

Faculty Council Charter

Purpose, Authority, and Responsibilities

As written in the College of Medicine Bylaws, the charge of the Faculty Council is to: (1) Consider any matters pertaining to governance or administration brought before it by the General Faculty, Volunteer Faculty, the Dean, a Standing or Special Committee, or by any member of the Faculty Council; (2) Guide administrative policies and procedures of the College of Medicine and support their implementation; (3) Advise the Dean on strategies and tactics for the College of Medicine as it relates to organization, programs, facilities, and administration; (4) Bring forth issues of administration, governance, or other important to the General Faculty for consideration as needed; (5) Report activities of the Faculty Council to the General Faculty on a regular basis; (6) Develop agenda for Faculty meetings in conference with the Dean; (7) Recommend membership of Standing Committees and Faculty Council to the General Faculty; (8) Appoint and charge Special Committees as needed; (9) Approve changes to Charters for Standing Committees; (10) Provide feedback to the leadership of the Standing and Special Committees as requested.

Membership

As outlined in the College of Medicine (COM) Bylaws, the voting membership shall consist of the following:

- Dean, College of Medicine
- Elected members of the General Faculty (N=12) – see COM Bylaws for details
- Department Chairs (N=11) – see COM Bylaws for details

The election process and terms of membership for the General Faculty is outlined in the COM Bylaws. The election process for Department Chairs is outlined in the COM Bylaws and will be facilitated by the Dean's Office. The terms of membership for the Department Chairs who are voting members is outlined in the COM Bylaws. Department Chairs are eligible to be a voting member for up to six consecutive years, thereafter, a period of at least one year must elapse before that member may again be eligible. Department Chairs not elected to become a voting member are considered non-voting members of the Faculty Council. The Dean may invite administrative leadership and other members of the campus community to participate in committee meetings as needed.

For the purposes of establishing Department Chair voting membership, the Department of Pathology, Microbiology, and Immunology is considered a clinical department.

Leadership

As per the COM Bylaws, the Chair of the Faculty Council is the Dean of the College of Medicine. The Vice-chair shall be elected annually by the Faculty Council from the General Faculty membership of the Faculty Council. The Vice-chair can serve as Chair if that individual is temporarily unable to lead.

Meetings

As per the COM Bylaws, meetings shall be scheduled a minimum of quarterly and may be conducted electronically, virtually, or in person. Meetings may be called by the Dean or by a majority of the voting members of the Faculty Council. A quorum for a meeting is 60% of voting membership.

Operating Procedures

As per the COM Bylaws, the Faculty Council may establish internal operating procedures/policies and develop subcommittees/taskforces consisting of members of the committee, or involve other members of the campus community, to achieve its stated charge.

Agenda, Minutes, and Reports

The Dean's Office will provide administrative support for the committee. The Chair and/or Vice-chair, or their designee, are responsible for developing an agenda and ensuring completion of minutes for the meeting.

Amendments

The Faculty Council will review its charter at least biannually. Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken.

Approved by Faculty Council: November 10, 2023