

UNIVERSITY OF NEBRASKA
MEDICAL CENTER

COLLEGE OF MEDICINE

STRUCTURE, RULES
AND REGULATIONS
OF THE FACULTY

September 2008

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STRUCTURE, RULES AND REGULATIONS OF THE FACULTY UNIVERSITY OF NEBRASKA COLLEGE OF MEDICINE

I. MISSION, VISION, and VALUES OF THE COLLEGE OF MEDICINE

A. Mission and Vision of the College of Medicine.

The mission of the College of Medicine at the University of Nebraska Medical Center is to promote and improve the health of the citizens of Nebraska by advancing health and biomedical sciences through the highest quality education, patient care, research excellence and community service. We will pursue innovation and national and international leadership by:

1. Preparing health sciences professionals for practicing tomorrow's medicine and encouraging them to practice in Nebraska, including underserved communities.
2. Targeting efforts in health and biomedical sciences research to support our strengths and our mission and to respond to the needs of the citizens of the state of Nebraska.
3. Integrating education and research to foster cost effective health care and outreach programs.
4. Providing equal opportunities for our students, faculty, staff and patients to achieve their full potential.
5. Maintaining a distinguished faculty and providing resources to assure excellence in education, patient care and research programs.

Our vision will be realized in an environment of continual learning and quality improvement in what we do as we exceed expectations in satisfying our customers.

B. Values of the College of Medicine.

The following values are necessary in achieving our Strategic Plan and meeting our mission:

1. Innovative thought and change to meet our responsibilities and customer needs and promote and improve the health of citizens of Nebraska.
2. Interaction, collaboration and cooperation among disciplines, schools, departments and colleges to maximize use of our resources.
3. Healthy challenge and debate of issues.
4. Cultivation of leadership and life-long learning skills among our faculty, staff and students.
5. Continuous quality improvement in our work.
6. Equal opportunity among our faculty, staff, students and patients.
7. Expedited decision-making based on facts and intuition.

II. GOVERNANCE AND ADMINISTRATION.

A. Dean of the College.

The Dean of the College of Medicine shall:

1. Provide leadership and direction for the College of Medicine.
2. Report to the faculty the accomplishments, and progress, of the College in achieving its purpose and goals.
3. Assist the faculty in arriving at a consensus on issues of governance.
4. Support and promote the actions of the faculty to the Chancellor of the Medical Center, the President of the University of Nebraska, and the University of Nebraska Board of Regents.
5. Be responsible to the Chancellor, President and Board of Regents for proper management of the College in order that it may fulfill its purpose and goals.
6. Establish and manage a relationship between the Faculty and The Nebraska Medical Center (TNMC), Children's Hospital (CH), Omaha Veterans Administration Medical Center (OVAMC), and their associated care facilities.
7. Participate in governance of the University Nebraska Medical Center Physicians (UNMCP) and appoints the Senior Associate Dean for Clinical Affairs/President of UNMCP.
8. Be responsible for the function and the performance of the School of Allied Health Professions.

B. The General Faculty.

The General Faculty, here-in-after referred to as the Faculty, shall be the major body charged with governance responsibilities for the College of Medicine.

1. Members. The members of the Faculty shall be Professors, Associate Professors, Assistant Professors, Instructors, Assistant Instructors (in order of decreasing rank) and shall include full-time, part-time, and volunteer faculty.

Emeritus or Senior Consultant members of the Faculty shall be those individuals who have held a College of Medicine appointment with the rank of Instructor or above and who have reached Emeritus or Senior Consultant status.

Distinguished guests serving in the instructional or research programs of the College for a designated period of time may be given Honorary or Visiting membership status.

2. Officers. The Dean of the College of Medicine shall be the Chair of the Faculty. The Vice-Chair will be the elected Vice-Chair of the Faculty Council and shall be responsible for the recording of the minutes of the Faculty meetings.

3. Meetings. Meetings of the Faculty shall be held as necessary to conduct the business of the College of Medicine throughout the fiscal year. Meetings may be conducted electronically as well as in person. Additional meetings may be called by the Dean or by any ten members of the Faculty who shall transmit a written request to the Vice-Chair for such meeting.
4. Voting Privileges. The voting membership of the Faculty shall consist of all individuals holding an appointment in the College of Medicine with the rank of Instructor or above. Assistant Instructor, Emeritus, Senior Consultant, Honorary and Visiting members may attend meetings and serve as consultants but may not vote.
5. Quorum. Thirty voting members present or present via electronic means shall constitute a quorum.
6. Duties and Responsibilities of the Faculty.
 - a. Establish and maintain sound policies for the College of Medicine.
 - b. Propose and promote programs and activities of the College of Medicine.
 - c. Study and/or refer to the Faculty Council issues and problems affecting academic and professional policies.
 - d. Consider and act upon academic and professional policies as presented by the Dean and the Faculty Council.
 - e. Appoint Special Committees to study and resolve specific problems of the Faculty which are not in the prerogative of the Standing Committees.
 - f. Receive reports from the Standing Committees and Special Committees of the Faculty Council.
 - g. Promote good relationships with other state agencies, with the health professions of the state and with the citizens of the State of Nebraska.
7. Office of the Dean. The Office of the Dean shall provide the Faculty the necessary administrative assistance to accomplish their governance functions.

C. Faculty Council.

1. Membership. Membership shall consist of the Dean, the Chair from each Department in the College of Medicine, the Associate Dean of the School of Allied Health Professions and six elected representatives of the Faculty. The Director, UNMC/Eppley Cancer Center, or his or her designee shall be a non-voting member, ex-officio, the Director of MMI ex-officio, or his or her designee shall be a non-voting member, ex-officio.

Elected Representatives of the Faculty Council.

- ! Two full-time faculty members from the basic sciences departments, one at the rank of assistant professor, one at the rank of associate professor or professor.
- ! Two full-time faculty members from the clinical departments, one at the rank of assistant professor, one at the rank of associate professor or professor.
- ! One volunteer faculty member at the rank of Clinical/Adjunct Instructor or above.

- ! One faculty member from the School of Allied Health Professions at the rank of Instructor or above.

Each area of representation will have an elected alternate member.

2. Terms of Membership. Each elected member shall serve for a term of three years. A member shall be eligible for no more than two consecutive terms. Thereafter, a period of at least one year must elapse before a previous member may again be eligible.
3. Elections. By April 1 of each year the Dean will request the Faculty to submit written nominations for membership on the Faculty Council. In accordance with the designated composition of the Faculty Council, the two eligible nominees with the largest number of nominations will comprise the slate for each open position.
4. Officers. The Chair of the Faculty Council shall be the Dean of the College of Medicine. The Vice-Chair shall be elected annually by the Faculty Council from the elected membership of the Council. The Vice-Chair is responsible for recording the minutes of the Faculty Council meetings.
5. Meetings. Meetings shall be scheduled quarterly throughout the fiscal year. Meetings may be electronic as well as in person. Additional meetings may be called by the Dean, or by written request of a majority of the members to the Vice-Chair. If a chair is unavoidably unable to attend the meeting, he/she may send a representative.
6. Quorum. Seven voting members present or present via electronic means shall constitute a quorum.
7. Duties and Responsibilities of the Faculty Council.
 - a. Consider any matters pertaining to governance or administration brought before it by the Faculty, the Dean, a Standing or Special Committee, or by one of the members of the Faculty Council.
 - b. Establish administrative policies and procedures and coordinate their implementation.
 - c. Recommend to the Dean administrative and management long-range plans and objectives for the College of Medicine, especially as regards organization, programs and facilities.
 - d. Advise the Dean as to the establishment of institutional policies and procedures for the management of departmental budgets.
 - e. Coordinate and implement all policies adopted by the General Faculty.
 - f. Supervise and coordinate the activities of the Standing and Special Committees.
 - g. Receive, consider, and transmit to the General Faculty reports of the Standing and Special Committees.
 - h. Develop agenda for Faculty meetings in conference with the Dean.

D. Committees of Governance.

There shall be two types of Committees: Standing Committees and Special Committees.

1. Standing Committees. There shall be eight standing Committees:

- Faculty Grievance
- Faculty Promotion and Tenure
- Medical Student Admissions
- Medical Student Curriculum
- Medical Student Scholastic Evaluation
- Graduate Medical Education
- Continuing Medical Education
- Research and Development

- a. Membership. Members will be recommended by the Dean of the College of Medicine for appointment by the General Faculty. Each Standing Committee shall have no fewer than six members. Appointments to the Grievance Committee and the Promotion and Tenure Committee shall be limited to members of the faculty. All other committees shall have student and/or house officer members. Program directors of the residency programs of the College of Medicine shall serve on the Graduate Medical Education Committee ex-officio with voting privileges.

Membership shall be for a term of three years. A member shall be eligible for no more than two consecutive terms with the exception of ex-officio members. A period of at least one year must elapse before a previous member may again be eligible. Individuals who are appointed to a committee based on their position/job description (e.g. M1 Year Director) will retain their membership until replaced in that position.

- b. Duties and Responsibilities of the Standing Committees.

Faculty Grievance Committee.

The Committee's charge includes:

- i. Recommending policy pertaining to the study and resolution of faculty grievances to the General Faculty.
- ii. Investigating and conducting hearings on specific grievances of the faculty member or members and with making recommendations for action to the Dean.

Appeals from the Committee or the Dean's decisions may be made to the UNMC Faculty Senate Grievance Committee.

Faculty Promotion and Tenure Committee.

The Committee's charge includes:

- i. Recommending policy pertaining to faculty promotion and tenure to the General Faculty.

- ii. Receiving from department chair recommendations for promotion and/or tenure of respective faculty members.
- iii. Submitting recommendations on promotion and/or tenure on specific faculty members to the Dean.

Medical Student Admissions Committee.

The Committee's charge includes:

- i. Recommending to the Faculty policies regarding prerequisites, admissions standards and admission procedures for medical student applications.
- ii. Selecting entering classes.
- iii. Considering applicants and selecting students for advanced standing from other centers of medical education.

Medical Student Curriculum Committee.

The Committee's charge includes:

- i. Recommending to the Faculty policies and plans regarding medical student curriculum.
- ii. Developing and implementing a system for curriculum evaluation.
- iii. Recommending curriculum changes.

Medical Student Scholastic Evaluation Committee.

The Committee's charge includes:

- i. Recommending to the Faculty policies and plans regarding scholastic evaluation.
- ii. Recommending policies regarding evaluation of student performance.
- iii. Reviewing student performance and making recommendations regarding student advancement and graduation.
- iv. Determining eligibility of students to repeat courses or to undertake special educational activities.
- v. Developing and recommending a mechanism to hear appeals from students regarding student performance evaluations.
- vi. Recommending policies governing the selection of candidates for awards, fellowships, research positions, or honors where authority for such nominations is not elsewhere specified.
- vii. Nominating candidates for awards, fellowships, research positions, or honors, where authority for such nominations is not elsewhere specified.

Graduate Medical Education Committee.

The Committee's charge includes:

- i. Studying, evaluating, and recommending changes in the institutional graduate medical education program, including size, scope and distribution of specialty training.
- ii. Proposing policies which will enable program directors to meet accreditation standards in all specialties.

- iii. Monitoring the availability of internal and external resources necessary to support Graduate Medical Education.
- iv. Providing a liaison between the institutional Graduate Medical Education program and the House Officer organization.

Continuing Medical Education Committee.

The Committee's charge includes:

- i. Developing and recommending policies relating to the Continuing Medical Education programs of the College.
- ii. Assisting in the identification of Continuing Medical Education needs of the constituency of the College.
- iii. Evaluating the purposes, objectives and content of all Continuing Medical Education programs sponsored by the College and its departments and, where appropriate, accrediting the programs as approved. Issuing Continuing Medical Education credit to participants of approved programs
- iv. Assisting in the evaluation of faculty who participate in the presentation of Continuing Medical Education programs.
- v. Developing and recommending an overall plan for Continuing Medical Education on an annual basis.
- vi. Developing and recommending policies relating to the University of Nebraska College of Medicine Continuing Medical Education programs involving off-campus activities.

Research and Development Committee.

The Committee's charge includes:

- i. To monitor the progress of the M.D./Ph.D. Scholars Program.
- ii. Recommend policies and procedures for preparation of applications for and receipt of grants by the Faculty of the College of Medicine.
- iii. Advise the Dean on the allocation of intramural funds for research.
- iv. Administer summer research program(s) for medical students.
- v. Receive and review applications and recommend to the Dean research awards on funding by the COM.
- vi. Receive and review thesis research proposals and advise the Scholastic Evaluation Committee on the acceptability of M.D. theses for Honors designation.
- vii. Evaluate nominations and recommend to the Dean recipients of the Clinical and Basic Science Investigator Award.????
- viii. Advise the Dean on strategies for continuous improvement of the research environment.

2. Special Committees. These committees shall be established by the General Faculty or the Faculty Council acting on behalf of the Faculty.

- a. Membership. Members will be recommended by the Dean of the College of Medicine for appointment by the Faculty Council.

- b. Duties and Responsibilities of the Special Committees. These Committees study and resolve specific problems, issues or proposals of the Faculty not within the prerogative of existing Standing Committees.
- 3. Office of the Dean. The Office of the Dean shall provide the Faculty Council and the Standing and Special Committees the necessary administrative assistance to accomplish their governance functions.
- 4. Quality Council.
 - a. Membership. Members shall be appointed by the Dean, College of Medicine, and shall include at least 4 faculty members.
 - b. Duties and Responsibilities.
 - i. Promoting continuous quality improvement and infusing quality principles, processes, and tools into the educational and research programs of the College of Medicine.
 - ii. Instructing faculty and staff in the use of quality processes and tools.
 - iii. Working to incorporate quality principles and tools into the strategic planning process and into meetings and committees.
 - iv. Promoting quality projects in the College of Medicine.

The Quality Council shall make recommendations to the Dean regarding how these goals are best accomplished.

E. Departments.

The primary administrative units of the College of Medicine will be Departments, as approved by the Board of Regents. The Departments shall be organized to improve the health of the people of Nebraska by conducting education, research and/or service as related to their discipline and as supportive of the purpose and goals of the College of Medicine.

Department status will be considered by the Faculty Council and the Office of the Dean when:

- ! The endeavor of the proposed department's discipline encompasses a technology, and/or identified sphere of medical knowledge.
- ! There is a faculty of sufficient number and diversity of skills to carry a program of academic excellence.
- ! The respective faculty can conduct programs of education, research, and/or service that are of demonstrable need to the people of Nebraska.

- 1. Department Chair. Appointment shall be in accordance with the Bylaws of the Board of Regents.

Duties and Responsibilities of the Department Chair.

- a. Provide leadership and initiative for academic activities of the faculty.
- b. Develop an organizational structure.

- c. Recommend to the Dean candidates for academic appointment.
 - d. Recommend to the Dean and Faculty Standing Committee on Promotion and tenure, faculty members for promotions and/or tenure.
 - e. Conduct faculty member evaluations.
 - f. Be responsible to the Dean for the establishment of a budget.
 - g. Negotiate a contract with each faculty member where appropriate or required.
 - h. Plan and conduct health care programs, research programs, and Undergraduate, Graduate, and Continuing Medical Education programs, as appropriate.
 - i. Be responsible to the Dean for the functions of the Department.
2. Sections. Sections may be designated by the Dean and the Chair of the involved Department when:
- ! The discipline involved is a component of the Department endeavor.
 - ! The number of personnel and intensity or magnitude of activity are appropriate.
 - ! The designation as a departmental administrative unit facilitates the management effort of the Department.
 - ! Section Heads shall be appointed by the respective Chair with approval of the Dean.

Duties and Responsibilities of Section Heads.

- a. Provide leadership and initiative for academic activities of the faculty.
- b. Develop an organizational structure.
- c. Recommend to the Department Chair candidates for academic appointment.
- d. Recommend to the Department Chair faculty members for promotions and/or tenure.
- e. Conduct faculty member evaluations.
- f. Be responsible to the Department Chair for the establishment of a budget.
- g. Negotiate a contract with each faculty member where appropriate or required.
- h. Plan and conduct health care programs, research programs, and Undergraduate, Graduate, and Continuing Medical Education programs, as appropriate.
- i. Be responsible to the Department Chair for the functions of the Section.

F. Interdisciplinary Programs.

May be designated by the Dean and the Chair of the involved department(s) within the College when:

- ! The purpose and/or goals encompass a specific academic activity.
 - ! The number of personnel and intensity of magnitude of activity are appropriate.
 - ! The formation as an administrative unit facilitates the administration of supporting funds.
1. Advisory Board. Each Interdisciplinary Program will have an Advisory Board as approved by the Dean. The Advisory Board shall be comprised of representatives from the involved disciplines and/or supporting organization(s). The Advisory Board shall monitor the activities of the Interdisciplinary Programs and advise the Dean and the Director about the performance of the unit.

2. Director. The Interdisciplinary Program Director shall be appointed by and be responsible to the Dean.
3. Duties and Responsibilities of the Director.
 - a. Develop an organizational structure.
 - b. Select a professional and support staff.
 - c. Establish a budget.
 - d. Plan and conduct the programs identified in the purpose and goals of the Interdisciplinary Program.
 - e. Be responsible to the Dean for the function of the Interdisciplinary Program and its personnel.

G. Other Units of Administration.

Other units of administration are those formed to facilitate the management of the College of Medicine and its faculty.

1. The Medical Staff of TNMC, CH, Methodist Hospital, OVAMC, and their Associate Care Facilities. The Clinical Faculty of the College of Medicine, through the Office of the Dean, shall establish a formal relationship with the administration of TNMC, CH, Methodist Hospital, OVAMC and their associate care facilities.

The medical staff shall develop its own organization and adopt such rules and regulations as are necessary for its operation and to insure appropriate qualification of staff members.

2. Medical Service Plan. The Clinical Faculty may have a Medical Service Plan which defines the relationship between the College of Medicine and that portion of the faculty which provides professional services for patient care.

The Medical Service Plan shall identify its own organization and adopt such rules and regulations as are necessary for its operation under the Office of the Dean and as approved by the Board of Regents.

3. The School of Allied Health Professions. Shall be a school within the College of Medicine. The school shall develop its own organization and adopt such rules and regulations as may be necessary for its operation under the Office of the Dean.

4. University Nebraska Medical Center Physicians (UNMCP) and Nebraska Pediatric Practice (NPP). The UNMCP and NPP provide vehicles for the faculty of the College of Medicine to function as integrated group practices to manage the clinical practice activities of the faculty. It is the primary objective of the UNMCP and NPP to assist UNMC in achieving its teaching, research, and patient care missions by strengthening the administrative infrastructure of the clinical programs. The goal of UNMCP and NPP is to provide a forum for clinical faculty to work together to develop a high quality, cost-effective and comprehensive system of patient care

that is responsive to the competitive health care marketplace. UNMCP, and NPP acting through its duly appointed boards and committees and management staff and in accordance with the Medical Service Plan, shall:

- a. Proactively strive to develop a coordinated, service-oriented system of patient care.
- b. Represent the clinical faculty and work with TNMC, CH, Methodist Hospital and OVAMC and other affiliated organizations/institutions in negotiating contracts for health care delivery.
- c. Provide administration and management for the efficient and excellent patient care programs provided by the clinical faculty.
- d. Provide structure to integrate the medical practice of the College of Medicine clinical faculty and departments through centralized planning and marketing in a manner that is responsive to the health care marketplace while maintaining the commitment of high quality medical education.
- e. Ensure that the financial affairs related to clinical income generation are handled in the appropriate manner.
- f. Assess the overall financial health of all areas of the practice to ensure the continued viability of the institution.
- g. Manage the fringe benefits program for the faculty and others members of UNMCP. and NPP

UNMCP and NPP shall be affiliates of the UNMC and will act on behalf of the University by entering into patient care-related contracts for physician services, managing certain patient care programs, monitoring financial performance of the group practice and coordinating planning and marketing for the medical practice affairs of the College of Medicine clinical faculty. As affiliates of the UNMC, UNMCP and NPP will report through the Dean of the College of Medicine to the Chancellor and will adhere to all rules and regulations of the Medical Service Plan. The Chancellor shall be responsible for resolution of any issues arising between UNMCP , NPP and other components of UNMC.

III. RULES OF ORDER

All Committees and Councils shall conduct their meetings in accordance with the Sturgis Standard Code of Parliamentary Procedure.

IV. AMENDMENTS

Upon recommendation of ten members of the voting faculty or the Faculty Council, the Structure, Rules and Regulations of the Faculty of the College of Medicine may be amended by a two-thirds majority vote at any regular or special meeting of the General Faculty having a quorum present.

Any proposed amendment must be mailed to each voting member at least thirty days in advance of the meeting. Such mailing shall constitute due notice of an impending vote on the Amendment.

Amendments shall become effective when reviewed by the Chancellor of the Medical Center, the President of the University of Nebraska, and approved by the University of Nebraska Board of Regents.

APPROVALS

Approved by the Executive Faculty	September 10, 1979
Approved as amended by the General Faculty	October 17, 1979
Approved by the Board of Regents	January 12, 1980
Approved as amended by the Faculty Council for Governance	November 3, 1986
Approved as amended by the General Faculty	January 21, 1987
Approved by the Board of Regents	March 14, 1987
Approved as amended by the Faculty Council	December 5, 1996
Approved as amended by the General Faculty	April 23, 1997
Approved as amended by the General Faculty	August 6, 1997
Approved by the Board of Regents	September 5, 1997
Approved as amended by the Faculty Council	October 16, 2008
Approved as amended by the General Faculty	December 16, 2008
BOR Approval not needed	
Approved by Chancellor Maurer	March 2009