

WAYNE STATE  
UNIVERSITY  
SCHOOL OF MEDICINE

**BYLAWS OF THE  
WAYNE STATE UNIVERSITY  
SCHOOL OF MEDICINE  
FACULTY SENATE**

Approved by the Faculty Senate on January 20, 2023

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## **ARTICLE I. PURPOSE**

The purpose of these by-laws is to provide the mechanism by which the faculty of the SOM 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 School of Medicine (SOM) Faculty Senate (hereafter 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 II.**

The Senate will be the principal deliberative body of the faculty of the SOM. Its purpose will be to advise the Dean on matters of policy. Policies concerning the SOM, 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 advice of the Senate through its Faculty Executive Committee (EC) as well as Council of Department Chairs. The Senate, EC, or Council of Chairs may communicate by letter or resolution directly with the President of the University after due notification to the Dean.

### **SECTION III.**

1. Officers. 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 Faculty 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.
2. Qualifications of the officers. All FTE members of the EC must be represented by the AAUP. All members, must be at the rank of Associate Professor or above. The President of the EC chairs all meetings except the promotion and tenure deliberations which are chaired by the Vice Dean for Faculty Affairs and Professional Development (OFAPD).

3. Duties of the officers.

**a. President**

- Lead meetings and conference calls.
- Seek to establish consensus – make certain all voices are heard.
- Propose revisions to the bylaws and operations when applicable.
- Ensure that promotion and tenure letters are written when due.
- Serve as the EC representative during awards ceremonies
- Act as a mentor for the Vice president (President-Elect).
- Other responsibilities as needed.

**b. Vice President (President-Elect)**

- Assist the President as assigned or requested.
- Utilize the President as mentor in order to prepare for the office of President.
- Assume duties of the President if the President is absent or unable to serve.
- Assume responsibility to oversee any special initiative or Task Force assigned by the President.
- Represent the President and organization at key meetings, as requested.
- Other responsibilities as needed.

**c. Secretary Duties and Responsibilities**

- Record, review and distribute the minutes of all meetings.
- Ensure compliance with bylaws
- Serve as editor for EC communiques.
- Submit written reports to the EC as requested.
- Propose revisions to the bylaws
- Other responsibilities as needed.

**d. Treasurer Duties and Responsibilities**

- Work closely with the EC on day to day financial decisions
- Monitor and report on collection of dues
- Monitor revenues and expenditures
- Review the disbursement and collection of all money
- Provide financial statements and annual report to the EC quarterly and/or as needed
- Other responsibilities as needed.

**SECTION IV.**

Meetings of the Senate will be held at once per year (usually in May) at the call of the President of the Senate. Other meetings may be scheduled as necessary. Notice of the meetings of the Senate must be sent to all members no later than one week prior to the meeting. 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. Collected dues are 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 EC. The Treasurer will be responsible for all funds 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 over \$150.00 must have prior authorization of the EC. 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. FACULTY EXECUTIVE COMMITTEE (EC)**

#### **SECTION I.**

The purpose of the EC is to expedite actions for the Senate, and it shall act by virtue of authority delegated by the Senate. The EC 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 EC shall be composed of the Dean or designee, the Vice Dean for Faculty Affairs and Professional Development, 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 EC must be at the rank of Associate or Full Professor.

Officers. Every two years the officers of the EC (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 non-clinician and clinician faculty. The candidates for Secretary or Treasurer may be either non-clinician or clinician faculty. The Secretary and Treasurer may not serve more than two consecutive terms in the same office. All non-clinician candidates for an officer position must be tenured. There is no tenure requirement for officers who are clinicians. Non-tenured officers will participate in all actions of the EC except award of tenure. Tenured At-Large Members. Two AAUP/AFT-represented tenured at-large members shall be elected each year for terms of three years. No elected member shall serve more than two consecutive terms in this position.

Tenure-Ineligible At-Large Clinician 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 Faculty Executive Committee. They will be eligible to be candidates for re-election to one additional term at the completion of their first term. The tenure-ineligible EC 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.

Full Time Affiliated (FTA) At-Large Members from institutions affiliated with the SOM. 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 EC. They will be eligible to be candidates for re-election to one additional term at the completion of their first term. The FTA EC 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 affiliated organization with the most faculty members will nominate 1-2 candidates to fill one FTA At-Large position. Each of the remaining affiliated 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 SOM Faculty Senate, and the candidate for each position with the highest vote count will be elected.

### **SECTION III.**

In the case of a vacancy in the office of Vice President, the EC will appoint a replacement to serve out the term. The faculty member appointed to this position must have previously served on the EC. Any faculty member appointed Vice President would be appointed with expectation to become President at the end of the term. In the case of a vacancy in the office of Secretary or Treasurer, the EC will appoint a replacement to serve out the term. Faculty members appointed to the offices of Vice President, Secretary or Treasurer must fall in the same category as the faculty member being replaced (clinician, non-clinician).

In the event of a vacancy of at-large member on the EC due to the temporary absence of an elected member, the EC will appoint a replacement to serve until the return of that member. In the event of a vacancy on the EC due to the permanent absence of an elected member, the EC will appoint a replacement to serve out the term. The appointed faculty member must fall in the same category as the faculty member being replaced (tenured, tenure-ineligible, FTA). 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.

### **SECTION IV**

The EC shall meet at least once a month. Nine members of the Faculty Executive Committee shall constitute a quorum. Members of the EC cannot have more than 25% unexcused absences per academic year. Failure to maintain participation would be considered by the Faculty Executive Committee for possible replacement.

### **SECTION V.**

Minutes of each meeting of the Faculty Executive Committee shall be sent promptly to each member of the Faculty Executive Committee and, after approval by the Faculty 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 EC serving as a Committee of the Whole. Its function shall be to submit nominations for all officers, standing committee elected faculty members, and other elected positions as provided for in the articles on elections (Article VI). Potential candidates for all officer and at-large positions may either self-nominate or be nominated by their peers or department chairs. In considering nominees for officers of the Senate and for the elected members of the EC and standing committees of the Senate, these By-Laws mandate the following:

1. When the current President of the Senate is a clinician the nominees for Vice President for the new term shall be a non-clinician, or viceversa.
2. Every effort shall be made to maintain a balance between surgical and medical specialties and their sub-specialties and to support affirmative action policies.
3. Membership in the EC shall be limited to no more than two tenured and two non-tenured members from the same department.
4. At least two nominees shall be presented for the position of Vice-President.

5. Candidates for election to the EC must commit to participate in an all-day Promotion and Tenure Committee Meeting usually on the fourth Thursday in October each year of service.
6. Members of the EC who are being considered for nomination should not discuss other nominees for the position in question.
7. The EC 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.
8. The EC is also responsible for developing slates of candidates for all faculty-elected positions on the SOM standing committees. Slates will be derived from self, peer, or department chair nominations of faculty who meet the required qualifications for the standing committees as outlined in the committee charters.

**SECTION II. Standing Committees:**

1. Listing. These committees will be the following: Curriculum Management, Admissions Committee, Graduate Affairs, Student Promotions, Budget Advisory, Clinical Affairs and Research Development.
2. Charters. Each standing committee must have a charter that describes the purpose of the committee, the qualifications for membership, organizational structure, officers, and term in office. Charters must be approved by the EC and reviewed periodically at times specified in the charters.
3. Membership. The composition of the committees is described in the respective charters. The following principles must be observed:
  - a. The majority of voting members of these committees must be faculty members elected by the Faculty Senate
  - b. With the exception of the Budget Advisory Committee, to ensure diverse representation, the EC may appoint one of the faculty members on each committee
  - c. One seat is reserved for a member of the voluntary faculty
  - d. All faculty members must be elected by the Faculty Senate except the member appointed by the EC
  - e. Membership (term limits, starting time, time commitment, duties) of the newlyelected members will follow the charter of each committee.
  - f. If a vacancy arises for any reason, the EC will appoint a new member from the runner ups of the election to serve the remaining portion of the term. If there are none, the EC will appoint an interim member in coordination with the specific committee.
4. Nominations and Elections.
  - a. On annual basis, the Executive Committee (EC) will review vacancies on standing subcommittees or as needed by request of subcommittees.
  - b. In coordination with the Office of Faculty Affairs and Professional Development, (OFA), a call for nominations specifying the vacant positions on committees will be sent to members of the Faculty Senate. The call for nomination will include the charter of each subcommittee and the eligibility criteria, qualifications and service expectations of members on each committee.
  - c. All nominations (initiated by peers, self or chairs) will be forwarded by OFAPD to the EC, which will ensure eligibility and create a slate of candidates for the vacant positions on each committee.
  - d. The slate listing qualified candidates for the available positions will then be sent to the Faculty Senate for an electronic vote.
  - e. The elected slate of faculty will be confirmed by the EC

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 Faculty Executive Committee members. If requested by the Dean and/or the University, the Faculty 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 Faculty Executive Committee. A full list of committees and members shall be provided by the President to the Senate members.

**ARTICLE V. ANNUAL MEETING**

The regularly scheduled Faculty Senate meeting (usually in May) 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 an annual report to the Senate.

**ARTICLE VI. ELECTIONS**

**SECTION I.**

The election of all officers, members of the EC, 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 EC meeting in February. This list shall then be sent by electronic mail distribution to all Senate members on or before April 1. The ballot for election of officers and members of the EC will include the biosketches for all candidates. 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.

**SECTION III.**

Additional nominations may be made by petition of 10 members of the Senate, such nominations to be submitted to the President or Secretary Senate prior to the second EC held during the month of March. Such nominations are subject to mandates described in ARTICLE IV, SECTION I.

**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 15 days prior to deadline for receipt of the electronic ballot. Amendments may be proposed by the EC or by petition of 10 members of the Senate.

#### **ARTICLE VIII. EXPIRATION AND REVIEW**

These by-laws will be reviewed and adopted 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.