

UNIVERSITY OF NEBRASKA
MEDICAL CENTER

COLLEGE OF MEDICINE

STRUCTURE, RULES
AND REGULATIONS
OF THE FACULTY

April 1, 2020

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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 – College of Medicine

1. Lead the world in transforming lives to create a healthy future for all individuals and communities through premier educational programs, innovative research and extraordinary patient care.

B. Vision – College of Medicine

1. Be a world-renowned health sciences center that:
 - Delivers state-of-the-art health care;
 - Prepares the best-educated health professionals and scientists;
 - Ranks among the leading research centers;
 - Advances our historic commitment to community health;
 - Embraces the richness of diversity to build unity;
 - Creates economic growth in Nebraska.

C. Values – College of Medicine

1. Innovation. Seek and implement ideas and approaches that can change the way the world discovers, teaches and heals. Drive transformational change.
2. Teamwork. Respect diversity and one another. Communicate effectively and listen. Be approachable and courteous.
3. Excellence. Strive for the highest standards of safety and quality in all that you do. Work to achieve exceptional results.
4. Accountability. Commit. Take ownership. Be resilient, transparent and honest. Always do the right thing and continuously learn.
5. Courage. Make the tough decisions. Have no fear of failure in the pursuit of excellence. Admit mistakes and learn from them.
6. Healing. Show the empathy you feel. Be selfless in caring for patients, one another and the community.

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 or their designee, the President of the University of Nebraska, and the University of Nebraska Board of Regents.
5. Be responsible to the Chancellor or their designee, 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 Nebraska Medicine (NM), Children's Hospital and Medical Center (CHMC), VA Nebraska-Western Iowa Health Care System (VAMC HCS), Madonna Rehabilitation Hospital (MRH), and their associated care facilities.
7. Lead partnerships with NM, CHMC, VAMC HCS, and MRH.
8. Help develop partnership with other clinical entities as needed to support the academic missions of the COM.

9. **UNMC CODE OF CONDUCT**

[UNMC Policy 8006](#) guides UNMC faculty, staff and students in carrying out daily activities within appropriate ethical and legal standards. Professional and ethical conduct emphasizing respect and dignity must be shown in all relationships. Reporting of potential misconduct is encouraged and there is no retaliation permitted for filing complaints.

NON-DISCRIMINATION, INCLUDING SEXUAL HARASSMENT, POLICY [UNMC Policy 1099](#) and the Sexual Misconduct Policy, [UNMC Policy 1107](#), which state that discrimination, harassment and sexual misconduct are not allowed in the workplace and that UNMC has reporting and investigation procedures for reported discrimination, harassment, and sexual misconduct.

DRUG FREE WORKPLACE

[UNMC Policy 1003](#) prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substance on UNMC property. The term "substance" refers to drug or chemical compounds that are controlled by local, state, or federal law. UNMC complies with the Drug-Free Workplace Act of 1988, as amended.

CONFLICT OF INTEREST

[UNMC Policy 8010](#) applies to potential conflict of interest arising in any UNMC activity, including but not limited to research, teaching, patient care, outreach to underserved populations and the associated business activities in support of them. Covered Persons shall disclose all financial interests related to their University of Nebraska responsibilities so that an analysis of potential conflict of interest may be conducted. Covered Persons shall receive an e-mail notification from the Compliance Department to complete the UNMC Annual Disclosure of Financial Interest Questionnaire annually, and should update this form within thirty (30) days of discovering or acquiring a Significant Financial Interest.

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 and Instructors either full or part-time whose primary academic appointments are in the College of Medicine.
2. Officers. The Dean of the College of Medicine shall be the Chair of the Faculty Council. 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 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 members.
5. 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. Recommend to the Faculty Council Special Committees to study and resolve specific problems of the Faculty that are not 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.
6. 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, and six elected representatives of the Faculty.

Elected Representatives of the Faculty Council.

- Three (3) full-time Faculty members from the basic sciences departments, one at the rank of assistant professor, one at the rank of associate professor, and one at the rank of professor (at the time of election).
- Three (3) full-time Faculty members from the clinical departments, one at the rank of assistant professor, one at the rank of associate professor, and one at the rank of professor (at the time of election).

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 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 a minimum of quarterly throughout the fiscal year. Meetings may be electronic as well as in person. Additional meetings may be called by the Dean or by any members of the Faculty who shall transmit a written request to the Vice-Chair for such meeting. If a chair is unavoidably unable to attend the meeting, they may send a representative. If an elected representative is unavoidably unable to attend a meeting, they may not send a representative.
6. *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. Coordinate and implement all policies adopted by the General Faculty.
 - e. Supervise and coordinate the activities of the Standing and Special Committees.
 - f. Receive, consider, and transmit to the General Faculty reports of the Standing and Special Committees.
 - g. Develop agenda for Faculty meetings in conference with the Dean.
 - h. Establish special committees as needed.
 - i. Annually review updates and carry out Mission, Vision and Values.

D. Committees of Governance

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

1. Standing Committees. There shall be nine (9) standing Committees:

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

- 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, Finance 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.

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. Phase 1 Director, Residency Program Directors) will retain their membership until replaced in that position. The chair of the committee may be appointed for a variable term.

- 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 a Faculty member or members per Dean's request. Recommendations for action from Faculty Grievance Committee will be communicated to the Dean. Appeals of 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. Oversight of the development and implementation as well as evaluation of the curriculum.
- iii. Recommending curriculum changes.

Medical Student 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. Overseeing, studying, evaluating, and recommending changes to the institutional graduate medical education program, including size, scope and distribution of specialty training.
- ii. Proposing policies that 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 to be funded by the COM.
- vi. Receive and review thesis research proposals and advise the Scholastic Evaluation Committee on the acceptability of M.D. thesis for Honors designation.
- vii. Advise the Dean on strategies for continuous improvement of the research environment.

Finance Committee

The Committee's charge includes:

- i. Evaluate all financial policies and procedures for COM.
- ii. Recommend to Dean any changes or additions to Financial Policy Procedures for COM.
- iii. Evaluate and recommend funding strategies as requested by the Dean.
- iv. College of Medicine Compensation Policy oversight.
- v. Review and approve Dean's state allocation formula.

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.

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 and our greater community or those we serve 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. Unless approved by the Dean all clinical faculty will be appointed to the department in which their specialty or sub-specialty training occurred.

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 direction for academic activities of their Faculty.
- b. Develop an organizational structure.
- c. Recommend to the Dean candidates for academic appointment.
- d. Recommend Faculty members for promotion and/or tenure to the Dean and Faculty Standing Committee on Promotion and Tenure.
- e. Conduct faculty member evaluations.
- f. Be responsible to the Dean for the establishment of a budget when appropriate in conjunction with appropriate clinical partner.
- g. Negotiate a contract with each Faculty member where appropriate or required.
- h. **UNMC CODE OF CONDUCT**

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- i. Plan and conduct health care programs, research programs, and undergraduate, graduate, and continuing medical education programs, as appropriate.
- j. Be responsible to the Dean for the functions of the Department.

2. Divisions. A Division may be designated by the Chair with Dean’s approval 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.

Duties and Responsibilities of Division Heads.

- a. Provide leadership and direction 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 when appropriate in conjunction with appropriate clinical partner.
- g. At the direction of the Chair, 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 Division.
- j. **UNMC CODE OF CONDUCT**
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F. 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 NM, CHMC, VA Nebraska-Western Iowa Health Care System (VA-HCS), Madonna Rehabilitation Hospital (MRH) 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 NM, CHMC, VA-HCS, and MRH and their associated care facilities.

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

2. Medical Service Plan. An active patient care program of high quality is an integral part of the role and mission of the University of Nebraska Medical Center (UNMC). As an integral part of their education, medical students, house officers, and other health professions students must observe and participate in the delivery of quality health care. Faculty members in clinical departments must continue to practice their profession if they are to remain in the forefront of their respective disciplines. Patient care delivered by physicians and faculty of UNMC is critical to the general health of Nebraska, the ability of referring physicians to provide high quality care to their patients and provide the base for clinical studies designed to improve the prevention, diagnosis, and treatment of disease. Finally, the delivery of high quality, cost effective medical care is complex and requires support systems unique to the health care system.

III. AMENDMENTS

Upon recommendation of the Faculty or the Faculty Council, the Structure, Rules and Regulations of the Faculty of the College of Medicine may be amended at any regular or special meeting of the General Faculty.

Any proposed amendment must be provided to each voting member at least thirty days in advance of the meeting. Such communications 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
Approved as amended by the Faculty Council	April 8, 2013
Approved as amended by the General Faculty	April 19, 2013
BOR Approval not needed	
Approved by Chancellor Maurer	April 30, 2013
Approved as amended by the Faculty Council	October 10, 2019
Approved as amended by the General Faculty	November 8, 2019
BOR Approval not needed	
Approved by Chancellor Gold	January 21, 2020