

BY-LAWS OF THE FACULTY SENATE OF WAYNE STATE UNIVERSITY

SCHOOL OF MEDICINE

Approved by the Faculty Senate on 05/11/2017

ARTICLE I. PURPOSE

The purpose of these by-laws is to provide the mechanism by which the faculty of the School of Medicine exercises its responsibilities as delineated in Article II, Section I, toward the goal of achieving excellence in all its programs.

Nothing in these by-laws is intended to be inconsistent with present or future Board of Governors Statutes, or Executive Orders, or other University policies or regulations that have been duly issued, or any applicable collective bargaining agreement.

Where there may be an inconsistency between these by-laws and present or future Board of Governors Statutes, Executive Orders, other University policies or regulations or policies that have been duly issued, or any applicable collective bargaining agreement, the latter shall prevail.

ARTICLE II. FACULTY SENATE

SECTION I.

The Faculty Senate (hereafter the Senate) will be the principal deliberative body of the faculty of the School of Medicine. Its purpose will be to advise the Dean on matters of policy. Policies concerning the School of Medicine, curriculum, education and research programs, admissions and promotions of students, appointments and promotions of faculty are among matters of faculty concern and participation. The Dean will regularly request the advice of the Senate through its Executive Committee as well as the Council of Chairs. The Senate, Executive Committee, or Council of Department Chairs may communicate by letter or resolution directly with the President of the University after due notification to the Dean.

SECTION II.

The Senate will be composed of all department chairs and all full-time** and full-time affiliated professors, associate professors, assistant professors, and instructors.

**For determination of membership in the Senate, full-time is defined as 50% or greater employment

SECTION III.

The officers of the Senate shall consist of a President, Vice President, Secretary, and Treasurer, all of whom are AAUP/AFT-represented. The Vice President, Secretary, and Treasurer will be elected by electronic ballot of the Senate. At the end of one term, the Vice President will become President of the Senate. The Vice President or designee will act in the temporary absence of the President. Should the presidency become vacant permanently for any reason, the Vice President will complete the President's term and the succeeding term for which elected. An interim Vice President will be appointed by the Executive Committee to complete the term of the Vice President. A permanent Vice President will be elected at the next regularly scheduled election of officers of the Senate. In the case of a vacancy in the office of Secretary or Treasurer, the Executive Committee will appoint a replacement to serve out the term.

SECTION IV.

Meetings of the Senate will be held at least three times per year (September/October, March, and May) at the call of the President of the Senate. Notice of the meetings of the Senate must be sent to all members no later than one week prior to the meeting. A quorum will consist of twenty members. In the absence of a quorum, those present will act as a committee of the whole. Actions of the committee of the whole must be approved at the next full meeting of the Senate. The President of the Student Council will be invited to send two students to attend meetings of the Senate. These student representatives may take part in discussion of the Senate, but may not vote.

SECTION V.

Annual dues (to be specified by the Senate) will be due and payable from each member by November of each academic year. These monies are to be used for the "good and welfare" of members of the faculty, staff, and their families. Use of Senate funds for other purposes must have specific approval of the Executive Committee. The Treasurer will be responsible for all monies so entrusted. The Treasurer or designee will collect and record all dues and have direct authority to make all disbursements up to \$150.00. Disbursements of monies over \$150.00 must have prior authorization of the Executive Committee. The Treasurer or designee will submit a written report of receipts, expenditures, and balance at the final meeting of the Senate before the end of each academic year (June 30). The Treasurer's account will be audited annually by a committee of two who are to be appointed by the President.

ARTICLE III. EXECUTIVE COMMITTEE

SECTION I.

The purpose of the Executive Committee is to expedite actions for the Senate, and it shall act by virtue of authority delegated by the Senate. The Executive Committee shall review all academic appointments and shall serve as the School's Promotion and Tenure Committee and the Salary Committee as required by the "Agreement between Wayne State University and the WSU Chapter of the AAUP-AFT." It will review any other matters which may be referred to it by the Dean or members of the Senate.

SECTION II.

The Executive Committee shall be composed of the Dean or designee, the President who shall chair its meetings, the Vice President, the Secretary, and the Treasurer of the Senate, six tenured at-large members, five tenure-ineligible Associate or Full Professor at-large members from clinical departments, and two Full-Time Affiliate (FTA) members, elected by and from the Senate. All members of the Executive Committee must be at the rank of Associate or Full Professor.

Officers

Every two years the officers of the Executive Committee (Vice President, Secretary, and Treasurer) will be elected from among AAUP/AFT-represented faculty for a two-year term. At the end of the two-year term, the Vice President will succeed to the position of President for a two-year term. From election to election the candidates for Vice President will alternate between faculty from basic science and clinical departments. The candidates for Secretary must all be from either basic science departments or from clinical departments. The candidates for Treasurer must all be from the other category (basic science or clinical) of departments from that of the candidates for Secretary. The Secretary and Treasurer may not serve more than two consecutive terms in the same office. All candidates for an officer position from basic science departments must be tenured. There is no tenure requirement for the officers from clinical departments. Non-tenured officers will participate in all actions of the Executive Committee except award of tenure.

Tenured At-Large Members

Two AAUP/AFT-represented tenured at-large members, one from a basic science department and the other from a clinical department, shall be elected each year for terms of three years. There will be at least two candidates for each position in an election. No elected member shall serve more than two consecutive terms in this position.

In the event of a vacancy on the Executive Committee due to the temporary absence of an elected member, the Executive Committee will appoint a replacement to serve until the return of that member. In the event of a vacancy on the Executive Committee due to the permanent absence of an elected member, the Executive Committee will appoint a replacement to serve out the term. The term during which an at-large member is appointed to fill a vacancy would not be counted toward the two-term limit for service in an at-large position.

Tenure-Ineligible Members from Clinical Departments

Five AAUP/AFT-represented tenure-ineligible faculty members from clinical departments will be elected to serve a two-year term as at-large members on the Executive Committee. They will be eligible to be candidates for re-election to one additional term at the completion of their first term.

In the event of a vacancy on the Executive Committee due to the temporary absence of an elected member, the Executive Committee will appoint a replacement to serve until the return of that member. In the event of a vacancy on the Executive Committee due to the permanent absence of an elected member, the Executive Committee will appoint a replacement to serve out the term. The term during which an at-large member is appointed to fill a vacancy would not be counted toward the two-term limit for service in an at-large position. The tenure-ineligible Executive Committee members will participate in all discussions within the Committee and all votes on appointments, Salary Committee decisions, promotions of faculty to their rank or below, and all other issues except tenure decisions.

Recommendations of tenure-ineligible faculty members from clinical departments who are willing to serve on the Executive Committee may be solicited from each of the Chairs of the clinical departments. The Executive Committee, sitting as a Nominating Committee, will select a slate of candidates equal to twice the number of available positions. The ballot for election of members of the Executive Committee will present these tenure-ineligible faculty candidates and their biosketches. It will be sent to all the members of the Senate, with instructions to vote for a maximum number of candidates equal to the number of open positions for tenure-ineligible faculty from clinical departments. The top half of these candidates by vote count will fill the available positions.

Full Time Affiliated (FTA) Faculty Members from institutions affiliated with the School of Medicine

Two full-time affiliated faculty members with a rank of Associate Professor or Professor will be elected to serve a two-year term as at-large members on the Executive Committee. They will be eligible to be candidates for re-election to one additional term at the completion of their first term.

In the event of a vacancy on the Executive Committee due to the temporary absence of an elected member, the Executive Committee will appoint a replacement to serve until the return of that member. In the event of a vacancy on the Executive Committee due to the permanent absence of an elected member, the Executive Committee will appoint a replacement to serve out the term. The term during which an at-large member is appointed to fill a vacancy would not be counted toward the two-term limit for service in an at-large position.

The FTA Executive Committee members will participate in all discussions within the Committee and all votes on appointments, promotions of faculty to their rank or below, and all other issues except Salary Committee decisions and tenure decisions.

The affiliate organization with the most faculty members will nominate two candidates to fill one FTA At-Large position. Each of the remaining affiliate organizations will nominate one candidate to fill the second FTA At-Large position. These nominees will participate in the election by the entire AAUP/AFT-

represented faculty and the FTA faculty in the School of Medicine Faculty Senate, and the candidate for each position with the highest vote count will be elected.

SECTION III.

The Executive Committee shall meet at least once a month. Nine members of the Executive Committee shall constitute a quorum.

Members of the Executive Committee cannot have more than 25% unexcused absences per academic year. Failure to maintain participation would be considered by the Executive Committee for possible replacement.

SECTION IV.

Minutes of each meeting of the Executive Committee shall be e-mailed promptly to each member of the Executive Committee and, after approval by the Executive Committee, will be displayed in the Senate website for review by the faculty.

ARTICLE IV. COMMITTEES

SECTION I. Nominating Committee:

This Committee shall be the Executive Committee serving as a Committee of the Whole. Its function shall be to submit nominations for all officers and other elected positions as provided for in the articles on elections (Article VI). In considering nominees for officers of the Senate and for the elected members of the Executive Committee, these By-Laws mandate the following:

1. When the current President of the Senate is a member of a clinical department, the nominees for Vice President for the new term shall be members of clinical departments, or vice versa.
2. When the nominees for Secretary are members of non-clinical departments, the nominees for Treasurer shall be members of clinical departments, or vice versa. Nominees for either office shall not be split between representatives of clinical and non-clinical departments.
3. Of the two tenured at-large members of the Executive Committee to be elected each year, one shall be from a clinical department and the other from a non-clinical department.
4. Every effort shall be made to maintain a balance between surgical and medical specialties and their sub-specialties and to support affirmative action policies.
5. Membership in the Executive Committee shall be limited to no more than two tenured and two non-tenured members from the same department.
6. At least two nominees shall be presented for each vacancy.

7. Candidates for election to the Executive Committee must commit to participate in an all-day Promotion and Tenure Committee Meeting on the fourth Thursday in October each year of service.

Members of the Executive Committee who are being considered for nomination should not discuss other nominees for the position in question.

In addition, the Executive Committee shall be responsible for developing a slate of four candidates to replace the two members rotating off the University's Hearing Panel standing committees (Section II), and another slate for membership on the University's Academic Senate and Graduate Council. Election shall be held in accordance with ARTICLE VI.

SECTION II. Standing Committees:

These committees will be the following: Faculty Information Technology, Curriculum, Graduate Affairs, Library, Student Promotions, Budget Advisory, and Research Development. Members of each committee will be appointed by the President of the Senate with the advice and consent of the Executive Committee. Each committee shall develop a set of operating procedures, subject to approval by the Executive Committee, which will govern its activities.

The Admissions Committee serves as a joint administrative committee. The Executive Committee makes recommendations to the Dean for this committee.

In accordance with Board of Governors Statute 2.51.01.280, a six-member panel will serve as a standing committee for the University's Hearing Panel, from which three members will be picked by lot when needed. The six members will consist of tenured associate or full professors elected from the Senate to serve overlapping three-year terms, with two members replaced by election each year. Temporary or permanent absence will be subject to the same rule as for Executive Committee members. If requested by the Dean and/or the University, the Executive Committee may participate in the creation of additional Hearing Panels.

SECTION III. Other Committees:

Other committees may be appointed at the discretion of the President with the concurrence of the Executive Committee. A full list of committees and members shall be provided by the President to the Senate members.

ARTICLE V. ANNUAL MEETING

SECTION I.

The regularly scheduled May meeting shall be considered the Annual Meeting of the Senate at which time the results of the elections shall be presented, annual Committee reports given, and the Dean shall give his/her annual report to the Senate.

ARTICLE VI. ELECTIONS

SECTION I.

The election of all officers, members of the Executive Committee, and all others whose election is dictated by these by-laws shall take place prior to the annual meeting of the Senate by electronic ballot. The term of office of these positions shall begin July 1.

SECTION II.

The Nominating Committee shall submit a list of candidates to the Secretary of the Senate or designee no later than the first Executive Committee meeting in February. This list shall then be sent by electronic mail distribution to all Senate members on or before March 1.

SECTION III.

Additional nominations may be made by petition of 10 members of the Senate, such nominations to be submitted to the Secretary of the Senate or designee no later than ten days prior to the March Senate meeting. Additional nominations may be made from the floor at the next Senate meeting. Such nominations are subject to mandates described in ARTICLE IV, SECTION I. All nominations shall be approved by a simple majority of Senate members present at that meeting. The Secretary or designee shall prepare the ballot with the enclosure of a short biographical sketch of each nominee for electronic mail distribution no later than April 10.

ARTICLE VII. AMENDMENTS

These by-laws may be amended by a majority of those members voting by electronic ballot, provided that the proposed amendment is submitted in writing to all members of the Senate at least thirty days prior to deadline for receipt of the electronic ballot. Amendments may be proposed by the Executive Committee or by petition of 10 members of the Senate.

ARTICLE VIII. EXPIRATION AND REVIEW

These by-laws will be reviewed and readopted not later than five years from the date of issue. The method for re-adoption will be a simple majority of those voting by electronic ballot.

ARTICLE IX. RULES OF PROCEDURE

The current edition of Robert's Rules of Order shall be the guide in all parliamentary matters.