the Phoenix Regional Campus, that member can participate and vote in the committee meetings by phone or other form of audio or audio-visual communication device. Voting shall be by secret ballot if requested by any members present. A quorum shall be 50% of the current voting membership of the Committee, except as otherwise specified herein. Committee meetings shall be open to all members of the Teaching-Research, Clinician-Educator, Contributed-Service and the Affiliate Faculties of the School of Medicine, and to the Officers of Academic Administration of the School of Medicine, except as otherwise specified herein. A majority of the voting Committee members present may vote to conduct business in executive session. All Committee members shall be eligible to vote, except as otherwise provided herein. The committee Chair shall develop the agenda. However, any Faculty member, Officer of Academic Administration, member of the House Staff, or student may request consideration of any relevant item, and shall be permitted to appear before the Committee on request.

Section 7: Specifications of Standing Committees

a. Committee on Admissions

The Committee on Admissions in conjunction with the Office of Medical Admissions and the Assistant Dean for Medical Admissions shall operate in order to select medical students who are considered capable of academic success, and who are expected to become empathetic, highly competent practitioners of the art and science of medicine, consistent with the mission statements of the School of Medicine and Creighton University. The Committee shall be composed of six active faculty members of the School of Medicine (including at least one active faculty member located at the Phoenix Regional Campus), no more than two medical alumni as recommended by the Dean of the School of Medicine, up to four medical students, and certain members of the University staff. Terms of appointment for faculty members of the School of Medicine shall be three academic years, renewable for one term, followed by a minimum of a one-year interval. Medical alumni members of the Committee shall be appointed for a two-year term renewable for one year, followed by a minimum of a one-year interval. Students are appointed to the Committee for one-year, renewable terms.

The Assistant Dean for Admissions shall be the Chair of the committee; an active faculty member shall be the Co-chair. The Committee shall meet during the months of September through April of each academic year and at the call of the Chair to review applications, to assign a score to each application, and to conduct other business as may be brought before the committee. At the discretion of the Chair, duties may be assigned to the members of the committee to review applications, to interview applicants, or both.
An Executive Sub-committee composed of the Assistant Dean for Admissions (Chair, voting), the Associate Dean for Student Affairs (voting), the Director of Medical Admissions (non-voting), the Co-chair of the Committee on Admissions (voting), and a minimum of three additional School of Medicine faculty members, including at least one from the Phoenix Regional Campus, will normally meet each week during the application cycle, and as needed thereafter, to make the final decisions for acceptance, alternate status, or rejection. Neither the Assistant Dean for Admissions nor other administrators may unilaterally rescind the actions of the Executive Committee.

b. Educational Policy Committee

The Educational Policy Committee shall be responsible for defining and revising the goals, objectives, structure and content of the undergraduate medical curriculum. In fulfillment of these responsibilities, the committee shall be charged with approving the creation or removal of courses from the educational program, determining the duration and order of courses, appointing course directors and clerkship directors, analyzing and distributing data from the Evaluation Committee, and formulating educational policies. The Educational Policy Committee shall consist of the following 18 voting members: seven appointed faculty members (3 basic sciences and 3 clinical from the Omaha Campus, and one clinical faculty member from the Phoenix Regional Campus), five appointed students (one from each component from the Omaha Campus, and one third year student from the Phoenix Regional Campus), the four Component Directors, the Assistant Dean for Medical Education from the Phoenix Regional Campus and the Associate Dean for Medical Education, who also serves as chair. In addition, the following serve as ex officio, non-voting members: the Dean of the School of Medicine, the Associate Dean of the Phoenix Regional Campus, the Associate Dean for Student Affairs (Omaha Campus), the Assistant Dean for Student Affairs (Phoenix Regional Campus), the Assistant Dean for Medical Education (Omaha Campus), the Director of the Health Sciences Library, and the Chair of the Evaluation Committee. Faculty committee members shall be appointed by the Dean of the School of Medicine, based on their educational experience and the need for balance among disciplines. The committee shall meet once per month. A quorum shall consist of 50% of the current voting membership of the Committee.

c. Committee on Governance and Administration

This committee shall review and revise the Bylaws of the School of Medicine from time-to-time, according to the University Faculty Handbook and the University Statutes, and carry out other duties assigned by the Dean in regards to the Governance and Administration of the School of Medicine. The committee shall consist of eight faculty members in the School of Medicine appointed by the Dean for a three-year term. Three members shall be appointed from Basic Science Departments, four members
shall be appointed from Clinical Departments, and one member shall be appointed from the Affiliate Faculty. The Dean of the School of Medicine shall appoint one of the members as the Chair of the committee. The Assistant/Associate Dean for Academic and Faculty Affairs and the Dean shall serve as ex officio members. The committee shall meet at least once a year and as needed, and submit its report to the Dean.

d. Graduate Medical Education Committee

The Graduate Medical Education Committee (GMEC) is comprised of the Associate Dean for GME as chair, the Assistant Dean for GME, the program directors (or their representative) from each postgraduate program, two voting house staff representatives nominated by their peers, the Chief residents, and one representative from each of the major affiliated teaching hospitals. All members are voting. The Committee meets monthly.

The GMEC is responsible for monitoring and advising on all aspects of residency education. The duties of the Committee include but are not limited to: establish and implement policies regarding the quality of education and work environment for the house staff; establish and maintain appropriate oversight of the liaison with program directors; regularly review of program ACGME RRC letters; conduct regular internal reviews of all programs; assure an educational environment in which residents may raise and resolve issues without fear of intimidation or retaliation; make recommendations to the Dean and Affiliated Hospitals related to program and house staff support, benefits, and conditions of employment; assure that each program provides a curriculum and an evaluation system to ensure that residents demonstrate competence in the ACGME Six Competencies (Patient Care, Medical Knowledge, Practice-Based Learning, Communication, Professionalism, and Systems-Based Practice.)

e. Committee on Leaves and Sabbaticals

Members of the Committee on Leaves and Sabbaticals of the School of Medicine shall be elected for two-year terms following the procedures in Article VIII, Sections 3:b. and 3:c.(3) and (4). There shall be four elected members; two (one each year) from the Basic Science Faculty, and two (one each year) from the Clinical Faculty. An additional fifth member shall be appointed annually by the Dean of the School of Medicine and shall serve as chair of the Committee. The Assistant/Associate Dean for Academic and Faculty Affairs and the Dean shall also serve as ex officio members. The committee shall meet at least once a year and as needed. The committee shall review all applications for leaves and sabbaticals from faculty members of the School of Medicine in accordance with accepted policies, investigate the merits of the application, and submit a written recommendation to the Dean.
f. Rank and Tenure Committee

(1) Purpose

The School of Medicine shall maintain a standing peer-review committee to review all dossiers of Teaching-Research, and Clinician-Educator Faculty candidates, both Tenure and Non-Tenure tracks, for conferral of tenure and/or advancement in rank. Written recommendations favoring or opposing the granting of tenure or advancement in rank, including the vote and the reasoning, shall be forwarded to the Dean of the School of Medicine, and shall become a part of the dossier of the candidate.

(2) Membership

The School of Medicine Rank and Tenure Committee shall consist of nine members of the tenured Teaching-Research Faculty and Clinician-Educator Faculty, at the rank of Associate Professor or above. The Associate Dean for Academic and Faculty Affairs shall be an ex officio member without vote. The ex officio member of the Rank and Tenure Committee will have only an observatory role and will clarify rules and bylaws. The Dean of the School of Medicine shall not be a member. Members of the University Rank and Tenure Committee may not serve on the School of Medicine Rank and Tenure Committee. Department Chairs shall not be nominated or elected to the Committee. There shall be four members from the Basic Science Faculty and five from the Clinical Faculty. The Committee on Committees shall present at least two nominees for each vacancy, and the members shall be elected in April of each year by the Teaching-Research, and Clinician-Educator Faculty of the Basic Science and Clinical Departments, as appropriate. Elections shall be for staggered three year terms running annually from July 1st through June 30th of the following year. Nominees shall be chosen to broadly represent all areas of the Basic Science Faculty and the Clinical Faculty, and no more than two elected members may be from the same Department, including those already on the Committee. Once two committee members represent a Department, other candidates from that Department with fewer votes, even though more than the next runner-up, shall be skipped and the next runner-up shall be considered elected. Vacated unexpired terms shall be filled for the remainder of the term by the Dean from the next available runner-up from the last election, considering the no more than two per Department rule. If no runner-ups are available, the Committee shall provide the Dean a list of nominees from which to choose. Vacancies occurring after January 1 each year need not be filled.
(3) School of Medicine Rank and Tenure Committee Operations

The Chair of the Committee shall be elected by the members of the Committee at the first meeting of each academic year (with tenure from time of election to June 30 of the following year). For any meeting the Chair may designate an Acting Chair. Only members having served one full year on the Committee shall be eligible to be Chair. If a School of Medicine Rank and Tenure Committee member is initiated for promotion review the member shall take a leave of absence from the Committee for that academic year, and this shall be deemed to be a vacancy for that year. If any member of the Committee, including ex-officio members, has any direct supervisory relationship over any candidate, or if any member has any actual or perceived conflict of interest, such member shall be excused and absent himself/herself from the meetings of the Committee during deliberations concerning such candidate(s). Such an absence shall not constitute a vacancy. Each candidate shall also be allowed one peremptory challenge of any member of the Committee, which shall not count as a vacancy. Two thirds of the voting members of the Committee who are not excused for conflict of interest or by challenge shall constitute a quorum. All votes concerning tenure and/or promotion shall be by secret ballot. All members of the School of Medicine Rank and Tenure Committee agree to refrain from discussing the cases brought before the Committee outside formal committee sessions, except with other committee members, or as otherwise duly directed. All recommendations of the committee shall be accurately summarized by the Chair of the Committee and reported in writing, together with the vote and the reasoning for the recommendations, to the Dean of the School of Medicine, and shall be included in the candidate’s dossier.

(4) Review Process

Dossiers for review for promotion in rank or the conferral of tenure shall be prepared and reviewed in accordance with the Handbook for Faculty, and any single document published by the University Committee on Rank and Tenure and reviewed by the Academic Council to assist candidates in the preparation of their dossier. The criteria for evaluation are given in the Handbook for Faculty. In the School of Medicine each candidate shall be evaluated in writing by the Department Chair, or by an individual designated in writing by the Chair or the Dean to perform such evaluation, prior to consideration by the School of Medicine Rank and Tenure Committee. The Office of the Dean of the School of Medicine shall contact at least six student references, and the six to twelve peer references cited by the candidate, as well as two external peer referees selected by the Dean or the Dean’s delegate (per the Faculty Handbook), and these shall be included in the dossier of the candidate prior to
consideration by the School of Medicine Rank and Tenure Committee. The Office of
the Dean of the School of Medicine may add other available relevant student and
course evaluation materials, as provided for in the *Handbook for Faculty* procedures.

(5) Confidentiality

All recommendations and comments received from persons other
than the candidate in connection with candidacy for rank and/or tenure are received
under grant of confidentiality. This includes performance appraisals, recommendations
of committees, and evaluations by students, peers, Chairs, or Deans. Such materials
shall be kept in confidence subject to disclosure only as legally required (see *Handbook
for Faculty*).

(6) Evaluation by the Dean, School of Medicine

Following evaluation of each dossier by the School of Medicine
Committee on Rank and Tenure, the Dean of the School of Medicine shall
independently evaluate each candidate in writing, and forward all dossiers to the
University Committee on Rank and Tenure, unless the application is withdrawn by a
request in writing by the candidate. The Dean's evaluation shall become a part of the
candidate's dossier. The University Rank and Tenure Committee shall then review the
dossier and make recommendations to the President who shall make the final decision.
Prior to the public announcement of conferral of tenure and promotions by the
President, the Dean shall counsel all unsuccessful candidates. All promotions and
grants of tenure shall be effective on the first day of the next contract year.

g. Student Advancement Committee

The Student Advancement Committee shall be composed of five elected
faculty members (two from the clinical faculty, two from the basic science faculty and
one at-large faculty member from the Omaha Campus) and one appointed member
from the Phoenix Regional campus) for a three year term; the four Component Directors
(voting members); five elected students (one from each component from the Omaha
Campus, and one third year student from the Phoenix Regional campus, voting
members except that a student member shall not vote to advance his/her own class); the
Associate and Assistant Deans for Student Affairs of the Omaha and Phoenix
Regional campuses (non-voting); the Associate Dean for Medical Education from the
Omaha Campus and the Regional Assistant Dean of Medical Education at the Phoenix
Regional Campus (non-voting members). The Principal Minority Affairs Officer in the
School of Medicine, as designated by the Dean, shall serve as a non-voting member.
The Dean of the School of Medicine shall appoint the chair of the committee from the
elected faculty members. The chair appointment is for one-year and may be renewed
by the Dean. A quorum shall consist of a minimum of 50% of voting members.
(1) Regular Meetings and Duties

The Advancement Committee shall meet monthly throughout the year to review the academic records and professional conduct of all students. The Advancement Committee shall (i) determine eligibility of all medical students for promotion and graduation, (ii) review and determine adherence to academic and professional conduct standards, and (iii) prescribe remedial actions or change of student status, including dismissal from the School of Medicine, for students who fail to meet the Academic and Professional Standards of the School of Medicine.

(2) Review of Advancement Committee Decisions

As specified in the Student Handbook, under certain circumstances a student may request that the Dean of the School of Medicine appoint an ad hoc Review Committee to review a decision of the Advancement Committee to determine

a. whether the Advancement Committee adhered to the Policies and Procedures of the School of Medicine.

b. if evidence unavailable to the Advancement Committee warrants a modification of a decision of the Advancement Committee.

The student must make this request to the Dean of the School of Medicine within 10 working days of receipt of the decision of the Advancement Committee.

A Review Committee is composed of the Associate Dean for Student Affairs (non-voting), the Associate Dean for Medical Education (non-voting), three faculty members (one of whom will be appointed chair by the Dean), and two students. The faculty and students are appointed ad hoc by the Dean of the School of Medicine. The Assistant Dean for Medical Education may substitute for the Associate Dean for Medical Education. Eighty percent of members must be present for official action.

After the findings of the Review Committee are communicated to the student, the student may request a re-examination of the decision of the Review Committee by the Dean of the School of Medicine. This request must be made within 10 working days of the student’s receipt of the decision of the Ad Hoc Review Committee. The decision of the Dean of the School of Medicine is final.

h. Committee on Student Research and Scholarly Activity

The Committee on Student Research and Scholarly Activity shall disseminate information to medical students about research opportunities at Creighton and
availability of research fellowships through local, regional and national organizations, invite applications for the summer research program, evaluate and rank the applications and submit a recommendation to the Dean. The committee shall consist of a minimum of seven faculty members from the Basic Sciences and Clinical Sciences appointed by the Dean for a three year term, one medical student representative from each of the second, third, and fourth year students from the Omaha Campus and one third year student from the Phoenix Regional campus, appointed for a one year term, the Associate Dean for Research (ex officio), and the Associate Dean of Medical Education (ex officio). One of the appointed faculty members should be from the Phoenix Regional campus. The Dean shall appoint the Chair of the Committee. The committee shall evaluate the summer research application during the months of January/February each year and submit its recommendation to the Dean by the second week of March. The Dean or the Associate Dean of Medical Education will notify the students and mentors about the award of summer research fellowships.

i. Distinguished Lecture Series Committee

The Committee on Distinguished Lecture Series shall review and select speakers for the Distinguished Lecture Series. The Dean of the School of Medicine shall appoint the committee members for a three-year term. To ensure continuity in the committee, the three-year appointments shall be staggered so that only new members replace some of the members each year. The Distinguished Lecture Series Committee shall meet twice a year or as needed.

j. Evaluation Committee

The Evaluation Committee shall consist of five faculty members, the Director of Medical Education Development and Assessment, and two student representatives. One of the appointed faculty members should be from the Phoenix Regional Campus. The Director of Medical Education Development and Assessment shall serve as the chair of the committee, and is a voting member. The committee shall be responsible for regularly evaluating and/or analyzing the data about a course or clerkship syllabus and teaching materials, student evaluations of a course or clerkship, grading methods, student performance in a course or clerkship, interviews with faculty and staff involved with the course/clerkship, and the annual course/clerkship report. The Evaluation Committee shall report to the Educational Policy Committee, which has overall responsibility for management and assessment of the curriculum of both preclinical courses (Component I and II) and clerkships (Component III and IV).

k. Leadership Council
The Leadership Council shall consist of the Chairs of the Departments of the School of Medicine (Article II, Section 2: Appendix A), the Dean, the Associate Dean for Research, the Assistant/Associate Dean(s) for Clinical Affairs, and Associate Dean for Administration and Finance. The Dean of the School of Medicine shall preside, or in the absence of the Dean, the Dean shall designate another Council member to preside. Only the Department Chairs shall be eligible to vote, except that in the case of a tie vote the presiding officer may vote. This Council shall be advisory to the Dean and shall assist in coordination of the operation and management of the School of Medicine. It shall consider all matters important to the efficient and proper functioning of the School of Medicine, including, but not limited to, activities, programs, philosophy, ethics, and budget. Chairs shall designate a substitute to attend in case of absence.

I. Background Standards Committee

The Background Standards Committee shall be responsible for: i) setting the standards for performing criminal background checks on all applicants accepted for matriculation into, and, as necessary, all students participating in the educational activities of, the School of Medicine; ii) arranging for outside agencies to perform background checks and ensuring their compliance with appropriate standards regarding student privacy; iii) evaluating the information contained within the background checks; and iv) making recommendations to either the Admissions Committee of the School of Medicine or the Advancement Committee for the School of Medicine regarding appropriate action.

The committee shall be composed of the Associate Dean for Student Affairs (ex-officio and non-voting, student advocate), the Associate Vice-President of Health Sciences - Multicultural and Community Affairs (ex-officio and non-voting), four faculty members appointed by the Dean, a representative from the Office of the General Counsel (non-voting), one faculty member appointed by the Associate Dean of the Phoenix Regional Campus and one M3 student appointed by the Dean. The chair of the committee shall be elected by the faculty members of the committee. A quorum, which shall consist of a minimum of 50% of voting members, shall be required for official action, and decisions will be made by a majority vote. The committee shall meet at least once a year and as needed, and submit an annual report to the Dean.

m. Medical Education Management Team

The Medical Education Management Team (MEMT) shall be responsible for the implementation of the Medical Education curriculum. The MEMT meets twice per month to monitor overall compliance with educational goals and objectives, and provides guidance to the administration regarding policies and procedures. The MEMT also considers student requests for accommodations related to the Americans with Disabilities Act. The MEMT is chaired by the Associate Dean for Medical Education
n. Promotions Committee

(1) Purpose

The School of Medicine shall maintain a standing peer-review committee to review all dossiers of Affiliate Faculty candidates, for advancement in rank and/or tenure. Written recommendations favoring or opposing the granting of advancement in rank and/or tenure, including the vote and the reasoning, shall be forwarded to the Dean, of the School of Medicine, and shall become a part of the dossier of the candidate.

(2) Membership

The School of Medicine Promotions Committee shall consist of nine members, with at least three Affiliate Faculty at the rank of Associate Professor and above from the Phoenix Regional campus, and six of the tenured Teaching-Research Faculty and Clinician-Educator Faculty, at the rank of Associate Professor and above. The Associate Dean for Academic and Faculty Affairs and the Associate Dean of the Phoenix Regional Campus, shall be ex officio members without vote. The ex officio members of the Promotions Committee will have only an observatory role and will clarify rules and bylaws. The Dean of the School of Medicine shall not be a member. Current members of the School of Medicine Rank and Tenure Committee may not serve on the Promotions Committee. Department Chairs shall not be nominated or elected to the Committee. There shall be at least three members from the Basic Science Faculty and six from the Clinical Faculty. The Committee on Committees shall present at least two nominees for each vacancy, and the members shall be elected by the Affiliate, Teaching-Research, and Clinician-Educator Faculty from the Basic Sciences and Clinical Sciences, as appropriate. Elections shall be for staggered three year terms. Nominees shall be chosen to broadly represent all areas of the Basic Science Faculty and the Clinical Faculty, and no more than two elected members may be from the same Department, including those already on the Committee. Once two committee members represent a Department, other candidates from that Department with fewer votes, even though more than the next runner-up, shall be skipped and the next runner-up shall be considered elected. Vacated unexpired terms shall be filled for the remainder of the term by the Dean from the next available runner-up from the last election, considering
the no more than two per Department rule. If no runner-ups are available, the Committee shall provide the Dean a list of nominees from which to choose.

(3) School of Medicine Promotions Committee Operations

The Chair of the Committee shall be elected by the members of the Committee at the first meeting of each academic year (with responsibility to serve as chair from time of election to June 30 of the following year). An Associate Chair who must be from a campus other than the Chair, shall also be elected by the members of the committee at its first meeting each academic year. For any meeting the Chair may designate an Acting Chair. Only members having served one full year on the Promotions or Rank and Tenure Committee shall be eligible to be Chair. If a School of Medicine Promotions Committee member is initiated for promotion review, the member shall take a leave of absence from the Committee for that academic year, and this shall be deemed to be a vacancy for that year. If any member of the Committee, including ex-officio members, has any direct supervisory relationship over any candidate, or if any member has any actual or perceived conflict of interest, such member shall be excused and absent himself/herself from the meetings of the Committee during deliberations concerning such candidate(s). Such an absence shall not constitute a vacancy. Each candidate shall also be allowed one peremptory challenge of any member of the Committee, which shall not count as a vacancy. Two thirds of the voting members of the Committee who are not excused for conflict of interest or by challenge shall constitute a quorum. All votes concerning promotion shall be by secret ballot. All members of the School of Medicine Promotions Committee agree to refrain from discussing the cases brought before the Committee outside formal committee sessions, except with other committee members, or as otherwise duly directed. All recommendations of the committee shall be accurately summarized by the Chair of the Committee and reported in writing, together with the vote and the reasoning for the recommendations, to the Dean of the School of Medicine, and shall be included in the candidate’s dossier.

(4) Review Process

Dossiers for review for promotion in rank shall be prepared and reviewed in accordance with the Handbook for Faculty, and the Guidelines for Promotion Affiliate Faculty Category. To assist candidates in the preparation of their dossier, the criteria for evaluation are given in the Handbook for Faculty and the Guidelines for Promotion Affiliate Faculty Category. Each candidate shall be evaluated in writing by the Department Chair, or by an individual designated in writing by the Chair or the Dean to perform such evaluation, prior to consideration by the School of Medicine Promotions Committee. The Office of the Dean of the School of Medicine shall contact at least six student references, and the six to twelve peer references, cited by the
candidate, and these shall be included in the dossier of the candidate prior to consideration by the School of Medicine Promotions Committee. The Office of the Dean of the School of Medicine may add other available relevant student and course evaluation materials, as provided for in the Handbook for Faculty procedures. The Affiliate Faculty promotion and tenure process shall normally operate according to the following annual timetable:

November 1: The candidate must notify the Office of Academic and Faculty Affairs in writing of his/her intention to submit a dossier for consideration of promotion and/or tenure. The notification must also include the candidate’s list of referees and their contact information.

January 31: Deadline for completion of dossiers in the Office of Academic and Faculty Affairs.

March 1: Deadline for review of dossiers by Promotions Committee.

March 31: Announcement by the Dean of the School of Medicine of all promotions and grants of tenure. Notifications of all denials.

(5) Confidentiality

All recommendations and comments received from persons other than the candidate in connection with candidacy for promotion are received under grant of confidentiality. This includes performance appraisals, recommendations of committees, and evaluations by students, peers, Chairs, or Deans. Such materials shall be kept in confidence subject to disclosure only as legally required (see Handbook for Faculty).

(6) Evaluation by the Dean, School of Medicine

Following evaluation of each dossier by the School of Medicine Committee on Rank and Tenure, the Dean of the School of Medicine shall independently evaluate each candidate, unless the application is withdrawn by a request in writing by the candidate. The Dean’s decision regarding promotion will be final. All promotions shall be effective on the first day of the next contract year.

ARTICLE IX

Performance Reviews
Section 1: General

In order that all members of the Faculty of the School of Medicine may have means for expressing their views concerning the functioning of the School of Medicine, there is established a process whereby the performance of all personnel is reviewed. Actions to be taken after review are reserved to the legally proper authority. More frequent reviews may be called for at any time by the Faculty member being reviewed, by the immediate superior of the Faculty member, or by two-thirds vote of the Faculty of the Department to which the faculty member is primarily assigned.

Section 2: Faculty

The Chair of the Department in which the Faculty member holds his/her primary appointment, or the Dean shall review the performance of all members of the Faculty annually.

Section 3: Department Chairs

Performance reviews of the Department Chairs shall be conducted at least once every three years. The review shall be coordinated by the Office of Academic and Faculty Affairs. All departmental faculty members shall by individual anonymous ballot submit their evaluation to the Dean via the Office of Academic and Faculty Affairs. The Dean shall discuss these evaluations (in aggregate) with the Faculty members of the Department, as well as with the Chair.

Section 4: Dean

A performance review of the Dean shall be conducted once every three years by the Executive Committee of the School of Medicine, which shall by individual secret ballot submit its evaluation to the Vice President for Health Sciences, or to the President when so requested.

ARTICLE X

Research Grants, Contracts and Compliance

Please refer to the Handbook for Faculty Article III, K and L

ARTICLE XI

Intellectual Property Policy
ARTICLE XII

Amendment Procedure

Section 1:  Procedure for Amendment of Bylaws

The provisions of these Bylaws may be amended by affirmative vote of two-thirds of the voting members of the Faculty present at any Regular Meeting of the Faculty, or at any Special Meeting called for that purpose, provided there is a quorum and provided the specific wording of the proposed amendment is distributed to all voting members of the Faculty at least 14 days in advance of the meeting at which the amendment is to be considered. Amendments may also be approved by mail ballots sent with copies of the proposed amendments to all voting members of the Faculty. At least one-third of the ballots must be returned and approval must be at least two-thirds of the returned ballots. All proposed Bylaws of the Faculty of the School of Medicine should be reviewed and approved by the Committee on Faculty Handbook and the University Statutes of the University.

Section 2:  Initiation of Amendments

Proposed amendments may be initiated by the Executive Committee, by the Dean of the School of Medicine, by the Committee on Governance and Administration, or by petition signed by at least 15 members of the Faculty.

Section 3:  Reconsideration of Rejected Amendments

An amendment, legally rejected by the Faculty at any duly called and constituted meeting of the Faculty, or by any mail ballot, may not be reconsidered until at least one Regular Meeting of the Faculty has intervened.
APPENDIX A

May 12, 2003

DEPARTMENTS OF THE SCHOOL OF MEDICINE

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APPENDIX B

AMENDMENT HISTORY

November 1991: Article IV.3
April 1992: Article II.1 and II.3
July 1994: Appendix A
October 23, 2006: Article VIII.7.i, Article VIII.7.o
May 14, 2007: Article VIII.7.g

REVISION HISTORY

1. Complete revision adopted by the Faculty, May 12, 2003, Effective June 1, 2003
2. Partial revision adopted by the Faculty, May 2, 2005
3. Partial revision adopted by the Faculty, Oct 24, 2005
4. Partial revision adopted by the Faculty, May 15, 2006
5. Partial revision adopted by the Faculty, May 18, 2009
6. Complete revision adopted by the Faculty, May 10, 2011, Effective July 1, 2011
7. Partial revision adopted by the Faculty, October 5, 2011
8. Partial revision adopted by the Faculty, May 15, 2012
9. Partial revision adopted by the Faculty on October 24, 2012
10. Partial revision adopted by the Faculty on May 14, 2013
11. Partial revision adopted by the Faculty on May 22, 2014