

Operating Paper of the Faculty and Faculty Council of Southern Illinois University School of Medicine

ARTICLE I. THE FACULTY OF THE SCHOOL OF MEDICINE

Section A. Membership

1. For purposes of this document, the Faculty of the School of Medicine shall consist of all appointees who hold a 51% or greater appointment to the School of Medicine or its contractual departments (Anesthesiology, Pathology and Radiology) and who are appointed to the ranks of Distinguished Professor, Professor, Research Professor, Professor of Clinical Medicine, Associate Professor, Research Associate Professor, Associate Professor of Clinical Medicine, Assistant Professor, Research Assistant Professor, Assistant Professor of Clinical Medicine, Instructor, Research Instructor, and Instructor of Clinical Medicine or any like rank where the word Medicine is substituted by the word(s) Anesthesiology, Family and Community Medicine, Neurology, Obstetrics and Gynecology, Pathology, Pediatrics, Psychiatry, Radiology or Surgery. Individual departments can provide faculty status, contingent on approval of the Faculty Council and the Dean and Provost, to part-time (less than 51%) and adjunct faculty who carry one of the above titles, provided these individuals carry a significant part of the departmental or School of Medicine academic responsibilities.
2. Faculty members enrolled in an educational program in the department in which they hold academic rank shall not be considered faculty. If a faculty member holds rank in two or more constituencies, he/she will be associated for purposes of voting and representation with the one in which his/her major appointment or duties exist.
3. Springfield faculty shall include clinical faculty in Family and Community Medicine, Emergency Medicine, Internal Medicine, Neurology, Psychiatry, Obstetrics and Gynecology, Pediatrics, Surgery, Otolaryngology and Head and Neck Surgery, Population Science and Policy, and non-clinical faculty in the following School divisions: Information and Communication Sciences, Medical Education, Medical Humanities, Medical Microbiology, Immunology and Cell Biology, Pharmacology, and any other faculty not otherwise represented. Carbondale faculty shall include faculty in Anatomy, Behavioral and Social Sciences, Medical Biochemistry, the Carbondale Family and Community Medicine Residency, the Carbondale Medical Education faculty, MedPrep, Physiology, and any other faculty not otherwise represented.
4. A revision of the definition of the Faculty requires approval by a majority vote of those voting in a special referendum at which the eligible voters comprise the Faculty as defined at the time of the referendum. Should new departments be formed, individuals appointed to faculty titles in those departments shall automatically be considered members of the Faculty.

Section B. Voting Membership

All members of the Faculty shall have the right to vote in elections for representatives to Faculty Council and in referenda.

Section C. Rights and Responsibilities of the Faculty of the School of Medicine

1. The Faculty has the right to express its view on all issues. In matters of academic policy in particular, research, teaching, and tenure policy authority ultimately resides with the Faculty.
2. The Faculty has jurisdiction regarding changes in the power, procedures, or organizational structure of the School of Medicine, except as restricted by University Statute.
3. The Faculty has the final authority regarding changes in the power, procedures, or organizational structure of the Faculty Council.
4. The Faculty shall formulate its own rules and procedures in any manner consistent with the Bylaws and Statutes of the Board of Trustees.
5. Members of the Faculty have the right to make recommendations on any and all matters to the Faculty Council.
6. The Faculty shall consider any matters referred to it by the Faculty Council or the Dean of the School of Medicine.

Section D. Officers of the Faculty

The President, Vice President, and Secretary of the Faculty are the President, President-Elect, and Secretary of the Faculty Council, respectively. These officers hold their positions by virtue of their selection as officers by the Faculty Council.

Section E. General Meetings of the Faculty

1. Each year the President of the Faculty Council shall call at least one General Meeting of the Faculty. Other General Meetings of the Faculty may be called by the Faculty Council.
2. A special General Meeting of the Faculty (may be conducted in the form of a videoconference meeting) may be called by
 - o a) the President of the Faculty;
 - o b) Dean of the School of Medicine.
3. A special General Meeting of the Faculty must be called by the President of the Faculty Council if petitioned by at least ten faculty members (at least five from Carbondale and at least five from Springfield). The Petition for the special General Meeting of the Faculty shall include an agenda and location. In lieu of a special meeting, the Faculty Council may request a vote via email on specific issues.
4. Regardless of the location of a General or special Faculty Meeting, a telecommunication link with the other campus shall be provided. Location of such telecommunication access shall be included with the meeting notice.

5. The call for a General Meeting of the Faculty shall be made at least thirty days in advance of the meeting, except in case of emergency, and the call shall indicate the proposed agenda of the meeting.
6. The Faculty Council shall be responsible for development of the agenda for the General Meeting of the Faculty.
7. Agenda items for the General Meeting of the Faculty will be informational in nature or for discussion. Agenda items may be submitted by any faculty member and should be submitted to the President of the Faculty Council in writing at least two (2) weeks prior to the meeting date. All items requiring a vote will either be remanded to the Council for action or assigned by a consensus of those faculty in attendance to a written referendum conducted by the Faculty Council.
8. Any person submitting an agenda item for a General Meeting of the Faculty may be invited to the Faculty Council meeting to discuss the agenda item prior to placement on the agenda of the General Meeting of the Faculty.
9. The final agenda of the General Faculty Meeting shall be sent to the Faculty seven days in advance of the meeting.
10. At least 10% of full-time faculty as of July 1st of the fiscal year shall constitute a quorum for all General Meetings of the Faculty.
11. The President of the Faculty Council shall preside over the General Meeting of the Faculty. Robert's Rules of Order shall prevail unless the Faculty Council makes other rules governing the conduct of the Faculty Meeting. Such rules shall be made public in advance of the meeting.
12. Actions at a General Meeting of the Faculty on items not included in the published agenda shall be confined to procedural matters not on the agenda. A procedural motion may introduce a policy matter. If that motion receives a majority vote at the meeting, such policy matter shall be transmitted to the Faculty Council, which shall conduct a formal written referendum of the Faculty on the matter.

ARTICLE II. THE FACULTY COUNCIL

Section A. Purposes and Functions

1. The Faculty Council is the body empowered to act as agent of the School of Medicine Faculty with delegated power to formulate broad policies in regard to the educational, research, and clinical practice functions of the School of Medicine.
2. The Council shall collect, assemble and represent the opinion of the faculty to the Dean and the Administration.
3. The Faculty Council shall convene annually as the Committee on Committees to recommend to the Dean of the School of Medicine appointments to School of Medicine standing, policy, and ad hoc committees. Faculty Council and the Dean must concur on the creation, charge, composition, and elimination of such committees.
4. The Faculty Council will work in concert with the Dean to develop procedures and appoint ad hoc committees to review School of Medicine academic, administrative and clinical units. The Faculty Council shall schedule such reviews in consultation with the Dean of the School of Medicine, Department Chairpersons, and appropriate school-wide committees.

5. The Faculty Council shall receive copies of approved and published minutes of all standing, policy, and ad hoc committees and ensure access to such minutes for all members of the Faculty.
6. The Faculty Council is charged to concern itself with policies involving matters of faculty status and welfare and preservation of academic and intellectual freedom.
7. The Faculty Council is charged with the responsibility for encouraging and facilitating active and effective faculty involvement in policy determination and decision-making in all academic units and at all levels within the School of Medicine.
8. The Faculty Council is charged to cooperate with appropriate agencies in the establishment and maintenance of a Grievance Committee for the redress of grievances.
9. The Faculty Council, consonant with the charges and responsibilities noted above, shall reserve the right to establish any standing or ad hoc committee necessary for the conduct of its business.
10. The Faculty Council shall formulate its own rules and procedures in a manner not inconsistent with this Operating Paper and the Bylaws and Statutes of the Board of Trustees.
11. The Faculty Council shall relate to the Carbondale Faculty Senate by voicing opinions to the elected representatives and through the votes of those representatives in the Faculty Senate. One (1) ex officio seat on the Council will be filled from among those faculty elected to the Senate.

Section B. Composition

1. The Faculty Council shall consist of elected members and ex officio members.
2. There shall be eighteen (20) representatives on the Faculty Council with full voting rights.
3. The elected members shall be members of the voting Faculty elected as representatives of the voting units defined in Section B, 6. These elected members shall be voting members of the Faculty Council with the right of full debate.
4. The Dean, Provost, Assistant Provost, Associate Deans, Assistant Deans, Medical Director, Coordinator of Residency Affairs, Special Assistants to the Dean, and Department Chairmen are not eligible for membership on the Faculty Council.
5. Any person who is serving on the Faculty Council and is appointed to one of these positions in an acting capacity may complete the term on the Council. However, if a Council member is appointed to one of these positions in a permanent capacity, his or her Faculty Council position will be declared vacant.
6. Voting Membership on the Faculty Council shall be apportioned as follows:
 - o a) There shall be two representatives from the Springfield Basic Science faculty; one from Pharmacology and one from Medical Microbiology, Immunology and Cell Biology.
 - o b) There shall be a total of three (3) representatives from all other Springfield non-clinical units (Medical Education (including Carbondale), Medical Humanities, Medical Library, and Population Science and Policy.
 - o c) There shall be five (5) representatives from the Carbondale faculty elected at large. No more than two (2) representatives shall be from the Department of

Physiology and no more than one (1) representative shall be from any other Carbondale unit.

- d) There shall be ten (10) representatives elected at large from the following departments: Anesthesiology, Family and Community Medicine, Internal Medicine, Neurology, Obstetrics and Gynecology, Pathology, Pediatrics, Psychiatry, Radiology, Otolaryngology and Head and Neck Surgery, Emergency Medicine, and Surgery. These representatives shall be chosen from those receiving the largest number of votes in the at-large election such that, at any one time there shall be no more than two (2) representatives from the Department of Medicine, no more than two (2) representatives from the Department of Surgery and no more than one (1) representative from any one of the other departments listed, effective after all current members' terms expire
7. Ex officio members of the Faculty Council shall include:
- a) There shall be one (1) representative from the University Faculty Senate selected by the School of Medicine Senators from among their number. This representative serves on the Faculty Council in a non-voting capacity.
 - b). The outgoing President shall retain an ex officio position as the Past-President for the year following his or her term as President. In case the Past-President is not serving as an elected representative, the Past-President will serve in a non-voting, advisory capacity.

Section C. Elections Process

1. Membership on the Council shall be determined by nomination and election by written or electronic ballot conducted by the Secretary of Faculty Council.
2. The Secretary of Faculty Council shall prepare for each constituency a list of the eligible voters of that constituency and distribute copies to each of the voters. The list will be arranged by department and will state the name and rank of each voter.
3. The Secretary shall issue a call for nominations in February of each year.
4. Within their respective constituency, each faculty member may nominate two (2) persons for each vacancy.
5. The Secretary shall secure the consent of each nominee before placing the nominee on the ballot.
6. For each vacancy, the Secretary shall place on the ballot the names of the two or more nominees who have received the greatest number of votes and are willing to serve.
7. Council elections shall be held in March of each year.
8. The election results shall be announced at a May Council meeting. The Secretary shall inform new members of their election in writing or electronically.
9. At the first meeting in July, new Faculty Council members join the existing Council.
10. Faculty Council may approve changes to the election process and calendar as necessary to assure the orderly administration of elections. Such changes may be made without the prior approval of the Faculty of the School of Medicine so long as the changes are distributed to all members of the Faculty upon adoption.

Section D. Terms and Vacancies

1. The term of elected members shall be three years. Members may not serve for more than two consecutive terms, and one year must elapse after the second consecutive term before they may again be eligible for election. The term of elected members shall begin with the first meeting in July.
2. A vacancy shall exist when a member fails to or is unable to fulfill her or his duties for a period in excess of three months.
3. Regularly sending a substitute may be interpreted as failure to fulfill one's duties. The Faculty Council will in all cases decide when a vacancy in its membership exists.
4. If a vacancy occurs on the Faculty Council, it shall be filled by the runner-up of that constituency group from the election prior to the resignation, irrespective of when the person resigning was elected. Should there be a tie for runner-up, the tie shall be broken by the toss of a coin. In the event the runner-up is not able to serve, a special election shall be held if more than six months remain before the beginning of the next year.

Section E. Absences

1. When members of the Faculty Council find it necessary to be absent from all or part of a regular or special meeting, they may designate a substitute who shall be a member of the same faculty voting unit but not also a member of the Faculty Council. The designation of the substitute shall be made in writing or electronically to the Secretary or any officer of the Faculty Council in advance of the meeting or meetings the substitute will attend.
2. Substitutes shall have the same privileges in the meeting as the person for who they substitute.
3. A vote at a meeting may be cast only by a person in attendance. No person may cast more than one vote at one time.

Section F. Attendance at Council Meetings, Quorum, and Rules of Order

1. A simple majority of the Faculty Council shall constitute a quorum. Decisions shall be made by majority vote.
2. All faculty may attend Faculty Council meetings. The Faculty Council reserves the right to meet in executive session.
3. All faculty shall receive notices of general meetings of the Faculty of the School of Medicine and other mailings from the Faculty Council.
4. The Faculty Council shall meet at least monthly. The President shall have the prerogative of canceling a Faculty Council meeting if there is no business, or of calling a special meeting. Robert's Rules of Order shall prevail.

Section G. Officers of the Faculty Council and Their Duties

1. The officers of the Faculty Council will be a President, a President-Elect, and a Secretary, and such other officers, as the Faculty Council may deem desirable.
2. The President shall serve as the presiding officer and shall speak for the Council and the Faculty in all official matters.
3. The President-Elect shall assume the duties of the President at the request of the President, in his/her absence, or when he/she is unable to serve.

4. The Secretary shall maintain the records of the Faculty Council, including its official minutes, and shall record proceedings of Council meetings, conduct the annual elections for membership on Faculty Council and the Grievance Committee, and communicate with other persons and agencies as directed by the Council.
5. The President, President-Elect, Secretary and the past-President of the Faculty Council shall attend Executive Committee meetings and constitute a Faculty Council Executive Committee to conduct business and make decisions in bonafide urgent situations where it is not feasible to call a special Faculty Council meeting.
6. The Committee on Committees (COC) chair will interact with the SIUSOM general faculty and committee chairs to come up with updated rosters for the following fiscal year. This involves sending an email (providing a link to the website off all the SIUSOM Committee rosters and operating papers) to all faculty late winter/early spring to ask if they want off a committee (or their term is coming up), want to continue on a committee (possible re-appointment) or want to be considered for appointment to new committees. The COC chair will further identify those committees that require roster changes by becoming familiar with their operating papers to identify individuals whose terms are coming up and need replacing or re-appointing. If members need to be replaced, the COC chair needs to find suitable replacements (usually with the help of the committee chairs) that align with the committees operating papers. Once these new rosters are made the COC chair needs to present these new rosters to Faculty Council in the Spring as outlined in Section A.3. After Faculty council votes to approve these rosters, they will be forwarded as a recommendation to the Dean by the COC Chair. The COC chair does not deal with any committees where elections are held (dealt with by the secretary as outlined in G.4) or those committees where the operating paper omits the requirement for FC involvement. If necessary, the COC chair is strongly encouraged to reach out for advice from previous COC chairs or can also seek advice from Faculty Council during the year. They also should train following year's COC chair ("COC Chair elect") by, at least, including them in all communications.

Section H. Elections and Terms

1. Election of a President-Elect and a Secretary shall be held yearly at the first meeting of July. Newly elected officers shall assume their duties at that meeting and serve until the first meeting of July of the following year.
2. The President-Elect shall be elected from among those Council members with two years or more of their three-year term remaining. The President-Elect shall serve one year as President-Elect and shall then become the President of the Council for one year.
3. The Secretary shall serve a one-year term and may be re-elected.
4. The President shall preside over the meeting at which the election of officers occurs.
5. If there are two nominees for an office, election shall be by majority vote of the Council. If there are more than two nominees for an office, the election shall be conducted on the basis of a preferential voting system. Any member of Council may call for a written or electronic ballot.
6. Members may not hold a particular office for more than two consecutive terms. One year must elapse after the second consecutive term in office before they are again eligible to serve in that office.

Section I. Recall

1. Any member of the Council may be recalled at any time by that member's constituency, provided that 10% (or at least two) of the member's constituents sign a petition requesting the recall and provided that three-fourths of those faculty members responding by written ballot for recall vote in favor of the recall. The Council will supervise the referendum.
2. An officer of the Council may be recalled from that position provided a motion for recall is made by one member and seconded by another member of the Council. Recall will require a two-thirds vote of all Council members to be effective. The recall of an officer will in no way alter his or her status as a member of the Council.

Section J. Meetings of Faculty Council

1. The officers of the Council shall determine the agenda.
2. Members of the Council have the right to place items on the agenda.
3. Faculty may submit agenda items through one of their representatives.
4. Items not on the published agenda may not be voted upon without specific action to waive the advance notice requirement.
5. Regardless of the location of Council meetings, a telecommunication link with the other campus shall be provided.
6. Minutes of Faculty Council meetings will be sent to all members of the School of Medicine Faculty after approval at a subsequent meeting.

Section K. Decisions and Recommendations

1. If an issue brought before the Faculty Council falls within the scope of a duly appointed standing or policy committee, the following alternatives are available to the Faculty Council:
 - o a) The President of the Faculty Council may communicate with the Chair of the appropriate committee regarding the issue;
 - o b) The Faculty Council may ask the Chair of the appropriate committee to meet with the Faculty Council to discuss the issue;
 - o c) The Faculty Council may ask that one of its members be invited to meet with the appropriate committee to discuss the issue;
 - o d) Other procedures deemed appropriate by the President and/or the Faculty Council may be used.
2. The Faculty Council may forward its advice, recommendations and/or decisions to school, university, or governmental authorities as it deems appropriate.

Section L. Budget

1. Expenses of the Faculty Council shall be borne by the administration and could include requests for funds for such items as personnel services, travel, equipment, commodities, contractual services, and automotive.
2. Faculty Council expenditures will be overseen by the President of the Faculty Council and approved by the Dean.

Section M. Amendment Process

1. A proposed amendment to this document shall first be approved by the Faculty Council by a majority vote.
2. The proposed amendment shall then be formally presented at the next general faculty meeting.
3. The proposed amendment shall then be submitted for the approval of a majority of those faculty voting in a written referendum or electronic/email vote.