

MOREHOUSE SCHOOL OF MEDICINE, INC.

BYLAWS OF THE FACULTY

Updated and Approved by the Board of Trustees October 17, 2024

INDEX

<i>Article I--Purpose</i>	1
<i>Article II--Mission of Morehouse School of Medicine, Inc.</i>	2
<i>Article III--Policy</i>	3
Section 1--Definition of Policy.....	
Section 2--Development of and Change in Policy.....	
Section 3--Establishment of Policy.....	
Section 4--Implementation of Policy	
Section 5--Involvement of Faculty in New Policies	
<i>Article IV--Faculty Assembly</i>	4
Section 1--Purposes	
Section 2—Membership.....	
Section 3--Organization.....	
Section 4--Elections	
Section 5--Meetings	
Section 6--Meeting Agenda	
<i>Article V--Academic Policy Council</i>	9
Section 1--Authority	
Section 2--Organization.....	
Section 3--Responsibilities	
Section 4--Committees	
Section 5--Meetings	
<i>Article VI--Organization of School</i>	20
Section 1--Board of Trustees	
Section 2--President.....	
Section 3--Dean	
Section 4--Academic Departments	
Section 5--Department Chairperson.....	
Section 6--Center for Laboratory Animal Resources	
Section 7--Administrative Appointment and Responsibility	

<i>Article VII--The Professorate</i>	25
Section 1--Faculty.....	
Section 2--Series	
Section 3--Primary, Secondary, Transfer Appointment.....	
Section 4--Requirements for Faculty Appointment and Promotion	
Section 5--Evaluation.....	
<i>Article VIII--Academic Freedom, Faculty Grievance, Just Cause and Due Process</i>	32
Section 1--Academic Freedom	
Section 2--Faculty Grievance	
Section 3--Just Cause.....	
Section 4--Due Process	
<i>Article IX--Academic Titles without Faculty Status</i>	35
Section 1--Visiting Scholar.....	
Section 2--Associate and Assistant.....	
Section 3--Research Scholar	
<i>Article X-- Amendments</i>	36
Section 1--Procedure.....	
Section 2--Approval by Board of Trustees	
Section 3--Appendices to the Bylaws	
<i>Article XI--Adoption of Bylaws</i>	37

APPENDICES TO THE BYLAWS OF THE FACULTY

(Which Comprise the Regulation of Morehouse School of Medicine)

Appendix I	Research Integrity Policy for Responding to Allegations of Scientific Misconduct <i>(Approved July 1, 1983) (Updated July, 2005) (Revised August, 2012) (Reviewed and approved June 25, 2020)</i>
Appendix II	Faculty Agreements <i>(Approved October 2011) (Reviewed and approved June 25, 2020)</i>
Appendix III	Due Process Procedure to Govern Hearing for Faculty Prior to Dismissal for Just Cause <i>(Approved November 20, 1986) (Updated January, 2011) (Reviewed and approved June 25, 2020)</i>
Appendix IV	Institutional Policy on Faculty Sabbatical Leave <i>(Approved August 18, 1988) (Updated November 20, 2003) (Reviewed and approved June 25, 2020)</i>
Appendix V	Procedure to be used when a Faculty Member has an Unresolved Grievance <i>(Approved July 27, 1989) (Updated May 28, 1998) (Reviewed and approved June 25, 2020)</i>
Appendix VI	Policy Statement on Faculty-Industry Research Relations <i>(Approved June 22, 1989) (Reviewed and approved June 25, 2020)</i>
Appendix VII	Patent Policy <i>(Approved June 22, 1989) (Updated September 2004)(Updated January, 2012) (Reviewed and approved June 25, 2020)</i>
Appendix VIII	Intellectual Property: Copyright and Royalties <i>(Approved June 22, 1989) (Updated December 1, 2003) (Updated January, 2012) (Reviewed and approved June 25, 2020)</i>
Appendix IX	Involvement of Faculty in New Policies <i>(Approved November 21, 1991) (Reviewed and approved June 25, 2020)</i>

Appendix X	Policy for Integrity and the Responsible Conduct of Scholarship and Research: Guidelines to Encourage Responsible Research Practices <i>(Approved May 27, 1993) (Updated July 2005) (Reviewed and approved July 2020)</i>
Appendix XI	Faculty Appointment and Promotion Process and Policies as Approved by the Board of Trustees <i>(Approved April 4, 1997)(Updated December, 2009) (Updated August 2015) (Reviewed and approved June 25, 2020)</i>
Appendix XII	Policy for the Transfer of Grants/Equipment <i>(Approved December 18, 1997) (Reviewed and approved June 25, 2020)</i>
Appendix XIII	Relocation Expenses <i>(Approved October 22, 1998) (Updated June 25, 2020)</i>
Appendix XIV	Teacher/Learner Relationship <i>(Approved May 25, 2000) (Reviewed and approved June 25, 2020)</i>
Appendix XV	Blood Borne Pathogens <i>(Approved March 22, 2001) (Reviewed and approved June 25, 2020)</i>
Appendix XVI	Impaired Faculty <i>(Approved April 26, 2001) (Updated January 07, 2005) (Reviewed and approved June 25, 2020)</i>
Appendix XVII	Educational Use of Copyrighted Works <i>(No approved/update information found)</i>
Appendix XVIII	Licensure Policy <i>(Approved January, 2007) (Reviewed and approved June 25, 2020)</i>
Appendix XIX	Policy on Faculty Agreements Office of Tech Transfer <i>(Approved January, 2012) (Reviewed and approved June 25, 2020)</i>
Appendix XX	MSM Substantive Change Reporting Policy <i>(Approved June 25, 2020)</i>

ARTICLE I

PURPOSE

Purpose

The purpose of these Bylaws is to establish the organizational basis for the governance of the faculty of Morehouse School of Medicine, Inc. (MSM).

ARTICLE II

MISSION OF MOREHOUSE SCHOOL OF MEDICINE, INC.

Mission

Morehouse School of Medicine is dedicated to improving the health and well-being of individuals and communities; increasing the diversity of the health professional and scientific workforce; and addressing primary healthcare needs through programs in education, research, and service, with emphasis on people of color and the underserved urban and rural populations in Georgia and the nation.

The Mission stated above is accomplished through the current Strategic Plan.

ARTICLE III

POLICY

Preamble

A uniform mechanism for the development and implementation of academic policy is hereby established.

Section 1--Definition of Policy

Policy shall mean a definite course or method of action that serves to guide and determine academic and faculty governance.

Section 2--Development of and Change in Policy

Policy recommendations may arise from several sources. These include the various departments in the basic and clinical sciences, the faculty assembly, the committees of the academic policy council, the academic policy council (APC), the Dean, and the President.

Section 3--Establishment of Policy

All academic policy recommendations, whether they come from committees or from the administration, shall be reviewed and acted upon by the APC. If necessary, policy actions of the APC shall be referred by the President to the Board of Trustees for review and decision.

Section 4--Implementation of Policy

Once established, academic policy shall be implemented through the Office of the Dean and Office of Faculty Affairs and Development. It shall be the responsibility of all departments, offices, committees, and members of the faculty to carry out and enforce said policy.

Section 5--Involvement of Faculty in New Policies

When a new policy that is within the jurisdiction of the APC is to be presented for adoption, it shall be delivered to all members and staff of the APC in the form of a proposal at least 20 days in advance of the APC meeting when it is to be discussed.

Each chairperson shall hold a departmental meeting to discuss the proposed policy and shall integrate the findings of such meeting into the discussion held by the APC. After discussion of the recommendation by APC, the matter shall be laid on the table until the next meeting and action taken only after a second discussion.

ARTICLE IV

FACULTY ASSEMBLY

Section 1--Purpose

- A. To establish a forum to promote communication within the faculty.
- B. To enable faculty members to participate in the development and evaluation of academic policies and make recommendations to the dean or APC.
- C. To respond to such matters as may be referred by the Dean or APC.
- D. To initiate discussion concerning any matter pertaining to the academic life of MSM.
- E. To help create, maintain, and protect an academic environment conducive to growth of scholarship, teaching, and service, and respect for human rights and dignity.

Section 2--Membership

All individuals holding a faculty rank as shown below shall be members of the faculty assembly with vote: Instructor, Assistant Professor, Associate Professor, Professor

- A. Series I Faculty
FULL-TIME
- B. Series II Faculty
FULL-TIME OR SALARIED FOR 50% TIME OR MORE
- C. Series III Faculty
SALARIED FOR LESS THAN 50% TIME
- D. Series IV Faculty
VOLUNTEER FACULTY WHO HAVE PAID FACULTY APPOINTMENTS AT OTHER
LCME ACCREDITED MEDICAL SCHOOLS OR REGIONALLY ACCREDITED
UNIVERSITIES- COLLEGES.
- E. Series V Faculty
VOLUNTARY APPOINTMENTS FOR INDIVIDUALS WHO DO NOT HOLD FACULTY
APPOINTMENTS AT OTHER INSTITUTIONS BUT CONTRIBUTE TO MSM IN ONE OR
MORE AREAS OF ACADEMIC ENDEAVOR.
- F. Emeritus
HONORARY APPOINTMENT FOR FULLY RETIRED SENIOR FACULTY WHO HAVE
RENDERED OUTSTANDING SERVICE TO MSM

Section 3--Organization

- A. The chairperson shall preside over meetings of the faculty assembly for a term of two (2) years. In the absence of the chairperson, the chairperson-elect shall preside over the meeting. The Dean cannot be elected as the chairperson or chairperson-elect of the faculty assembly. After the first election of the chairperson and chairperson-elect, the assembly shall elect a chairperson-elect at the start of the chairperson's two-year term. The chairperson-elect's term shall be a period of two (2) years and at the conclusion said term, the chairperson-elect will assume the role of the chairperson for a two (2) year term.
- B. A secretary, who shall be elected by the faculty assembly, shall serve for a term of two years and may be re-elected for only one additional consecutive term. The secretary shall prepare the minutes of each meeting of the faculty assembly. The Office of Faculty Affairs and Development shall support the activities of the secretary as requested, shall circulate the minutes, and shall send out notices of meetings and agenda items in a timely fashion.
- C. The faculty assembly shall elect two of its members who are not chairpersons but hold appointment in a basic medical science department and two of its members who are not chairpersons but hold appointment in a clinical science department and two of its members who are not chairpersons in a health profession education department to serve on the APC. The term of office shall be for two years and individuals may be elected for only one additional consecutive two-year term. At the first election, one member of the basic medical sciences faculty, one member of the clinical sciences faculty and one member of the health profession faculty shall serve for one year only; thereafter, the assembly shall elect one member of the basic medical sciences faculty, one member of the clinical sciences faculty and one member of the health profession faculty shall serve each year for a two-year term.
- D. From among members of the faculty who shall have served on the APC for at least one year, the faculty assembly shall elect one whose name shall be submitted to the Board of Trustees for election by the Board to its membership for a three-year term. The faculty member so elected has the full rights and privileges of a member of the Board so long as that individual remains a member of the faculty. However, the agenda placed before the Board concerning faculty policy matters shall be only those recommended by the APC and transmitted by its chairperson to the President.
- E. The faculty assembly shall elect members (non-voting) to serve on each of the following Board of Trustee Committees for a two-year term:
 - 1. Academic Affairs Committee (2 members)
 - 2. Development and External Affairs Committee (2 members)
 - 3. Health Services Committee (1 clinical science member)
 - 4. Research Committee (2 members)
- F. The faculty assembly shall elect two faculty representatives who are full members of the graduate faculty (one junior faculty member and one senior faculty member), but who are not chairpersons, directors of research institutes, or directors of training programs, to serve for a term of two years on

the Graduate Education in Biomedical Sciences Committee.

- G. The faculty assembly shall be run by the executive council comprising the chairperson, chairperson-elect, secretary, 2 basic science department representatives, 2 clinical science department representatives, 2 health professional education, the graduate education in biomedical sciences committee representative and the representative to the board of trustees.
- H. A nominating committee comprised of two members of the basic medical sciences faculty and two members of the clinical sciences faculty, and two members of the health professional education faculty none of whom currently holds an elected office of the faculty assembly, shall be elected at the April meeting of each academic year from among candidates who have been nominated from the floor. This committee shall prepare a slate of nominees, comprised of at least two nominees for each position available, to be submitted to the faculty assembly at the last meeting of the following academic year when elections are held. Additional nominations may be made from the floor for all elective positions.
- I. The executive council may appoint committee(s) to address issues affecting faculty. Each committee shall present its findings to the faculty assembly.
- J. faculty newsletter may be established to communicate issues and ideas among the faculty members. Similarly, a faculty club may be established that meets on a regular basis such as monthly meetings for exchange of ideas.

Section 4--Elections

- A. All elections shall take place at the April regular meeting of the faculty assembly in each academic year.
- B. The membership of the faculty assembly shall be advised by written notice of the date and place of the election one month prior to the scheduled meeting and advised be of the elective positions to be filled.
- C. Elections shall be conducted according to Robert's Rules of order. Following the report of the nominating committee, additional nominations may be made. The election shall be carried out by written ballot.

Section 5--Meetings

- A. The faculty assembly shall be convened fourtime each academic year preferably A u g u s t , October, January, and April. One month prior to the first meeting of the academic year, the faculty shall be informed by written notice of the dates of all regular meetings to be held that academic year.

- B. The executive council shall be responsible for setting up the agenda for each faculty assembly. An agenda shall be sent to the members of the faculty assembly at least two weeks in advance of each meeting.
- C. Members of the faculty assembly may place items on the agenda by submitting them in writing to the secretary one week prior to the distribution of the agenda. Items which were not included on the written agenda may be considered under "new business" at regular meetings only. In order for an item to be considered at a special meeting, it must be included on the distributed agenda.
- D. A quorum of the faculty assembly shall be determined by the faculty assembly at the first meeting of each academic year. It shall consist of not less than 25 members.
- E. A special meeting of the faculty assembly may be called at the request of the President, the Dean, or on written request of 15 members of the faculty. The request shall be presented to the chairperson together with a statement of the reasons for the meeting. Such a special meeting, which shall consider only the matter for which the meeting was called, shall be convened within two weeks after presentation of the request. The membership of the faculty assembly shall be apprised by written notice of special meetings at least one week in advance of the meeting which notice shall include an agenda listing the items to be considered.

Section 6--Meeting Agenda

- A. All meetings shall be conducted according to the latest edition of Robert's Rules of Order.
- B. The agenda for regular meetings shall include:
 - 1. Call to order
 - 2. Approval of minutes of the last regular and special meetings
 - 3. Reports and communications
 - 4. Reports and business
 - 5. New business
 - 6. Adjournment

- C. The agenda for a special meeting shall include:
1. Call to order
 2. Reading of the notice for the meeting
 3. Transaction of business for which the meeting was called
 4. Adjournment
- D. The Dean shall provide faculty with an executive summary a week before the faculty assembly and have an opportunity to answer questions related to the submitted report.
- E. The faculty assembly may consider and discuss any matter relating to MSM. All recommendations adopted by vote of the faculty assembly shall be forwarded to the APC for its consideration.
- F. Faculty representatives to the APC shall present and speak to the issues referred to the APC by vote of the faculty assembly. At each regular meeting of the faculty assembly one or more faculty representatives shall report on all pertinent actions of the APC, particularly as they relate to issues referred to that body by the faculty assembly.

ARTICLE V

ACADEMIC POLICY COUNCIL

Section 1--Authority

The Academic Policy Council shall be the body of the faculty that develops and oversees the academic policies of MSM.

Section 2--Organization

A. Presiding Officer

The Dean or his or her designee shall preside at all meetings of the APC

B. Secretary

The Office of Faculty Affairs and Development shall appoint a recording secretary for the preparation of the minutes of the meetings.

C. Membership

The membership of the APC shall include:

1. Dean;
2. Director, Library;
3. Chairpersons of basic and clinical sciences departments and the department of medical education;
4. Two elected representatives of the faculty assembly, who are not department chairpersons, but are members of a basic medical sciences department;
5. Two elected representatives of the faculty assembly, who are not department chairpersons, but are members of a clinical sciences department;
6. Two elected representatives of the faculty assembly, who are not department chairpersons, but are members of a health professional education department
7. Student Government Association (SGA) President; or his or her designee.
8. Deans of admissions, student affairs, graduate education in biomedical sciences, graduate medical education, undergraduate medical education, clinical affairs, educational affairs, research, graduate education in public health and physician assistant studies, faculty affairs, and other core decanal leadership.
9. The President is an ex-officio member of the committee.

D. Additional Membership

Additional members may be designated only after recommendation by the Dean and approval by the APC.

E. Voting Rights

All members of the APC shall be voting members except as explicitly stated herein. A substitute attending for a voting member may not vote. No person may have more than one vote.

Section 3--Responsibilities

The APC shall receive, review, and take action on all matters appropriately referred to it by the Dean, committee chairpersons, members of the APC, or by the faculty assembly, especially as these matters concern academic policy in the following areas:

- Admission of students
- Evaluation, promotion, and graduation of students
- Faculty appointments and promotions
- Curriculum and program development and evaluation
- Library
- Research
- Hospital affiliations
- Continuing Medical Education
- Graduate Medical Education

Section 4--Committees of the Academic Policy Council

- A. To facilitate its work, the APC shall elect the individuals who shall serve on its standing committees.

In those circumstances where the relevant work of a standing committee of the APC can be performed more expeditiously by an inter-institutional committee, the APC shall elect the representative(s) to such committee(s) and shall require that an annual report be submitted as for inter-institutional committees.

- B. Committee Chairperson

The chairperson of a standing committee shall be selected annually by the members of the committee on committees. Individuals who are especially qualified but are not members of the APC may serve as chairpersons. A member of the APC may be appointed to serve on that particular committee.

The chairperson of each committee shall be responsible to the chairperson of the APC.

C. Committee Membership

Committees shall include members of the faculty and may include non-faculty members as appropriate to the committee. Ex-officio members who are charged with carrying out the actions of a committee shall not be voting members of that committee, except as required by accreditation. Ex-officio members who are not charged with carrying out the actions of that committee shall have voting privileges. An ex-officio non-voting member of a committee may not serve as chairperson of that committee except as required by accreditation standards.

D. Appointment of the Chairperson and Committee Members

All appointments shall be made by the APC upon recommendation of the Committee on Committees of which the APC chairperson shall be a member.

E. Length of Appointment

Committee appointments shall be made for a three-year term. The chairperson shall be designated annually. Except where explicitly stated herein, a member may be reappointed for only one additional consecutive three-year term. Committee appointments shall be staggered to insure continuity. Terms shall commence at the beginning of the academic year which shall coincide with the fiscal year of MSM.

F. Committee Reports

Items related to changes in academic policy shall be brought to APC by the committee chair and/or the linked decanal staff. All committees shall make their reports and recommendations to the APC. The chairperson of each committee shall prepare and submit to the APC an annual report concerning the committee's activities. The schedule of reporting times will be prepared by the APC and provided to the committees of the APC.

G. Committee Composition

Unless otherwise stipulated in the Bylaws, the size and composition of each committee shall be determined by the APC according to the tasks to be accomplished. Larger committees should be structured with a vice chair or chair elect.

H. Ad Hoc or Advisory Committees

When indicated, an ad hoc committee may be appointed to serve a special need of the APC. The Dean or APC chairperson shall recommend the individuals to serve on the ad hoc committee, but the APC shall approve the appointments.

I. Adding to or Discontinuing Committees of the Academic Policy Council

1. If a new standing committee is to be established, it shall be accomplished by amending

the Bylaws. Prior to any such action the APC shall refer the matter to the Committee on Committees for study and recommendation.

2. If a standing committee is to be discontinued, it shall be accomplished by amending the Bylaws. Prior to any such action, the APC shall refer the matter to the Committee on Committees for study and recommendation.

J. Operation of Committees

Committees of the APC perform administrative tasks in addition to recommending changes in policy. All such committees, in the performance of their tasks, shall function within the policies established by the APC. If there are matters where no policies exist or if a committee wishes to change established policy, the committee shall formulate a recommended policy statement that the committee chairperson shall present through the Dean to the APC. The committee shall subsequently function in accordance with such policy decisions as the APC may adopt.

K. Committee Support

The Office of Faculty Affairs and Development shall provide administrative support to the APC, FAPC, Bylaws and Library Committees. Staff support for other standing committees of the APC shall be provided by the corresponding decal offices. A staff person (non-faculty) may be appointed as an ex-officio member of a committee if he or she has explicit knowledge of facts that are necessary for the deliberation of the committee. Such an individual may maintain the minutes, assist the chairperson and prepare the agenda.

L. Standing Committees

1. Supports all academic programs and academic governance:

Bylaws Committee

All matters relating to modification of the Bylaws of the Faculty shall be referred by the APC to this committee which, in turn, shall draft a recommended statement for consideration by the APC.

Committee on Committees

The committee shall be comprised of the chairperson of the APC and four members of the APC elected by the APC, one of whom shall be elected chairperson of this committee. One of the members shall be a second-year representative of the faculty assembly who serves on the APC. The committee shall review the composition of all committees of the APC and shall recommend the persons to be appointed to those committees. It shall also recommend annually the person who shall chair each committee and assure adequate staff support (usually from corresponding decanal offices) of all standing committees of the APC.

Extended Professional Education Committee

This committee shall review all aspects of MSM's participation in directly sponsored and jointly sponsored professional education activities and continuing medical education.

Faculty Appointment and Promotion Committee (FAPC)

This committee shall be comprised of seven full professors, and Dean and the dean of faculty affairs (ex-officio non-voting). Three members shall be appointed from the basic medical sciences/education departments, and three shall be appointed from the clinical sciences departments. The seventh member may be from either a basic science, education or a clinical science department. This committee shall review recommendations for appointment, reappointment, and promotion of members of the faculty as required by these Bylaws.

This committee, together with the associate dean of faculty affairs and development, shall also conduct an annual review of the number of series I and series II full-time professorships, associate professorships, assistant professorships and instructorships within the total faculty and the distribution of these ranks within each department. The purpose shall be to ensure that the number of such senior faculty (associate professors and professors) should not exceed 60% to 65% of the total.

This committee shall make its report to the APC together with its estimate of the number of new series I and series II full-time associate professors and/or professors it believes should be made available in the next academic year. When this report has been approved by the APC, the Dean, it shall be used by the FAPC and the APC to guide its recommendations with respect to appointments and/or promotions.

Library Committee

This committee, of which the director of the library shall be member, (ex-officio non-voting), shall develop and recommend policies for the provision of effective library services for students and faculty. It shall serve, also, as an advisory committee to the director of the library with respect to procedures, selection of monographs and periodicals, and such other matters as the director may bring to its attention.

Research Development Committee

It shall be the responsibility of this committee to facilitate the development and maintenance of an institutional biomedical research capability of high quality.

Student Fiscal Affairs Committee

This committee shall recommend to the APC the institutional policies, guidelines, and operating procedures covering all aspects of student fiscal affairs.

Substantive Change Review Committee (SCRC)

The committee shall be composed of the Dean for Educational Affairs, Dean for Academic Programs and Affiliations, Accreditation Liaisons (Institutional and Specialized), and institutional SACS-COC liaison, and Academic Program Directors. Course Directors will be invited, when applicable based on the type of proposed Substantive Change. The purpose of this policy is to establish institutional procedures for recognizing and approving substantive changes and ensuring timely notification of such changes to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The SCRC would be one reporting to the Academic Policy Council (APC). The SCRC meetings will be held twice per year, at the beginning of each semester (August and January).

2. Doctor of Medicine (MD)

Admissions Committee (MD)

This committee shall review and recommend admission of medical students to MSM. This committee shall be exempt from the rule limiting committee membership to two consecutive three-year terms.

The final responsibility for accepting students to the MD program rests with this formally constituted admissions committee.

Curriculum and Evaluation Committee (MD)

The Curriculum Committee has the integrated institutional responsibility for the overall design, management, implementation, and evaluation of a coherent and coordinated curriculum leading to the MD degree. It is charged:

The Curriculum Committee has the integrated institutional responsibility for the overall design, management, implementation, and evaluation of a coherent and coordinated curriculum leading to the MD degree. It is charged:

- Developing a curriculum that will lead to the fulfillment of the Morehouse School of Medicine's objectives and mission.
- To examine and evaluate the objectives, content, and pedagogy of each segment of the curriculum, as well as the curriculum as a whole, through continuing review of curriculum design, organization, and teaching.
- To evaluate the effectiveness of the educational program by documenting the extent to which its objectives have been met using an appropriate variety of outcome measures, including student evaluations of their courses and teachers.
- To develop and implement policies regarding the amount of time students spend on required activities, including the total required hours spent in clinical and educational activities during clinical clerkships.
- To approve required and elective courses and clerkships, including those continuing and those proposed.
- Evaluate the resources needed and available to implement the curriculum, set priorities, and make recommendations for allocating those resources.

MD Students Academic Progress and Promotion (SAPP) Committee

This committee shall be composed of faculty from basic and clinical sciences departments. It shall make decisions regarding medical student promotion, retention and dismissal. The associate or assistant dean for student affairs shall be an ex-officio non-voting member of this committee. Students who have met all the requirements are recommended by the dean for student affairs to the APC as candidates to be awarded the degree of Doctor of Medicine.

3. Master in Public Health Program (MPH)

Graduate Education in Public Health (GEPH) Committee

This committee shall oversee the program of study leading to degrees or certificates in public health education. It is the responsibility of the committee to make policy recommendations concerning admissions, curriculum, evaluation, graduation, progress, remediation and the possible waiver of course work towards awarding of the MPH degree and public health certificates. It shall also recommend individuals to the APC who will be awarded these degrees. GEPH appoints subcommittees in the areas of Admissions, Curriculum and Student Academic Progress.

4. Graduate Education in Biomedical Sciences Program (PhD and MS)

Graduate Education in Biomedical Sciences Committee (GEBSC)

This committee shall oversee the programs of study leading to the following degrees: Doctor of Philosophy in Biomedical Sciences, Master of Science in Clinical Research, Master of Science in Biomedical Research, Master of Science in Bio Technology, Master of Science in Medical Science Master of Science in Neurosciences and other Master of Science degrees developed within GEBS. The dean for student affairs shall be an ex-officio member of this committee. It is the responsibility of the GEBSC to make policy recommendations concerning admissions, curriculum, graduation, the assignment of research advisors and the possible waiver of course work towards awarding of the Ph.D. and Master's degrees. GEBSC appoints sub-committees in the areas of admission, curriculum and evaluation and student academic progress and promotion. Students who have met all the requirements are recommended by the dean for student affairs to the APC as candidates for receipt of the respective appropriate degree.

5. Graduate Education in Physician Assistant Studies (GEPASC)

Graduate Education in Physician Assistant Studies (GEPAS) Committee

This committee shall oversee the program of study leading to the degree, Master of Science in Physician Assistant Studies. It is the responsibility of the committee to make policy recommendations concerning admissions, curriculum, evaluation, student progress, course remediation and graduation towards awarding the Master of Science in -Physician Assistant Studies degree (MS-PAS). The Committee shall also recommend individuals to the Academic Policy Council who will be awarded this degree. The GEPAS Committee appoints subcommittees in the areas of Admissions, Curriculum and Student Academic Progress.

6. Graduate Medical Education Programs

Graduate Medical Education Committee

The Graduate Medical Education Committee shall provide governance of graduate medical education programs on behalf of the institution. This committee will be assigned the tasks of institutional policy development, program review and the investigation of administrative and

academic functioning of residency programs and support of the residency /GME programs in adherence to ACGME requirements and accreditation policies.

M. Other Standing Committees

The following committees are institutional committees charged by the President, and except as otherwise noted, they report their deliberations to the Dean. Due to their highly academic interest, their membership assignment is managed by APC.

The following committees are self-staffed and determine independently the cycle of their rotating memberships. A cycle of predetermined terms for members does not apply to these committees.

Institutional Review Board

This committee shall be comprised of members of the faculty and such other persons as may be required by federal, state or local regulations. It shall review all research protocols that propose any participation by human subjects in research activities. It shall require investigators to comply with all applicable federal, state or local requirements in any and all research activities in which human subjects are involved.

IRB will be independent of the APC in its decision making but will make an annual report to the APC. The recommendation of MSM faculty members will remain the responsibility of the Committee on Committees.

Institutional Animal Care and Use Committee

This committee, of which the Director of the Center for Laboratory Animal Resources shall be a member (ex-officio non-voting), shall review and make decisions on policies and procedures that will enable MSM and other AUC institutions included in the Presidents' Agreement to meet all applicable federal, state or local requirements for the safe and humane treatment of experimental animals. It shall review the costs for the care of animals and make recommendations regarding charges. It shall make recommendations regarding the security of animals against vandalism.

Institutions receiving PHS funding are required to maintain an IACUC committee that includes a chair, veterinarian, practicing scientist(s), a non-scientist and a nonaffiliated member. Recommendations for MSM faculty members to serve on the MSM IACUC will be made by the IACUC chair for approval by the Committee on Committees.

IACUC will be independent of the APC in decision making, but will make an annual report to the APC. The recommendation of MSM faculty members will remain the responsibility of the Committee on Committees.

MD-LCME CQI Committee (CQI)

This committee is charged with the yearly cycle of review of all of the standards and elements for accreditation of the MD program by the Liaison Committee for Medical Education (LCME) to assure timely adherence to all elements. This committee independently provides reports, recommendations, and action plans to the Dean, President, Institutional Advancement, the APC, the MD-CEC and offices of MSM as appropriate to carry out these tasks.

Institutional Safety Committee

The Institutional Safety Committee will oversee all institutional environmental and health safety issues. It will oversee regulatory compliance with various agencies (EPA, OSHA, USDA, NRC, ATF, NIH, etc.). Membership will be comprised of a full-time safety officer (staff), basic and clinical science researchers, clinicians, institutional administrators and community advocates. This committee is independent of APC on decision making, but will make an annual report to the APC. The recommendation of MSM faculty members will remain the responsibility of Committee on Committees.

Full time staff of the Environmental and Infection Control Committee, Institutional Safety Committee and Radiation Safety Committee will serve as ad hoc members. Due to its regulatory activities, this committee shall be exempt from the rule limiting committee membership to two consecutive three-year terms.

Environmental and Infection Control Committee

This committee shall serve as a liaison between various departments, organizations and groups, both inside and outside of MSM, to provide education, information and guidelines on communicable infectious diseases that are of public health concern. The committee shall be composed of clinical and basic science faculty, other teaching and non-teaching employees, as well as student representatives from the medical, graduate and residency programs.

Institutional Biosafety Committee

This committee shall be composed of members of the faculty and such other persons as may be required by federal, state, or local regulations. It shall review all research protocols that propose the use of materials that may pose a biohazard. It shall require investigators to comply with any and all applicable federal, state or local requirements relating to procedures in which materials are used and considered to pose a biohazard.

Radiation Safety Committee

The Radiation Safety Committee (RSC) is the governing body for all aspects of radiation protection within Morehouse School of Medicine (MSM) and the Atlanta University Center (AUC), including all affiliated research, clinical, instructional and service units utilizing radiation sources in facilities owned or controlled by MSM and the AUC. The RSC will ensure that all possession, use and disposition of radiation sources by MSM/AUC personnel complies with pertinent federal and state regulations and with the specific conditions of licenses issued to MSM/AUC, and that all associated radiation exposures are maintained As Low As Reasonably Achievable (ALARA).

Intellectual Property Committee

The Intellectual Property Committee is a standing committee that is charged by the President to advise and recommend to the President, policies and procedures for management of intellectual property matters. The Committee shall review invention disclosures and, in each case, recommend that the Institution adopt one or more of the following (**within 60 days from the first scheduled meeting after the disclosure is made**):

1. determine whether the disclosure represents intellectual property that is a trade secret, or whether it is an invention that would require patent protection
2. ascertain whether the invention disclosure can be adequately evaluated by the intellectual property committee or whether to defer evaluation to an external intellectual property management agency
3. institute action to protect the disclosed invention as intellectual property of Morehouse School of Medicine
4. transfer intellectual property rights of the described disclosure to the research sponsor, if such transfer is required by the research agreement
5. waive ownership of the intellectual property rights regarding the disclosed technology in favor of the inventor and release the inventor from further responsibility to the university with respect to the technology that was disclosed
6. request additional pertinent information needed for the committee to evaluate the disclosure. In such circumstances, the committee shall deem the disclosure "not adequate" and the calculation of the time frames shall not begin until the requested information is received by the committee.

The members of the intellectual property committee shall be appointed by the President to serve a three-year term to include an Ad Hoc member, ex officio representation of legal and Office for Sponsored Research Administration.

Section 5. Meetings of the Academic Policy Council

- A. Meetings shall be held at monthly intervals at a regular time and place to be agreed upon. The schedule of meetings for the next year shall be adopted by the APC at the last meeting in each academic year. The meeting schedule should be circulated with the agenda for the first meeting in the next academic year. Minutes shall be kept by the recording secretary, *and should* reflect the deliberations and actions of the APC at each of its meetings.
- B. An agenda specifying the items for consideration, including supporting documents, shall be prepared by the chairperson and distributed, together with minutes of the previous meeting, to members one week prior to the regular meeting date.
- C. The chairperson, or three members of the APC, may request a special meeting. A written statement indicating the date, time, place and the reason for the special meeting shall be distributed by the office of faculty affairs and development to all members three days in advance of the special meeting.

- D. A simple majority of members of the APC shall constitute a quorum for transaction of business.
- E. The APC may, by a majority vote of those present, go into executive session for discussion of a specific matter, such executive session to be attended only by members of the APC. If a vote is taken in executive session, the text of the motion and the result of the vote shall be announced by the chairperson when the council reconvenes in open session.

F. Proxy or Mail Balloting

Members may not vote by proxy. With the consent of the APC, a mail or electronic ballot to poll all members may be conducted to obtain their views on a specific matter. Official results of a ballot poll shall be on the agenda of and recorded at the next APC regular or special meeting.

G. Attendance at Meetings by Persons Other than Members

1. When committee reports are to be considered the committee, chairperson will present the committee report and may invite other committee members, who can supplement or clarify the report, to attend.
2. With the approval of the chairperson, other persons who may serve as a valuable resource to the APC may be invited to attend.
3. Any member of the faculty may attend regular or special sessions of the APC as an observer, upon request by the faculty member and prior approval of the APC chairperson.

H. Conformity of APC Policies to Board of Trustees Policies

It is expected that the policies adopted by the APC, while more detailed than those of the Board of Trustees, shall not be in conflict with Board policies. The President shall be obligated to present to the Board of Trustees any matter which the APC, by vote, shall determine to be of such import that it needs review at that level. Similarly, the President shall bring to the attention of the APC any action which the President, or the Board, believes to be in conflict with established Board policy.

ARTICLE VI

ORGANIZATION

Section 1--Board of Trustees

The Articles of Incorporation establishing the MSM as an independent institution defines the authority of the Board of Trustees for the operation of MSM.

The Bylaws of the Board of Trustees provide that the Board shall elect a President who "shall be the chief executive officer of the corporation and shall have general supervision and direction of the corporation, subject to the direction of the Board of Trustees and to the policies which it may establish." The President is required to be a member of the Board of Trustees.

Section 2--The President

- A. The Board of Trustees shall elect a chief executive officer of the corporation to hold office at the discretion of the Board.
- B. The President shall be the executive head of MSM in all its units and departments and is responsible for the development, organization and general supervision of all its interests; the President may act with freedom within the lines of general policy approved by the Board. The President shall lead in fostering and promoting education, research and public service.
- C. The President shall be an ex-officio member of any committee or council of the faculty that may be established. The President shall have the authority, as delegated by the Board of Trustees, to act on all appointments to the faculty, administration and staff. The President shall keep the Board informed of such actions. The President shall be the official medium of communication between the faculty, staff and students to the Board and its committees.
- D. The President shall have authority in all matters of student discipline in accordance with the rules and regulations of the faculty and the Board. The President shall draft the annual budget and advise the Board in all matters of expenditure. The President shall preside at commencements and upon all other public academic occasions. The President shall appoint such other administrative officers as are necessary to carry out effectively the operation of MSM and may delegate to them certain functions with the authority necessary for their proper discharge, but the final authority and responsibility for the administration of MSM shall rest with the President as delegated by the Board.

Section 3--The Dean

- A. The Dean shall serve as the chief academic official of MSM. The Dean shall be appointed by the Board of Trustees on recommendation of the President and of a search committee comprised of members of the faculty, the administration and the student body.
- B. The Dean shall report to the President and be responsible to the President for the development and implementation of all programs of education, medical service and research.
- C. The Dean shall serve as chairperson of the APC.

- D. The Dean, and the Office of the Dean, shall facilitate the work of the APC and of its committees and shall administer those policies adopted by the APC.
- E. The Office of the Dean shall be organized in such a manner as will provide assistance to the work of the faculty and the students. The organization shall include but not be limited to:

- An Office of Student Affairs
- The Library

The Dean may appoint such assistant or associate deans as may be deemed necessary and may delegate to them certain functions together with the authority necessary for the proper discharge of their duties.

The decanal/administrative roles will be referred to as the core responsibility, (e.g., Dean for Student Affairs) and the highest decanal/administrative rank with that title or that individual's designee will be the respondent for the roles outlined in these bylaws and appendices.

- F. The Dean shall draft, with the assistance of department chairpersons, an annual budget for support of the academic programs of MSM and shall submit this proposal to the President.
- G. The Dean shall prepare an annual report reflecting the accomplishments, needs, and proposed development of the academic programs of MSM.
- H. The Dean may consult from time to time with advisory committees of the basic and clinical sciences departments regarding matters that relate to the implementation of academic policies:
1. The Basic Medical Sciences Advisory Committee shall be comprised of the Dean as chairperson and the following persons:
 - a. Basic sciences departmental chairpersons
 - b. Associate or assistant deans
 - c. Directors of other offices as requested by the dean
 2. The Clinical Sciences Advisory Committee shall be comprised of the Dean as chairperson and the following persons:
 - a. Clinical departmental chairpersons
 - b. Associate or assistant deans
 - c. Directors of other offices as requested by the dean
 3. Although many of the persons serving on the advisory committees to the Dean will be members, also, of the APC, the advisory committees shall have no authority to establish academic policies for MSM.

Section 4--Academic Departments

- A. The academic departments in the basic sciences established by these Bylaws shall include:
- Microbiology, Biochemistry and Immunology
 - Neurobiology

- Pharmacology and Toxicology
 - Physiology
- B. The academic departments in the clinical sciences established by these Bylaws shall include:
- Community Health and Preventive Medicine
 - Family Medicine
 - Medicine
 - Obstetrics and Gynecology
 - Pediatrics
 - Psychiatry and Behavioral Sciences
 - Surgery
- C. The academic departments in health professions education established by these Bylaws shall include:
- Department of Anatomy, Pathology and Medical Education
 - Department of Graduate Education in Public Health
 - Department of Physician Assistant Studies
- D. Section 5--Department

Chairpersons

- A. The chairperson of a department is an administrative officer responsible for developing, within a defined area of scientific knowledge, instructional programs for medical and graduate students and research programs appropriate to the respective department. The department chairperson shall coordinate the teaching and research activities of faculty members in the department and shall assist in their academic development. The chairperson annually shall prepare a written evaluation of each salaried member of the department and shall share such evaluation with the faculty member. These evaluations shall follow a format to be developed and/or approved by the APC. The annual evaluations shall be given substantial consideration by the chairperson in making recommendations of members of the department for promotion and for continued appointment. In addition to sharing the evaluation report with the faculty member, the departmental chairperson shall provide guidance to members of his or her department at such times and under such circumstances as will be helpful in the promotion of their academic development.
- B. Department chairpersons shall be selected on recommendation of an ad hoc search committee of the faculty appointed by the Dean. The search committee shall make a recommendation to the Dean with respect to the title, department chairperson; it shall recommend academic rank for the nominee to the APC through the Faculty Appointment and Promotion Committee.
- C. A department chairperson shall:
1. Report to the Dean

Or

2. Report to the senior associate dean for clinical affairs, if they are the chair of a clinical department.
3. Serve as a member of the APC and participate in the work of the APC and of its committees.
4. Prepare a draft of a budget to support the activities of the departmental program, for review by the respective senior associate dean, as noted above, the dean for academic administration, and the Dean.
5. Prepare an annual report describing the activities of the program, and the needs and plans for further development.

Be reviewed after having served for a period of five years, and after each subsequent five-year period, by an ad hoc committee appointed by the Dean. The committee shall report its findings to the Dean and shall make a recommendation regarding continued appointment.

1. A chairperson may use one of the following titles as desired and appropriate:
 - a. Chairman
 - b. Chairwoman
 - c. Chair
 - d. Chairperson

Section 6--Center for Laboratory Animal Resources

- A. A laboratory for the care of animals used in teaching and research shall be maintained according to all applicable federal, state and local regulations.
- B. A director of the laboratory shall be recommended for appointment by the Dean in consultation with the Institutional Animal Care and Use Committee. The director, who shall report to the Dean, shall supervise the laboratory and shall provide expert assistance to the faculty for the utilization of the laboratory in an optimal fashion.

Section 7--Administrative Appointment and Responsibility

The Board of Trustees shall hold the President, as chief executive officer, responsible for the proper functioning of MSM and shall delegate full authority to accomplish this objective within the policies that the Trustees shall from time to time adopt. The President may delegate certain authority to other administrative officers and shall hold them responsible for the proper functioning of their department, office, or other administrative units. The administrative officers serve at the pleasure of the President, and administrative appointments may be terminated at any time. Such terminations shall not affect any academic appointment that the administrative officer may hold concurrently.

ARTICLE VII

THE PROFESSORATE

This article summarizes governance issues related to faculty appointment, reappointment and promotion. The complete process and policies related to these issues are contained in the *Academic Appointment and Promotion Process and Policies* document as approved by the Board of Trustees. These procedures shall be incorporated in the regulations of MSM as an appendix to the Bylaws.

Section 1--Faculty

The faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor within MSM, as well as those with the title of Emeritus. Appointment to these ranks shall be given only to individuals who meet the qualifications stipulated herein and in the *Academic Appointment and Promotion Process and Policies* document.

Section 2--Series

A. Full time

Faculty in series I are expected to make significant contributions in all three areas of academic endeavor (teaching, scholarly activity, and service). Distinction and outstanding performance in one area plus competence as defined in the criteria for evaluation in the other two areas are essential. The area of academic endeavor in which the candidate excels or has achieved a national reputation should be specified for series I associate professors and professors.

Academic titles in series I are not qualified by a modifier and are limited to full-time faculty. Those faculty at the rank of assistant professor are subject to a non-renewal policy, which limits the number of years a faculty member may aggregate in these ranks. Reappointment beyond these limits must be accompanied by a recommendation for promotion; otherwise the faculty member shall be subject to termination.

Promotion in series I should not be considered an automatic result of length of service to MSM.

B. Series II

Series II appointment allows for the appointment and retention of those faculty members who, because of their special capabilities and responsibilities, may not participate in all three areas of academic endeavor, but meet the requirements in at least two areas. Faculty in series II are not necessarily expected to make contributions in all three areas of academic endeavor (teaching, scholarly activity, and service), but must contribute significantly in at least two areas. Academic titles in series II are not qualified by a modifier and awarded to faculty who are salaried for 50%

time or more. Series II faculty are entitled to full faculty benefits and privileges. Promotion in this series must not be considered an automatic result of length of service to MSM.

An appointment at the rank of instructor, only, may be recommended by a chairperson to the Dean without review by the FAPC.

C. Series III

Series III appointments are reserved for individuals who contribute in one or more areas of academic endeavor (teaching, scholarly activity, and service). Academic titles in series III are qualified by a modifier, as below, and are awarded to faculty who are salaried for less than 50% time. Promotion in this series must not be considered an automatic result of length of service to MSM.

Adjunct Professor
Adjunct Associate Professor
Adjunct Assistant Professor
Adjunct Instructor

The rank of instructor and assistant professor, only, may be recommended by a chairperson to the Dean without review by the FAPC.

D. Series IV

Series IV is an unpaid volunteer appointment available to individuals who have paid faculty appointments at other LCME accredited medical schools or regionally accredited universities-colleges. Except under extraordinary circumstances, rank/title will be the same as (or no higher than) at the primary institution, modified by “adjunct”. The appointment is dependent on continued appointment at these institutions and ends when the primary appointment ends. If continued appointment is desired, the chairperson may make a request to the Dean that the faculty member be transferred to a full volunteer appointment. Academic titles are qualified by a modifier, as below.

Adjunct Professor
Adjunct Associate Professor
Adjunct Assistant Professor
Adjunct Instructor

E. Series V

Series V appointments are reserved for individuals who have no paid faculty appointments at other institutions and who contribute in one or more areas of academic endeavor (teaching, scholarly activity, and service) on a voluntary basis. Academic titles are qualified by a modifier, as below.

Adjunct Professor
Adjunct Associate Professor
Adjunct Assistant Professor
Adjunct Instructor

Section 3--Primary and Secondary Appointments

1. Primary Academic Appointment

A primary academic appointment designates the department receiving the major portion of the faculty member's academic services. All faculty members have a primary appointment in one of the academic departments.

2. Secondary Academic Appointment

A secondary academic appointment designates another department receiving regular academic services from the faculty member. An individual is limited to two (2) secondary faculty appointments in addition to their primary appointment. Secondary appointments are contingent upon the continuation of a primary appointment. Should an individual resign or be removed from a primary appointment, then such resignation shall constitute concurrent resignation from all secondary faculty appointments.

3. Transfer of Appointment

The primary appointment in a given academic department may be transferred to a department in which the faculty member holds a secondary appointment. The former secondary department will then become the new primary department. In rare instances, there may be a need to transfer a faculty member from his or her primary department to a different department in which he or she holds no secondary appointment.

Section 4--Requirements for Appointment and Promotion

A. Teaching, Scholarly Activity, Service

1. Teaching

MSM explicitly recognizes the importance of quality instruction and student development as fundamental to the professorial role. All faculty are expected to contribute to the development of our instructional programs. Both quality and quantity of instruction are important; however, quality of instruction is the major criteria. Indicators of the quality of instruction represent important, but not exclusive, entities in promotion decisions.

2. Scholarly Activity

Scholarship is defined as the development and dissemination of knowledge or changes in pre-existing information or mastery of one or more of several academic components. The attainment of such information is not confined to a specific setting, but may include classical “bench” research, as well as creative activity in the clinical and Sabbatical fields. Regardless of form, the candidate must demonstrate promise of continued productivity.

3. Service

Service to MSM, community, and profession is an important factor to consider for appointment and promotion. Excellence in clinical service is exemplified by the application of relevant knowledge, clinical skills, and interpersonal attributes to the prevention, diagnosis, investigation, and management of clinical problems. All faculty members are expected to contribute in the area of service. Excellence in service alone is not a sufficient basis in and of itself for attainment of promotion.

B. General Requirements

As a general rule, qualifications for faculty appointment or promotion relative to the education, training, achievement, and general level of preparation and effectiveness are the same regardless of series. If the highest degree earned is less than a doctoral, then the candidate’s credentials must be considered exceptional. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Consideration by the FAPC of those individuals not meeting the minimum eligibility requirements will be given only upon the recommendation of the department chair. The Dean must endorse the proposal as a legitimate exception.

C. Specific Requirements

Each department shall have a written statement of the specific criteria and procedures for appointment and promotion for each rank that shall be consistent with the general institutional statement of criteria and procedures for appointment and promotion. These guidelines should include a process for providing peer review of credentials and must be developed and approved by the departmental faculty. A minimum of three departmental faculty members at or above the rank sought should participate in the peer review of the credentials. In cases where there are insufficient departmental faculty at the appropriate rank, additional reviewers at the appropriate rank may be recruited from another department. All departmental procedures must be presented to the Faculty Appointment and Promotion Committee and, thereafter, approved by the APC prior to adoption.

D. Procedures

All recommendations for faculty appointment and promotion shall originate through an established department or the office of the Dean, and shall be based on individual achievements of teaching, scholarship, and service. Both the rank and the academic field shall be designated. In cases where

the academic field of the individual differs from an established department, the specific academic field may also be shown (e.g., Professor of Psychology in Psychiatry).

On recommendation of the appropriate chairperson, a faculty member who has rendered outstanding service to MSM may be appointed to Emeritus status in the same rank and category held at the time such recommendation is made. To be Emeritus eligible, the faculty member shall be fully retired from Morehouse School of Medicine, or be unable to render further service by reason of permanent disability.

E. Term

1. Series I

The individual to be appointed to a series I position shall be offered an initial appointment for a term as shown below:

Professor	5 years
Associate Professor	4 years
Assistant Professor	2 years

Faculty members shall be eligible for reappointment for a term length which corresponds to their rank as shown above for initial appointment.

Professors and associate professors shall not be limited with respect to the number of terms to which they may be appointed.

Assistant professors may be reappointed for terms which do not aggregate more than six years of service at MSM. If during this period the faculty member is not promoted, he or she will be offered a terminal appointment for one additional year.

2. Series II

The individual to be appointed to a series II position shall be offered an appointment for a term as shown below:

Professor	3 years
Associate Professor	2 years
Assistant Professor	1 years
Instructor	1 year

Faculty members shall be eligible for reappointment for a term which falls within the range for their rank as shown above for initial appointment. Appointment to series II are for a specified period of time, are subject to annual reviews, and can be, but are not automatically, renewed an indefinite number of times within the guidelines of MSM.

3. Series III

Appointments to series III are for a period of two years or less.

A recommendation for renewal of appointment is required every two years; otherwise the appointment automatically lapses. Appointment renewals shall be at the discretion of the department chairperson and the Dean.

4. Series IV

Appointment to series IV is for a period of two years or less. The appointment is dependent on continued appointment at another LCME accredited medical school or regionally accredited university-college.

A recommendation for renewal of appointment is required every two years; otherwise the appointment automatically lapses. Appointment renewals shall be at the discretion of the department chairperson and the Dean.

5. Series V

Appointment to series V is for a period of two years or less.

A recommendation for renewal of appointment is required every two years; otherwise the appointment automatically lapses. Appointment renewals shall be at the discretion of the department chairperson and the Dean.

F. Expectation of Continued Appointment

The academic functions performed by MSM are facilitated by a policy which defines for the faculty what they may reasonably expect regarding continued appointment. Although an academic tenure policy has not been established by the Board of Trustees, it is the Board's desire that the faculty be encouraged to expect continued appointment under the terms set forth in this section.

Faculty members appointed initially to higher academic ranks have had greater experience and have demonstrated greater academic accomplishments than those just entering the field. MSM can rely on the past performance of these more experienced academicians and is willing, therefore, to offer a longer term of initial appointment.

Policies relating to continued appointment apply to the academic appointment only. If the individual faculty member holds a concomitant administrative appointment the policy set forth in “Article VI, Section 7--Administrative Appointment and Responsibility” applies.

Section 5--Evaluation

A. Faculty Evaluation

The chairperson annually shall prepare a written evaluation of each salaried member of the department and shall share such evaluation with the faculty member. These evaluations shall follow a format to be developed and/or approved by the APC.

The annual evaluations shall be given substantial consideration by the chairperson in making recommendations of members of the department for promotion and for continued appointment.

In addition to sharing the evaluation report with the faculty member, the departmental chairperson shall provide guidance to members of his department at such times and under such circumstances as will be helpful in the promotion of their academic development.

B. Chair Evaluation

A department chair shall be reviewed annually by the Dean. After having served for a period of five years, and after each subsequent five-year period, the Dean or senior associate dean for clinical affairs may request a chair evaluation by an ad hoc committee appointed by the Dean. The chair shall be informed of the review, the review criteria, and review process in a timely manner to allow adequate preparation. Following the review, the committee chair shall report its findings to the Dean, including the committee's recommendation regarding continued appointment as department chairperson.

ARTICLE VIII

ACADEMIC FREEDOM, FACULTY GRIEVANCE, JUST CAUSE AND DUE PROCESS

Section 1--Academic Freedom

1. Every member of the faculty shall be entitled to exercise academic freedom.
2. Definition of Academic Freedom:
 - a. Faculty are entitled to freedom in the conduct of research and in the publication of results, subject to the adequate performance of other academic obligations.
 - b. A full-time faculty member who is salaried by MSM shall obtain approval from the Dean before engaging in teaching, research or consultation for monetary return paid by individuals or organizations other than MSM. Full time clinical faculty members, who are licensed to practice medicine in Georgia, shall become members of Morehouse Healthcare, Inc., and shall abide by the provisions of the Bylaws of that organization with respect to all medical practice activities.
 - c. A faculty member is entitled to present and discuss with students in the classroom any matter relating to their own field of academic competence.
 - d. Any limitations on academic freedom specifically related to the objectives of MSM shall be stated clearly in writing to the faculty member at the time of initial appointment.
 - e. The faculty member, as citizen, is also a member of a learned profession. When one speaks or writes as a citizen, he or she shall be free from institutional censorship or discipline, but one's institutional affiliation imposes special obligations. As a learned individual and an educator, one should at all times be accurate, exercise appropriate restraint and show respect for the opinions of others. In order that the public not judge one's profession or one's institution by his or her statements, one should make clear that he or she is speaking for themselves alone. When one makes such statements in writing, he or she may not use the letterhead of MSM.

3. Failure of a faculty member to discharge properly the responsibilities cited in the academic freedom statement, as outlined above, may lead to censure or, in grave cases, to dismissal as provided in the section of Just Cause.
4. Definition of Censure—disciplinary action that is an expression of strong disapproval less than dismissal but provides written criticism to the file.

Section 2--Faculty Grievance

A faculty member, who may have a significant unresolved grievance, may take the matter to the Dean after he/she has presented the issue in writing to the appropriate department chairperson and has had a personal discussion with that administrative officer.

If the grievance involves a serious personal difference between a faculty member and a department chairperson, the faculty member may take that issue directly to the Dean.

The Dean shall first attempt to resolve the matter with the parties, but failing to do so, the Dean shall appoint, at the request of the faculty member, or at the discretion for the Dean, an impartial ad hoc committee to hear the grievance. Such committee shall be appointed within two weeks and shall proceed promptly to make inquiry for determining the facts on which the grievance is based. It shall report its findings to the faculty member, the department chairperson, and the Dean.

A specific set of procedures regarding the faculty grievance process shall be incorporated into the regulations of MSM as an appendix to these Bylaws.

Section 3--Just Cause

A faculty member may be censured or dismissed for just cause defined as follows:

1. Professional incompetence;
2. Neglect of duty, including but not limited to, serious violation of faculty rules for governance or corporate bylaws, rules and regulations;
3. Misconduct in teaching or in the conduct of research; This item shall be interpreted to include, but not be limited to, the present and then current definition of charges of misconduct in research as stated by the United States Public Health Service which presently defines "misconduct" as (1) serious deviation from accepted practices such as fabrication, falsification, or plagiarism, in carrying out research or in reporting the results of research; or (2) material failure to comply with federal requirements affecting specific aspects of the conduct of research (e.g., the protection of human subjects and the welfare of laboratory animals);
4. Conduct which significantly impairs his or her ability or that of others to carry out academic or administrative responsibilities to MSM;
5. Violation of generally accepted standards of professional ethics;

6. Breach of confidentiality as required by law or established school policy concerning faculty or staff;
7. Refusal to perform legitimate work assigned by the faculty member's supervisor or department chairperson;
8. Other policies of MSM as stated in the Standards of Conduct section of the institutional policy manual;

A specific set of procedures regarding just cause and dismissal shall be incorporated into the regulations of MSM as an Appendix to the Bylaws.

Section 4--Due Process

1. No member of the faculty may be censured or dismissed for just cause without due process. Due process means that an individual may not be censured officially nor dismissed from his faculty position for just cause until a specifically defined set of procedures has been followed. Such a set of procedures shall be developed and incorporated in the regulations of MSM as an appendix to these Bylaws.
2. The basic principles of a fair and objective hearing shall be incorporated into the due process procedures.
3. The faculty member shall continue to hold faculty appointment and shall receive his salary and other benefits during the period of institutional review. The decision as to whether he shall continue to teach or to use institutional facilities shall be made by the President.

ARTICLE IX

ACADEMIC TITLES WITHOUT FACULTY STATUS

Non-faculty academic titles are available to recognize individuals who provide assistance to the faculty by their contributions to teaching, research or clinical programs of MSM. They are assigned the titles of research associate, clinical associate, teaching associate, research scholar, senior scientist, lecturer, or visiting scholar. These titles are not faculty titles and, consequently, these appointments do not convey membership in the faculty assembly.

Unless specifically stated otherwise, the terms and conditions of employment for these non-faculty academic positions are described in the *Non-Faculty Academic Personnel Handbook* and are the same as other staff positions as detailed in the *Administrative Handbook*.

ARTICLE X

AMENDMENTS TO THE BYLAWS

Section 1--Procedure

- A. These Bylaws may be amended by introducing at a regular meeting of the APC a motion setting forth the changes desired.
- B. If approved by a simple majority of the APC members, the matter shall be referred to the committee on Bylaws.
- C. The Bylaws committee shall draft a statement reflecting the desired change and present the statement to a regular meeting of the APC.
- D. After discussion, the matter shall be laid on the table and brought up at the next meeting of the APC.
- E. A two-thirds majority of those present shall be required in order to adopt the amendment.

Section 2--Approval by Board of Trustees

- A. The recommended amendment to the Bylaws shall be presented by the President to the Board of Trustees.
- B. When approved by the Board, it shall become a part of the established Bylaws of the Faculty of MSM.

Section 3--Appendices to the Bylaws

Procedures to define or clarify policies herein may be developed and incorporated in the regulations of MSM as an appendix to these Bylaws. An appendix that clarifies the Bylaws or that sets out procedures or guidelines may be approved at the level of the APC.

ARTICLE XI

ADOPTION OF BYLAWS

- A. The committee on Bylaws shall prepare the Bylaws, and the Bylaws committee shall present them to the APC. After discussion the APC may, by a majority affirmative vote of those present, recommend that they be adopted.

After having made such a recommendation, the matter shall automatically be laid on the table until the next meeting of the APC. During the interval before the next meeting, any member may submit written suggestions for change.

When the matter is taken up at the next meeting the written suggestions shall be considered and acted upon. The APC may then take final action to recommend the Bylaws to the Board of Trustees.

- B. These Bylaws shall become effective and be in force when approved by the Board of Trustees of MSM.