

BYLAWS OF THE FACULTY STEERING COMMITTEE (FSC) INDIANA UNIVERSITY SCHOOL OF MEDICINE (IUSM)

BYLAW ARTICLE I. OFFICERS OF THE COMMITTEE: DUTIES

Section A. President

The President of the FSC shall:

- Be the primary representative of, and spokesperson for, the faculty
- Chair all Faculty and Faculty Steering Committee meetings; delegate this authority to another member of the Steering Committee in his/her absence
- Conduct meetings according to Robert's "Rules of Order;" appoint a parliamentarian if desired;
- Represent the School of Medicine faculty through serving as a Unit Representative to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Ensure that the IUSM provides Unit Representatives to the IUPUI Faculty Council in the number as determined annually by that Council
- Appoint eligible faculty members to fill any vacancies arising in elected positions to the FSC
- Appoint at least 3 voting faculty members to the Nominations Committee
- In consultation with the other FSC officers, establish an agenda for all Semi-annual Faculty and monthly Steering Committee meetings
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened
- Represent the School of Medicine faculty by serving as a representative to the IUSM Executive Committee

Section B. President-Elect

The President-Elect of the FSC shall:

- Attend Faculty and Steering Committee meetings
- Represent the School of Medicine faculty by serving as a Unit Representative to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Chair the Nominations Committee
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened

Section C. Past President

The Past President of the FSC shall:

- Attend Faculty and Steering Committee meetings

- Participate on the Nominations Committee
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened

Section D. Secretary

The Secretary of the FSC shall:

- Be responsible for notifying members of the FSC at least one week in advance by circulating the agenda, time and place of each FSC meeting
- In consultation with the other FSC officers, set the agenda for each semi-annual Faculty and monthly Faculty Steering Committee meetings
- Be responsible for conducting correspondence and keeping minutes for the Faculty and Steering Committee meetings, in conjunction with FSC committee's administrator; Issue minutes of each semi-annual Faculty and Faculty Steering Committee meetings
- Represent the School of Medicine faculty through serving as a Unit Representatives to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Be responsible for obtaining nominations for the annual faculty elections and ensure that the election process proceeds according to the timeline outlined in the IUSM Faculty constitution
- Validate the election results
- Confirm the standing committee representatives and the IFC representatives to the FSC for the academic year
- After election results are in and prior to the start of each academic year, communicate to the IUPUI Faculty Council Staff Coordinator the IUSM Unit Representatives to the IUPUI Faculty Council and the IUSM candidates to be included on the slate for the University Faculty Council ballot

Section E. Secretary-Elect

The Secretary-Elect of the FSC shall:

- Assist the Secretary as needed
- Represent the School of Medicine faculty through serving as a Unit Representatives to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)

Section F. Ex Officio Members

- The Dean of the Indiana University School of Medicine shall serve as an ex officio member of the FSC and shall represent the School Administration.
- The IUSM Executive Associate Dean for Faculty Affairs and Professional Development shall serve as a non-voting, ex officio member of the FSC to act as a resource on matters of school and university policy.

BYLAW ARTICLE II. ADDITIONAL VOTING MEMBERS OF THE FACULTY STEERING COMMITTEE

Section A. Representative from the IU School of Medicine Graduate Division

- This is an appointed position typically held by the Associate Dean for Graduate Studies (or his/her designee).

Section B. Representatives from the non-Indianapolis campuses

- These 2 faculty members must be full time faculty members at one of the Regional Medical Education Campuses. They cannot represent the same campus. (Two-Year Term, one person elected per year)

Section C. Representatives to the IUPUI Faculty Council

- One faculty member elected to represent the IU School of Medicine on the IUPUI Faculty Council (IFC) will also be selected by the IUSM Faculty President of the FSC to serve on the FSC. Unit representatives are elected for two-year terms. Eligibility requirements are set by the IFC.

Section D. Representative to the Indiana University Faculty Council

- The faculty member in this role is put forward by the IUSM Faculty President to run for the University Faculty Council. This faculty member would represent the IU School of Medicine; elected members may serve two consecutive two-year terms. If this nominated faculty member does not get elected to the UFC, he/she will not serve on the FSC. Eligibility requirements are set by the UFC.

Section E. Representative from the IU Health Physicians Practice Plan

- This faculty member must be a member of Indiana University Health Physicians (IUHP) and will serve a two-year term to represent the issues related to patient care by faculty. (TwoYear Term, one person elected per year).

Section F. Faculty-elected members of each IUSM Standing Committee

- Two faculty are elected per year for each IUSM standing committee. All faculty elected to standing committees serve two year terms. One of the elected members of each committee serves as the committee's representative to the FSC. Each committee chair is responsible for selecting which elected member will serve on the FSC. As the representative to the Faculty Steering Committee, the committee representative is required to attend all meetings and give an annual report of his/her standing committee. All elected committee members must be full-time faculty members; further eligibility requirements are noted in Bylaw Article IV.

BYLAW ARTICLE III. ELECTIONS

Voting members of the IUSM faculty are given the opportunity to participate in the faculty representative election process for the IU School of Medicine in December of each academic year. Only full-time IUSM faculty may serve as an elected committee member. Part-time faculty may serve as appointed members of standing and ad-hoc committees.

Section A. The Faculty Preference Sheet

The Faculty Preference Sheet is sent to the IUSM faculty in October to allow them to indicate their interest in serving on committees, both standing and ad-hoc. Faculty may also nominate other faculty members for committees.

Section B. The Nominations Committee

The Nominations Committee is responsible for producing yearly a slate of candidates in good standing with the school which will be derived from the faculty preference sheet and the active recruitment of qualified nominees. The committee will consist of the President Elect, the immediate-Past President, and at minimum three voting Faculty members appointed by the President of the Faculty. The Executive Associate Dean for Faculty Affairs and Professional Development will serve as an ex-officio member of the committee, and the President-Elect will chair the committee.

Section C. Ballot

Those faculty members that were selected by the Nominations Committee to be on the ballot will be notified and asked to accept or decline the nomination within 2 weeks. Once acceptance is received, the final ballot is constructed and delivered to the FSC for vetting. After approval from the Faculty Steering Committee, the ballot is sent to voting faculty and remains open for votes for four weeks.

Section D. Elected Members

Election winners are notified after the ballot is closed. Winners are announced each year at the Spring Faculty Meeting.

BYLAW ARTICLE IV. STANDING COMMITTEES

Academic Standards Committee

The Academic Standards Committee (ASC) of IUSM is charged by the CCSC with implementing a systematic evaluation process for the curricular components (courses and clerkships) of the medical education program to ensure adherence to the IUSM Institutional Learning Objectives and curricular policy; comparability of instruction, assessment, and outcomes; and equivalency in grading.

Eligibility: Tenure or non-tenure track faculty

Admissions Committee

The goals of the Admissions Committee of the Indiana University School of Medicine are to select those applicants who possess the strong academic abilities and personal characteristics necessary to become caring, compassionate physicians, and to build an entering medical class that reflects the diversity of Indiana.

Eligibility: Tenure or non-tenure track faculty

Awards Committee.

The Awards Committee is responsible for managing the process of selecting recipients for the School's two major awards: the Steven C. Beering award for Advancement of Biomedical Science; and the Mark Brothers Award. In addition, the Committee is responsible for identifying significant external awards for which SOM faculty will be nominated as viable candidates. This includes major national awards and competitive grant nominations (such as Howard Hughes, Burroughs Wellcome), as well as local honors, including IBJ awards, local organizations, etc. Whenever there is a restriction in the number of candidates that can be nominated per School, the Committee will conduct the selection process and recommend a nominee/s.

Eligibility: Tenure or non-tenure track faculty

Biomedical Research Committee

The Biomedical Research Committee assists the faculty and advises the administration in the provision of a stimulating environment for creative scholarship. The committee recommends methods of enhancing the worth of individual protocols or research programs, encourages innovation, stimulates new investigative endeavors, fosters interdisciplinary and multidisciplinary approaches, and provides counsel on the identification and wide use of institutional resources. The Biomedical Research Committee is charged with the scientific review of research grants that are submitted for the Biomedical Research Grants, Research Enhancement Grants or Showalter Trust funding mechanisms.

Eligibility: Tenure or non-tenure track faculty. Members of the committee should have an extramurally funded research program and experience both in writing and submitting external grant proposals. The members of the committee are expected to review between 6-10 grants each year.

Curriculum Council Steering Committee

The Curriculum Council Steering Committee is the faculty body that manages the medical curriculum for the Indiana University School of Medicine through oversight of its design, implementation and management of the School's curriculum at all campuses. The CCSC sets curricular policy for education and has oversight responsibility for ensuring compliance and comparability. The CCSC reviews data at specified intervals to monitor and evaluate the curriculum as a whole and make

informed decisions to enhance, coordinate, and ensure coherence of the educational program. The CCSC will have a member from each Regional Campus.

Eligibility: Tenure or non-tenure track faculty

Community Relations Committee

The Faculty Community Relations Committee recognizes that the faculty, staff and students of the Indiana University School of Medicine are affected by, and have an effect on, their surrounding neighborhoods and the broader Indiana community. The committee promotes the resources and the various educational, research and clinical programs of the School of Medicine, enhancing the health and the quality of life in the community and on the school's campuses.

Eligibility: Tenure or non-tenure track faculty

Faculty Development Coordinating Committee

The mission and purpose of the Faculty Development Coordinating Committee is to inform the strategic plan for faculty development by actively engaging with OFAPD. This includes evaluation of policies, assistance in reaching a broader group of faculty and the development of novel programs and/or policies crucial for the maintenance of high levels of faculty vitality at IUSM.

Eligibility: Tenure or non-tenure track faculty

Lecturers and Clinical Rank Faculty Promotions Committee

This committee reviews and makes recommendations concerning lecturer and clinical rank faculty dossiers submitted for promotion and/or awarding of a long-term appointment contract. Committee members are expected to familiarize themselves with School and Campus tenure and promotion requirements, to be prepared to discuss anywhere from 20 to 60 dossiers that have been submitted, and to serve as the primary or secondary reviewer of a few dossiers assigned by the committee chair. This involves a written review which the member presents to the rest of the committee.

Eligibility: Non-tenure track faculty at full professor rank holding the long-term contract only

Promotion and Tenure Committee

This committee reviews and votes on tenure track faculty dossiers submitted for tenure and/or promotion, and on progress toward tenure for those faculty members receiving their 3-year and 5-year reviews. Committee members are expected to familiarize themselves with School and Campus tenure and promotion requirements, to be prepared to discuss anywhere from 20 to 60 dossiers that have been submitted, and to serve as the primary or secondary reviewer of a few dossiers assigned by the committee chair. This involves a written review which the member presents to the rest of the committee.

Eligibility: Tenured faculty at full professor rank only

Student Promotions Committee

This committee reviews the academic progress of our students and considers individual issues of academic probation, non-progression regarding competency curriculum, or withdrawal/dismissal from the school for failure to maintain academic standards.

Eligibility: Tenure or non-tenure track faculty

BYLAW ARTICLE V. COMMITTEE REPORTS

Standing committee reports are submitted to the Secretary of the Faculty Steering Committee annually by the committee representative. Formal presentation of the standing committee reports will be made to the FSC based on a schedule of presentation determined by the Secretary.

Ad-Hoc Committee reports are submitted to the Faculty Steering Committee for review and approval in April of each academic year.

BYLAW ARTICLE VI: Faculty Assembly Representatives

Each department will select one faculty member to serve as their Faculty Assembly representative to the Faculty Steering Committee. Faculty Assembly (FSC-FA) members are non-voting members of the FSC, but participate in the monthly discussions and ad hoc committee work. FSC-FA members are responsible for communicating FSC initiatives to their peers and are likewise responsible for bringing the concerns of their peers to the FSC. Members of the FSC-FA may submit agenda items through the FSC secretary. If a FSC-FA is unable to attend a meeting, they may send another faculty member from their department to the meeting in their place. Members of the FSC-FA will be appointed for 2-year terms. Members may serve more than one term. The mechanism by which each department's FSC-FA representative is determined by the individual departments.

Eligibility: tenure or non-tenure track faculty (full time or part time).

BYLAW ARTICLE VI. DEFINITION OF A QUORUM

A quorum will be required for all official votes taken at the FSC meetings. A quorum will be defined as a simple majority of all FSC voting members.

BYLAW ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section A. Introduction of Amendments

A resolution to amend the Bylaws may be introduced at any regular meeting of the FSC by any voting member, or by written petition of at least 20 members of the voting faculty submitted to the President of the Faculty.

Section B. Adoption

Adoption of an amendment to the Bylaws shall require a favorable vote of 2/3 of all voting FSC members. Members will be allowed to cast their vote at the FSC meeting or within 48 hours following the regular FSC meeting, if prior 2-week advance notice of the intention to conduct a vote is given to members of the FSC.

Section C. Clerical Modifications

The President is authorized, after consultation with the Secretary, to make simple clerical modifications to the Bylaws such as corrections to spelling or punctuation, insertion or removal of cross-references, or updating the Bylaws to reflect changes in the names of administrative offices or positions, provided that doing so in no way alters the intent of the text.

Adopted November 17, 2016. Amended 1/31/17.