

CODE OF ORGANIZATION AND PROCEDURES
ELECTED FACULTY COUNCILS OF THE SCHOOL OF MEDICINE

ARTICLE I. Purpose

In order to exercise the powers granted under the *Faculty Code and Governance, Section 23-43*, the faculty of the School of Medicine (SoM) establishes, under the *Faculty Code and Governance, Section 23-45A*, its organization and rules of procedure.

ARTICLE II. Elected Faculty Councils

The SoM has established the following four Elected Faculty Councils with specified roles and duties for the purpose of complying with Faculty Code section 23-45C that states: “Each school or college shall have an elected faculty council or councils which shall advise the dean on matters of faculty promotion and tenure, and advise the dean on matters involving academic policy, including priorities, resource and salary allocation, and budgets.”

1. **Council on Appointments and Promotions**
 - a. Advise the Dean and Medical School Executive Committee (MSEC) on matters that may impact faculty appointment, promotion and tenure.
 - b. Address SoM faculty inquiries and comments concerning policies that involve faculty appointments, promotion, and tenure.
2. **Council on Academic Affairs**
 - a. Advise the Dean and MSEC on matters that may impact academic programs. These matters include academic policy, admission, curriculum, student progress, priorities, resource allocations, and budgets for academic programs.
 - b. Address SoM faculty, student and trainee inquiries and comments regarding these matters.
3. **Council on Research and Graduate Education**
 - a. Advise the Dean and Vice Dean for Research and Graduate Education on matters that may impact the research enterprise. These matters include research policy, interfacing with federal and other funding agencies, interactions with other University of Washington (UW) entities, Health Sciences and SoM offices related to research, infrastructure needs for research, long-range planning for research, responsible scientific conduct, and resource allocations relevant to the school's scientific research enterprise.
 - b. Address SOM faculty inquiries and comments regarding these research matters. Assist the Vice Dean for Research and Graduate Education in choosing SoM candidates for foundation awards and invited lectures for Science in Medicine Lectures.
 - c. Advise the Dean and Vice Dean for Research and Graduate Education on matters that may impact PhD graduate education and postdoctoral training. These matters include interfacing with federal and other funding agencies, interfacing with the UW Graduate School and other UW offices related to graduate and postdoctoral training, policies related to appointment and employment of graduate students and postdoctoral trainees, and training in responsible conduct of research.
4. **Council on University Relations**
 - a. Advise the Dean and MSEC on legislative and policy matters and any formal deliberations of the Faculty Senate and its councils, committees or task groups having relevance to the SoM.

- b. Advise the Dean on matters that may have impact on faculty salary, budgets, and policies or impact other areas of faculty concern not specifically addressed by the three other elected faculty councils.
- c. Be apprised by the Dean and then advise the Dean on university and other matters that may have impact on the SoM. These matters include faculty salary policies, resources and budgets as these relate to the school's activities in patient care, teaching, research and administration.
- d. Be apprised by the Dean and/or the three other SoM Elected Faculty Councils and advise them regarding policies, initiatives, and other matters in the SoM that require representation and articulation in the Faculty Senate.
- e. Facilitate effective representation in the Faculty Senate of inquiries, initiatives, and matters of concern raised by SoM faculty through the SoM's elected faculty senators.

ARTICLE III. Council Members

Membership of the Elected Faculty Councils is governed by *Faculty Code and Governance, Section 23-45D*. The dean, executive vice dean, vice deans, senior associate deans, associate deans, assistant deans, and department chairs may not serve as voting members of the Councils.

1. Council on Appointments and Promotions

- a. The Council on Appointments and Promotions shall be divided into two councils based on rank by associate professors and full professors.
- b. The voting members of the associate professors council will consist of ten elected voting members of the faculty at the associate professor or full professor rank, including eight tenure/WOT faculty, one clinical practice faculty, and one research faculty. Six of the faculty members shall be elected from clinical departments and two from biomedical research departments. The research faculty member shall be elected from either the clinical or biomedical research departments. There should be representation from no more than one faculty member per department. Department chairs may serve as *ex-officio* non-voting members.
- c. The voting members of the full professors council shall consist of ten elected voting members of the faculty at the full professor rank, including eight tenure/WOT professors, one professor of clinical practice, and one research professor. Six of the professors shall be elected from the clinical departments and two from the biomedical research departments. The research professor shall be elected from either the clinical or biomedical research departments. There should be representation from no more than one faculty member per department. Department chairs may serve as *ex-officio* non-voting members.
- d. In the event that a teaching professor volunteers to serve and is elected, the teaching professor would serve on both councils, which would increase council membership by one.

2. Council on Academic Affairs

- a. The voting members of the Council on Academic Affairs shall consist of twelve elected voting members of the faculty and may include assistant professors, associate professors, and full professors. Department chairs may serve as *ex-officio* non-voting members.
- b. The Vice Dean for Academic, Rural and Regional Affairs shall serve as an *ex-officio* non-voting member.

3. Council on Research and Graduate Education

- a. The voting members of the Council on Research and Graduate Education shall consist of twelve elected voting members of the faculty who are directly involved in research and/or graduate or postdoctoral education and may include assistant professors, associate professors, and full professors. There should be representation from biomedical research and

clinical departments, and two members of the council shall be elected from the research faculty. Department chairs may serve as *ex-officio* non-voting members.

- b. The Vice Dean and Associate Vice Dean for Research and Graduate Education shall serve as *ex-officio* non-voting members.

4. **Council on University Relations**

- a. The voting members of the Council on University Relations shall consist of twelve elected voting members of the faculty, all of whom shall be elected senators, four from the biomedical research departments, and eight from the clinical departments.
- b. The Vice Dean for Faculty Affairs shall serve as an *ex-officio* non-voting member.
- c. Council membership shall be posted on a readily accessible website.

5. **Terms of office**

- a. One-third of the members of the Councils on Academic Affairs and Research and Graduate Education shall be elected each year. One-third of the members of the Councils on Appointments and Promotions shall be elected each year and one research member and one clinical practice member shall be elected every three years for each council. The term of office for each council member shall be three years, beginning on July 1 of the year of election, and no person shall serve more than six consecutive years.
- b. Members of the Council on University Relations shall be elected for a term of two years beginning September 16 of the year of election and no person shall serve more than six consecutive years.
- c. If an elected council member cannot complete their term, an eligible outgoing council member whose term has completed within the last academic year will be asked by the council chair to serve as replacement. If no eligible outgoing member agrees to serve as replacement, the faculty member with the next number of highest votes who participated in the most recent election will be asked to serve for the remainder of the term.

6. **Ex-officio members**

- a. Each council may approve other members of the faculty of the School of Medicine to serve as *ex-officio* non-voting members of councils, in addition to the *ex-officio* non-voting members reference in Article 3, sections 2, 3 and 4.

ARTICLE IV. Election Processes

Election of members of the Faculty Councils is governed by *Faculty Code and Governance, Section 23-45D*. The dean, executive vice dean, vice deans, senior associate deans, associate deans, assistant deans, and department chairs may not appoint or propose members of the Councils.

1. The Nominating Committee for the Councils on Academic Affairs, Appointments and Promotions, and Research and Graduate Education shall be comprised of the chairs of those three Faculty Councils and their voting members whose office will terminate at the end of the academic year, and the chair of the Council on University Relations.
2. The Nominating Committee shall determine the specific mechanisms for nominating members of the faculty for the Councils on Appointments and Promotions, Academic Affairs, and Research and Graduate Education.
3. Each winter quarter the Nominating Committee shall send a request to the faculty to solicit nominations for the Faculty Councils on Appointments and Promotions, Academic Affairs, and Research and Graduate Education.

4. The Nominating Committee shall be responsible for preparing the voting ballot for the Faculty Councils on Academic Affairs, Appointments and Promotions, and Research and Graduate Education and assuring its distribution to the faculty during the spring quarter. The elected members of the Councils shall be determined based on the total vote count in favor of each nominee.
5. For the Appointments and Promotions Council, the Nominating Committee shall nominate faculty from departments not currently represented and shall limit nominations to one faculty member per department. For the Associate Professors Council, preference shall be given to faculty who hold the rank of professor or have served as associate professor for a minimum of two years and/or have experience serving on their department's appointments and promotions committee (if applicable).
6. Every two years following the spring election of senators, the Medical School faculty members who are elected to serve as elected senators for the coming term shall caucus to determine nominees for the Faculty Council on University Relations. These elected senators shall compose a list of at least twelve nominees from clinical sciences and at least six nominees from biomedical sciences to be presented to the SoM voting faculty for election. The caucus will then request the office of the Dean to conduct a vote of the faculty on the nominees to elect the council: eight members from clinical sciences and four members from biomedical sciences. The elected members of the Council shall be determined based on the total vote count of in favor of each nominee.
7. Each department in the School of Medicine shall determine the mechanisms for nominating members of the Faculty Senate. The nominations are sent to the Faculty Senate, which conducts the election within each department.
8. In the case of a tie, voting faculty will be asked to participate in a run-off election between the candidates who received the same number of votes.

ARTICLE V. Council Chairs

1. The chair of each Faculty Council shall be elected from among its voting members for a term of one year by a majority vote of the elected voting members of the respective council. Council members may take a no-confidence vote to dismiss a chair and implement dismissal with a majority vote of its voting members. When deemed necessary to function appropriately, council members may also elect a vice-chair to act in the chair's absence.
2. The chair must have served on the council for at least one year before being elected chair and may serve as chair for a maximum of two consecutive years.
3. The chair and vice-chair of the Nominating Committee shall be selected by the chairs of the four Faculty Councils.

ARTICLE VI. Council Activity

1. **Meetings**
 - a. The meetings of the Faculty Councils shall be called by their respective chairs.
 - b. Each council shall meet at least once in each of the autumn, winter, and spring quarters.
 - c. In each academic year, the Dean may attend any Faculty Council meeting. The Dean shall call for at least one meeting of the Council on University Relations and the Council on Appointments and Promotions and for those meetings the Dean may set the agenda.

- d. The chair of a council may call meetings of the council for the purpose of hearing reports, discussing matters of interest to the SoM faculty, and taking legislative action under the provisions of the *UW Policy Directory, Faculty Code*, including but not limited to sections 23-41, 23-43, 25-41, and chapter 24.
- e. The Faculty Council chair shall preside over all meetings of their council and be responsible for setting each meeting agenda, except for a meeting called by the Dean.
- f. The Vice Dean for Academic, Rural and Regional Affairs, the Vice Dean for Research and Graduate Education, and the Vice Dean for Faculty Affairs shall be available as a resource to the respective councils and their chairs, in helping to set the agendas and in accomplishing the business of the respective councils.

2. Council Decisions Requiring a Vote

- a. The quorum required for council meetings shall be seven of the voting members for the Council on Academic Affairs, the Council on Research and Graduate Education and the Council on University Relations.
- b. The quorum for the Council on Appointments and Promotions shall be four of the voting members for tenured and non-research promotions. Members must be recused from deliberation and vote on promotions of candidates from their department. The quorum shall be five of the voting members for new tenured and non-tenured appointments, research promotions, and clinical practice promotions. In any year that a teaching professor serves, quorum shall be five for teaching promotions and six for new tenured and non-tenured appointments.
- c. All voting action items brought before any Faculty Council shall be decided by the majority vote of the voting members present.
- d. The Faculty Councils may elect to send issues of general interest to the voting faculty of the School of Medicine using procedures similar to the faculty vote on Class A legislation (*UW Policy Directory, Faculty Code*, 23-46, and 29-36).

ARTICLE VII. Accountability

- 1. Any faculty member of the SoM may submit a proposal for the consideration of issues of policy or concern to any of the four Faculty Councils by providing a letter in hard copy or electronically to the chair of the appropriate Faculty Council.
- 2. Any written proposal submitted to a Faculty Council will be timely addressed by the council chair in writing with a copy to all Faculty Council members or will be placed on the Faculty Council's agenda and reviewed by that council within sixty days of being placed on the agenda.
- 3. Each Faculty Council annually shall electronically post, or otherwise make easily available and accessible to SoM faculty, an annual report summarizing the policies and other issues of concern or substance addressed by the Faculty Council and those independently addressed by the Faculty Council chair.

ARTICLE VIII. Changes to the SoM Code of Organization and Procedures

- 1. At intervals of no longer than every five years, the SoM Code of Organization and Procedures including the four Faculty Councils and the procedures for their election shall be reviewed by each of the Faculty Councils.
- 2. Any Faculty Council may submit recommendations for changes in the organization and election procedures of the councils. Recommendations from any one Faculty Council shall be reviewed by the other three Faculty Councils for comment. Recommended changes having the

consensus agreement of all four Faculty Councils may be voted upon by the SoM voting faculty.

3. The ballot on recommended changes by the four Faculty Councils shall be accompanied by an explanation of the recommended changes proposed. Ratification of those recommended changes requires a two-thirds majority vote of those casting ballots. SoM will use an anonymous electronic ballot in accordance with Section 23-46B and D, and 29-36D of the *UW Policy Directory, Faculty Code*.
4. If the recommended changes are not ratified by a vote of the faculty, as outlined in Section 3 of this article, the existing organization of the Faculty Councils and the existing procedures for their election shall stand.