PREAMBLE

Robert Wood Johnson Medical School (RWJMS) is dedicated to the pursuit of excellence in the education of health professionals, the conduct of basic and clinical research, the delivery of health care, and the promotion of community health. Within the scope of its resources, the School shall provide service to its constituent communities in these subject areas. The Medical School is an academic unit of Rutgers, the State University of New Jersey. Nothing in these Bylaws shall contravene any provision of the policies and procedures governing Rutgers, the State University of New Jersey or laws.

DESCRIPTION

RWJMS offers a curriculum leading to the M.D. degree. The Medical School maintains a main Campus with preclinical and clinical instruction on the Piscataway/New Brunswick Campus. The faculty is also responsible for graduate programs leading to the Ph.D. degree awarded by the Graduate School of Biomedical Sciences (GSBS). The faculty also participates in programs leading to degrees awarded by the School of Public Health and the School of Health Related Professions.

ARTICLE I. THE FACULTY AND THE GENERAL FACULTY AND THE FACULTY COUNCIL

Section 1. MEMBERSHIP

1.1 The Faculty of RWJMS shall consist of the Chancellor of Rutgers Biomedical & Health Sciences (RBHS) and the Provost for Rutgers University-New Brunswick, the Dean, and all Associate and Assistant Deans of RWJMS, Department Chairs, and all of the following who are of full academic rank: those instructors who have served at least one year in this School, assistant professors, associate professors, and professors. Qualified academic rank faculty who do not qualify for membership as Faculty may appeal to the Rules of Procedure Committee for inclusion.

1.2 The General Faculty of RWJMS shall consist of the Faculty, plus all other persons having faculty appointments of any sort, including qualified academic rank faculty.

Section 2. MEETINGS

2.1 The Dean or a designated alternate of full academic rank shall be the presiding officer at meetings of the Faculty and the General Faculty. The Dean or a designated alternate may vote only in case of a tie.

2.2 The Faculty shall meet at least four times during each academic year. Items may be placed upon the agenda by the Dean or any other member of the Faculty. The agenda should be circulated at least one (1) calendar week in advance of meetings. Extraordinary meetings may be convened by the Chancellor or the Dean or upon written request of at least 20 members of the Faculty submitted to the Secretary of the Faculty who shall then schedule
the meeting, after consultation with the Dean. A quorum shall consist of 50 members of the Faculty representing at least two-thirds of the departments in the Medical School each of which is represented by two (2) or more members. Faculty meetings shall be governed by the rules contained in “Robert's Rules of Order” in all cases to which these rules are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty may adopt.

2.3 The General Faculty shall meet at least once each year. Items may be placed on the agenda by the Dean or any other member of the General Faculty. The agenda should be circulated at least one calendar week in advance of meetings. Meetings may be convened by the Dean or the Chancellor or upon written request of at least 20 members of the General Faculty submitted to the Secretary of the Faculty who shall then schedule the meeting, after consultation with the Dean. A quorum shall consist of 75 members of the General Faculty representing at least one-half of the departments in the Medical School.

2.4 Resolutions may ordinarily be passed by a majority of those present at meetings of the Faculty or the General Faculty, at which a quorum is present. However, at the discretion of the Dean or designated alternate, or upon request of at least 20 members of the body concerned, resolutions shall be submitted to the entire membership by mail ballot or by electronic mail ballot. In this case a majority vote of those voting shall be required for passage.

Section 3. DUTIES AND POWERS OF THE FACULTY

The Faculty may transmit through the Dean its views on University-wide issues affecting the academic programs at RWJMS to the Chancellor, President and to the Board of Governors of the University. Ordinarily, communication between the Faculty and the Chancellor or Senior Vice Presidents regarding issues of importance to the Faculty or the School shall be through the Dean. However, when appropriate and necessary, faculty members may communicate directly with the Chancellor or Senior Vice Presidents with the Dean's prior knowledge. Under the Dean, the Chancellor, the President and the Board of Governors, the Faculty shall have duties and powers with regard to academic matters, including but not limited to the following:

3.1 Design, implementation, evaluation and revision of the curriculum and establishment and promulgation of the academic calendar;

3.2 Establishment of requirements for admission; development of criteria and procedures for selection of students; and via a committee of the Faculty, recommendation of students for admission;

3.3 Establishment of standards for examinations, grading, academic standing, honors in courses, and attendance;

3.4 Establishment of requirements for degrees and certificates;

3.5 Recommendations through the Dean, the Chancellor and the President to the Board of Governors of those candidates who have fulfilled the requirements for appropriate degrees:

3.6 Establishment of regulations and procedures under which the faculty operates;

3.7 Establishment of written criteria and procedures for appointment and promotion to each academic rank for faculty, in accordance with Article III, Section 4 of these Bylaws;
3.8 Review of the actions of the standing committees;

3.9 Encouragement of research, educational, clinical, and community service activities of faculty members and of students;

3.10 Recommendations to the Board of Governors of amendments to the Bylaws governing RWJMS through the Dean and the Chancellor;

3.11 For those programs leading to degrees that are conferred jointly with other institutions or with other components of Rutgers, the State University of New Jersey, the duties and powers delineated in 3.1 through 3.5 above shall be held by the faculty of those programs.

3.12 Award of membership in the Faculty to those faculty who would not otherwise qualify by a simple majority vote of those present at a Faculty meeting. This membership may be conditional, including limited term. Proposed membership may be made only from those recommended by the Dean. The Dean may recommend only those who have been previously recommended by the Rules of Procedure Committee or, in those cases in which the decision of the Rules of Procedure Committee is reversed, by the Executive Council.

Section 4. DUTIES AND POWERS OF THE GENERAL FACULTY

The General Faculty may make recommendations to the Dean, the Executive Council, and the Faculty concerning academic matters including but not limited to the foregoing examples.

Section 5. THE FACULTY COUNCIL

5.1. The Faculty Council shall serve as a mechanism to transmit the views of the Faculty to the Dean and to other constituents of RWJMS and the University. The Faculty Council shall have the following responsibilities: to initiate discussions and to make recommendations to the Dean and the Faculty regarding all issues of concern to the Faculty including educational, research, service, academic freedom and, where appropriate, patient care programs as they affect the academic mission of the school; communicate with other faculty organizations within Rutgers, the State University of New Jersey; and, if necessary, make recommendations to the Dean and/or the faculty, and as appropriate and necessary and, with the Dean’s prior knowledge, transmit the views of the Faculty and make recommendations directly to the Dean of the Graduate School of Biomedical Sciences, the Chancellor, the President or the Board of Governors of the University; call extraordinary meetings of the Faculty, after advising the Dean; and review local, state and federal governmental policies that affect the academic mission of the school. The Dean shall provide the Faculty Council with the resources necessary to carry out its responsibilities.

5.2. The Faculty Council shall conduct a review of items on the agenda and may make recommendations as they pertain to the duties and powers of the Faculty as enumerated in Article I, Section 3. All recommendations shall be made available to the Faculty by electronic means accompanied by explanatory material. All recommendations made by the Faculty Council shall be presented by the President of the Faculty Council at a Faculty meeting. A vote shall be taken on whether to ratify the recommendation either at the Faculty meeting or by mail or electronic ballot within two (2) weeks. A recommendation ratified by a majority vote shall represent the position of the Faculty.
5.3. The Faculty Council shall consist of twelve (12) members who are of full academic rank and who are assistant professors, associate professors or professors. The Dean shall not be eligible to be a member or to nominate members. Twelve (12) members shall be elected from and by the Piscataway/New Brunswick campus with six (6) members elected from the preclinical departments and six (6) from clinical departments with no more than two (2) members from the same department. Nominations for members shall be made without regard to department. Nominations and elections shall be overseen by the Nominations and Elections Committee as set forth in Article III, Section 12.1. The ballot for nominees for the Faculty Council shall include the full academic and administrative titles of each nominee. The term of office shall begin on September 1 and shall be three (3) years, with staggered terms. No member shall serve more than two (2) consecutive terms. A President, Vice-President, and Secretary shall be elected by closed ballot by the Faculty Council. The President and Vice-President shall be from different constituencies with regard to preclinical or clinical departments. The President of the Faculty Council shall serve as a voting member of the Executive Council.

5.4. Members may not be represented by alternates. The mechanism for replacement of any elected member of the Faculty Council shall follow the procedure described in Article III, Section 1 to satisfy the requirements regarding the Faculty Council composition set forth in Article I, Section 5.3.

5.5. The Faculty Council shall meet at least four (4) times during the academic year. The agenda shall be circulated to the Faculty at least one calendar week in advance of meetings. A quorum shall be one-half of the members plus the President or a designated member of the Faculty Council appointed by the President as the presiding official. The Faculty Council shall decide on the terms of office for officers and establish its own rules of procedure. Meetings of the Faculty Council shall be open to Faculty. The President of the Faculty Council or a designated member of the Faculty Council appointed by the President shall present a report to the Faculty at every regularly scheduled Faculty meeting. The Dean shall meet at least annually with the Faculty Council.

Section 6. ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY

It is the policy of RWJMS to foster and maintain full freedom of discussion, inquiry, teaching and research. It is the responsibility of the faculty of RWJMS to foster and maintain high standards of professional, academic and public conduct and morals. Every member of the faculty of RWJMS is entitled to discuss relevant subjects freely in the classroom. In research and publication each faculty member is entitled to discuss freely those subjects with which he or she is competent to deal, to pursue inquiry thereunto and to present and endeavor to maintain the opinions and conclusions relevant thereunto. While free to express those ideas which seem to him or to her justified by the facts, the faculty member is expected to maintain standards of sound scholarship and competent teaching. Every member of the faculty of RWJMS is obliged by his or her profession and the standards of his or her profession to work for the betterment of RWJMS, the academic community, and the communities where RWJMS facilities are located.

Each faculty member should lend his or her counsel as may be required and should undertake in the spirit of community a fair share of the burdens of organization, legislation and deliberation within Rutgers, The State University of New Jersey, the school and the department. Every member of the faculty, outside of the fields of instruction, research and
publication should conduct himself or herself in a manner that is neither reprehensible nor
yielding of discredit to Rutgers, The State University of New Jersey. When speaking or
writing as a citizen, he or she shall be free from institutional censorship or discipline, but
should be accurate, exercise appropriate restraint, show respect for the opinions of others
and must clearly indicate that he or she is not a spokesperson for the institution.

Section 7. TERMINATION OF SERVICE

7.1. Termination at Will

7.1.1. Appointments to Qualified Academic Rank: The service of individuals in any
qualified academic rank may be terminated at will by the Dean of the school.

7.2. Automatic Termination

7.2.1 Term Appointments: Term appointments may not be extended. The service
of members of the faculty having term appointments shall cease automatically at the
end of their specified terms and such automatic cessation shall not be considered
termination for cause within the meaning of Article I, Section 7.3.

7.3. Termination for Cause: Termination of service for cause of Faculty with full
academic rank shall be governed by the provisions of the applicable collective
bargaining agreement.

ARTICLE II. ADMINISTRATIVE ORGANIZATION

Section 1. THE DEAN

1.1 Under the Chancellor and the President, the Dean shall be the chief academic
and administrative officer of RWJMS with primary responsibility for
implementing the mission of the school. The Dean's duties and powers shall
include the following:

1.1.1 primary responsibility for the school's educational, research, health
care and service programs, for the development of teaching and research
affiliations, for administration of the school, for promotion of the school's
development and effectiveness, and for maintaining accreditation with
appropriate groups or agencies;

1.1.2 evaluation and final approval of curricula;

1.1.3 supervision of the members of the academic and non-academic staff of
the school;
1.1.4 recommendation to the President and the Board of Governors of
appointment, reappointment and promotion of and conferral of tenure upon
qualified individuals to serve as faculty of the school;

1.1.5 oversight of a system of review of the effectiveness of performance of
individual faculty members;
1.1.6 development and implementation of a system of career development for individual faculty members;

1.1.7 recommendation to the Chancellor and the President of appointment, reappointment and promotion of qualified individuals to serve as administrators of the school;

1.1.8 preparation and recommendation of the annual budget;

1.1.9 review and approval of the expenditure of funds allocated to the school;

1.1.10 assignment of space within the school;

2.1.11 development of liaisons and mechanisms to foster consultation and discussion with appropriate community and other external constituent groups;

2.1.12 submission of reports and recommendations to the President and the Board of Governors concerning the operation, plans and development of the school.

The Dean shall be responsible for the effective administration of RWJMS. When the office of Dean becomes vacant, a candidate or candidates shall be nominated by the Chancellor to the Board of Governors. The majority of the search committee shall be from a list of individuals provided by election held by the Faculty of the School. The term of this office shall be indefinite, without tenure, at the pleasure of the Chancellor.

1.2 There shall be a periodic review of the School and the stewardship of the Dean at least once every five (5) years. The Chancellor shall appoint a committee to conduct the review and to report its findings and recommendations to the Chancellor who will recommend appropriate action to the President and the Board of Governors. The committee shall take steps to ensure that the faculty and other appropriate constituencies have opportunity for input to the committee's review.

Section 2. ASSOCIATE AND ASSISTANT DEANS

After formal consultation with the Executive Council of RWJMS, the Dean may appoint Associate or Assistant Deans and delegate authority and/or responsibility to them as may be deemed necessary for effective administration, with the approval of the President of the University upon the recommendation of the Chancellor. The terms of these offices shall be indefinite, without tenure, at the pleasure of the Dean.

Section 3. SECRETARY OF THE FACULTY

The Dean shall appoint a Secretary of the Faculty for RWJMS from two or more nominees presented by the Faculty. The Secretary shall have responsibility for the following: records of the Faculty, maintenance of official statements of current Bylaws and rules of procedure, and records of all appointments, elections, reappointments, and reelections of positions to committees. The Secretary shall be responsible for calling meetings of the Faculty. After every meeting of the Faculty, the Secretary shall send copies of the minutes of that meeting
to all members of the Faculty. All records of meetings of the Faculty shall be available at any time for inspection by any member of the Faculty or the General Faculty. The term of this office shall be two (2) years.

Section 4. DEPARTMENTS

In order to fulfill the mission and goals of RWJMS, departments of the Medical School shall be established or abolished by the Board of Governors upon recommendation of the Dean with the approval of the President. The Executive Council and Faculty shall advise the Dean regarding such recommendations prior to referral to the President of the University. The results of a mail ballot or electronic mail ballot of the Faculty shall be reported to the Dean and then submitted along with the recommendation of the Dean and the President to the Board of Governors.

Section 5. DEPARTMENT CHAIRS

5.1 There shall be a Chair for each department appointed by the Dean with the approval of the Chancellor, in accordance with the procedures given below.

The Dean shall nominate the Chair from two (2) or more acceptable candidates chosen by a Search Committee which shall be composed as follows: one (1) Department Chair appointed by the Dean; two (2) members of the Faculty from departments other than the department concerned elected by the Faculty under supervision of the Nominations and Elections Committee; one (1) shall be from the department concerned (except in the case of newly established departments) and shall be nominated and elected by simple majority vote of the Faculty of the department concerned under the supervision of the Nominations and Elections Committee; and two (2) members appointed by the Dean, of whom either or both may be extramural. No more than two (2) members of the Search Committee may be from the same department. The members of the Committee shall elect the Chair of the Search Committee.

5.2 All Department Chairs shall serve at the pleasure of the Dean. The performance of each Chair will be reviewed annually by the Dean.

5.3 A review and evaluation of the Chair's performance and the department shall be made at least once every five (5) years. The Review Committee shall have the same composition and shall be chosen using the same procedure as the Search Committee defined above. The Dean shall appoint the Chair of the Review Committee. The Rules of Procedure Committee shall develop guidelines and procedures for the review in consultation with the Dean. On the request of the Dean or on request of two-thirds of the Faculty members of the department, but not less than four (4) Faculty members above the rank of instructor in that department, review and evaluation of the Chair's performance and the department may be initiated at any time. The Committee shall submit a report to the Dean.

5.4 Under the Dean, each Department Chair shall have general administrative responsibility for, as well as participate in the educational, research, health care and service programs of the department. In addition, the Chair of each clinical department shall serve as Chief of the respective clinical service at Robert Wood Johnson University Hospital. At the discretion of the Chair and with the approval of the Dean, an alternate or alternates may be designated to fulfill this responsibility.

5.5 The duties and responsibilities of the Chair shall be as follows:

5.5.1 development and operation of departmental programs;
5.5.2 supervision of departmental faculty and staff;

5.5.3 annual evaluation of all departmental faculty and review of those evaluations delegated to division, section or program heads;

5.5.4 establishment of annual goals and objectives by or for individual faculty members;

5.5.5 counseling concerning career development for individual faculty members;

5.5.6 recommendations to the Dean regarding all issues of concern to the department;

5.5.7 review of the budget and program plans with the members of the department;

5.5.8 recommendations regarding appointments, reappointments, promotions, changes in faculty status, leaves, dismissals and acceptance of resignations following review with senior full-title Faculty members of the department as defined in the RWJMS policies, procedures, and Bylaws;

5.5.9 evaluation of the department's educational, research, service and, where appropriate, patient care programs, and of faculty and staff performance;

5.5.10 maintaining accreditation with appropriate groups and agencies;

5.5.11 preparation and submission of an annual report to the Dean regarding instructional activities, research and service accomplishments, performance and progress of faculty and financial management within the department.

It is further the responsibility of the Chair to regularly attend the meetings of the Executive Council. The Chair shall meet at least annually with the academic leadership of affiliated institutions at which the department has academic relationships. Where appropriate, the Chair shall be responsible for all the departmental activities at affiliated institutions relative to the educational programs. The Chair shall make recommendations to the Dean regarding appointments, reappointments, promotions, change in faculty status, leaves, dismissals and acceptance of resignations, following a review at a meeting(s) of a standing advisory departmental committee. This committee shall be composed of Faculty members of the department. The minimum number of members on the committee shall be either three (3) or 10% of the departmental faculty, whichever is greater. All shall be at the rank of professor or associate professor and at least half of the committee members shall be tenured. The maximum number of members on the committee shall be nine (9). However, if the total number of tenured Faculty in the department constitutes less than one-half of the members of the committee, the maximum number of members on the committee shall be reduced such that one-half of the members shall be tenured. In this case, the total number of members on the committee may be less than 10% of the departmental faculty. At least one-half of the members shall be elected by the departmental Faculty with the remainder appointed by the Chair. The Chair shall not serve on the committee. The Department Chair shall select the chair of the committee from among its members. If fewer than three (3) faculty within the
department are qualified to serve on this committee, the members of the committee shall select faculty from appropriate departments within the Medical School to meet the minimum membership of three (3). A quorum shall be at least one-half of the members of the standing advisory departmental committee, plus the chair of the committee or a designated member appointed by the committee chair as the presiding official. Except for actions involving instructors, all actions noted above must be reviewed and voted on by this committee. Upon request of any member of the committee, the voting shall be conducted by secret ballot. In addition, the Chair shall obtain a mail ballot or electronic mail ballot of all Faculty within the department at the rank of professor and associate professor regarding actions of this committee.

Section 6. DIVISIONS AND SECTIONS

Divisions and sections within departments may be established or abolished on the recommendation of the Chair after formal review with the Faculty members of the department and with the approval of the Dean, the Chancellor, and the Board of Governors.

Section 7. DIVISION AND SECTION HEADS

7.1 A division or section head shall be appointed by the Dean with the approval of the Chancellor and shall serve at the pleasure of the Chair and the Dean. Within the division or section, the head shall have the same duties and responsibilities as the Chair, making reports to the Chair or Division Head, as appropriate, rather than to the Dean, and with actions subject to approval by the Chair.

7.2 There shall be a periodic review and evaluation of the stewardship of the head of the division or section at least once every five (5) years. The department shall establish written guidelines and procedures for the review. The findings of such review and evaluation shall be reported to the Chair and to the Dean.

ARTICLE III. COMMITTEES

The standing committees named below shall have responsibilities in the areas designated. These committees shall be permanent and each shall formulate its own rules of procedure. Except where otherwise specified, resolutions may be passed by a majority of those present at meetings at which a quorum is met. Policies of any committee are open to review and approval by a majority vote of the Faculty.

Section 1. MEMBERSHIP

1.1 All elections and appointments to the standing committees, unless otherwise specified, will become effective on September 1 of each year. Ex-officio members shall serve without departmental designation. Members may not be represented by alternates unless specifically stipulated within the description of the committee. The replacement of any elected member of a standing committee shall be the nominee who, after the appropriate complement of members was elected, received the next highest number of votes for the particular committee at the most recent election used to seat the member of the committee being replaced. If that nominee declines election or is no longer on the General Faculty of RWJMS, the same process will be repeated using the nominee with the next highest number of votes. If all the original nominees decline election or are no longer on the General Faculty, a special election will be called to elect a replacement using the process currently in
place for electing members of standing committees. In the case of committees having the
requirement that all members must come from different departments, no nominee may be
elected whose qualifications do not conform to the committee membership requirements
stated in these Bylaws. A member of a standing committee who is absent for four (4)
consecutive meetings or who fails to attend over one-half of the scheduled meetings of the
committee within an academic year may be replaced on the recommendation of the
committee chair after discussion of the matter with that member and the Dean.

1.2 No person, with the exception of the Dean, shall serve as chair of more than one
standing committee at any one time. In the case of committees having the requirement that
all members must come from different departments, a faculty member holding joint
appointments may serve as the representative of the secondary department with the approval
of the Chair of that department.

1.3 Other ad hoc committees may be added by the Dean, the Faculty, the General
Faculty, or the various standing committees. None of such committees shall have powers
exceeding those of its parent body, and they may be dissolved or reconstituted at any time
by the parent body.

Section 2. ACADEMIC STANDING COMMITTEE

2.1 The Academic Standing Committee shall be established to consider matters of
academic standing of medical students on the Piscataway/New Brunswick Campus. This
Committee shall have the responsibility of monitoring and designating the academic status
of all students in the M.D. curriculum of RWJMS, and of formulating and publishing, on
behalf of the Faculty, the Academic Rules and Regulations which provide the guidelines
under which the Committee functions, and which describe the requirements for promotion
and award of degrees.

2.2 The Academic Standing Committee shall have the responsibility to determine that
students have satisfactorily met the requirements of each academic year in the M.D.
curriculum; recommend to the Faculty the candidates for the M.D. degree; consider
individual requests for exceptions to the existing Academic Rules and Regulations;
determine whether students are to be placed on academic warning or academic suspension
and the conditions for removal. The Committee may recommend the dismissal of a medical
student to the Dean in accordance with the Academic Rules and Regulations.

2.3 The Academic Standing Committee shall consist of fifteen (15) Faculty plus the
Chair. Twelve (12) members shall be elected from the RWJMS Faculty and three (3)
members appointed by the Dean. A minimum of six (6) members shall be from the
preclinical departments and six (6) members from the clinical departments. The Dean shall
appoint the Chair who will serve without vote except in case of a tie. The term of office of
members shall be four (4) years, with staggered terms. The dean for Students for
Piscataway/New Brunswick, the dean for Academic Affairs, the Director of the Cognitive
Skills Program, the Director of the Special Academic Programs, and the Assistant Registrars
shall serve ex-officio without vote.

2.4 Meetings shall be scheduled monthly throughout the academic year with additional
meetings called by the Chair when necessary. A quorum shall be eight (8) voting members,
plus the Chair or a designated member of the Committee appointed by the Chair as the
presiding official.
Section 3. ADMISSIONS COMMITTEE

3.1 The Admissions Committee shall have the responsibility within legal boundaries of setting the requirements for admission to the M.D. curriculum of RWJMS subject to review by the Faculty. The Committee shall decide which of the candidates meeting these requirements shall be admitted. An annual report shall be presented to the Faculty at a regularly scheduled meeting of the Faculty.

3.2 The Admissions Committee shall consist of at least 24 members, including three (3) medical students from the second-year class, the dean for Admissions and Student Affairs, and the dean for Admissions. Half of the Faculty members shall be elected by the Faculty and half shall be appointed by the Dean. The term of office for faculty members shall be three (3) years, with staggered terms. Medical student members shall be appointed by the dean for Admissions and Student Affairs in consultation with the dean for Admissions from nominees selected by second-year students. The term of office for student members shall be one (1) year. The dean for Admissions and Student Affairs or, if designated by the dean for Admissions and Student Affairs, the dean for Admissions shall serve as Chair.

3.3 Meetings shall be convened by the Chair. A quorum shall be ten (10) members plus the Chair or a designated member of the Committee appointed by the Chair as the presiding official.

Section 4. ADVISORY COMMITTEE ON APPOINTMENTS AND PROMOTIONS

4.1 The Advisory Committee on Appointments and Promotions shall have the responsibility of advising the Dean as to appointments, promotions, faculty renewal leaves or academic awards. The Dean shall obtain the advice of this Committee in these matters. Appointment to or promotion of the faculty to full academic rank above the rank of instructor must be reviewed by this Committee with no delegation of its responsibility. The Committee shall also review and make recommendations for the designations of emeritus faculty. The Committee may review appointments to or promotions of the faculty to the qualified rank of assistant professors. The Committee shall review appointments to or promotions of the faculty to the qualified academic rank of associate professors or professors; however, the Committee may delegate this responsibility as it sees fit, to a subcommittee or to ad hoc committees. The Committee shall establish written guidelines for the award of each academic rank with the approval of a majority of the membership of the Faculty. The Committee may on its own initiative make suggestions as to personnel matters to the Dean. All matters regarding appointment and promotion of Faculty, tenure, and faculty renewal leaves shall be in accord with the following policies and procedures:

Title A. Academic Titles

Section 1. Definitions

1.1 Full Academic Rank: Rank held by those members of the faculty having the titles of professor, associate professor, assistant professor and instructor.

1.2 Qualified Academic Rank: Rank held by those members of the faculty having the titles of lecturer, associate and titles preceded by the designations "clinical," "adjunct" and "visiting."
1.2.1 Part-time faculty participating primarily in programs involving patient care shall be designated by the titles clinical professor, clinical associate professor, clinical assistant professor and clinical instructor.

1.2.2 Part-time faculty who participate primarily in research and teaching shall be designated by the titles adjunct professor, adjunct associate professor, adjunct assistant professor and adjunct instructor.

1.2.3 Faculty whose service is for a limited time may be appointed as visiting faculty, e.g., visiting professor, visiting associate professor, visiting assistant professor.

1.2.4 Faculty whose service is discontinuous or intermittent may be appointed as lecturers.

1.2.5 The title of associate may be used when other academic titles are judged not to be appropriate.

1.3 Full-Time Faculty: Those members of the Faculty who have agreed to abide by all the rules and regulations of the University and whose professional careers are fully dedicated to the instructional, research, health care or service missions of the University.

1.4 Part-Time Faculty: Those members of the faculty who have agreed to abide by all the rules and regulations of the University and whose professional careers are only partially committed to RWJMS. They may participate in teaching, research, clinical or service programs, community health, and in general University service.

1.5 Emeritus Faculty: Members of the faculty who, by virtue of retirement, have been relieved of regularly assigned teaching and administrative responsibilities may be designated as emeriti.

1.6 Distinguished Professors: Distinguished professors are faculty members of surpassing academic achievement. Such achievement may include outstanding and continued research and scholarly work, excellence in teaching, and major contributions in areas such as clinical service, curriculum, program development and service to the school or University.

Section 2. Approved Titles

2.1 The following academic titles are approved for use at RWJMS: distinguished professor, emeritus professor, emeritus associate professor, professor, associate professor, assistant professor, instructor, clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct
instructor, visiting professor, visiting associate professor, visiting assistant professor, lecturer and associate.

Section 3. Determination of Academic Title

In determining the academic title to which an individual is recommended for appointment or promotion, the qualities to be considered shall be those which determine (a) the effectiveness of the individual in performing prescribed duties and (b) the overall contributions of the individual to the goals and purposes of the University.

Determination of academic title shall take into consideration the following factors:

(a) **Mastery of subject matter** as demonstrated by such factors as degrees, licenses, honors and awards, and reputation.

(b) **Effectiveness in teaching** as demonstrated by such factors as performance evaluation, judgment of peers, student response and performance, and development of teaching materials and techniques.

(c) **Research and scholarly or professional accomplishments** as demonstrated by such factors as contributions to scientific, educational or clinical knowledge, publications, grants and reputation.

(d) **Contributions to and implementation of the service mission of the University**, that is service to the host communities of the University's campuses and to the entire state.

(e) **Continuing growth** as demonstrated by such factors as advanced study or research, ability to handle increasing responsibility and reputation.

(f) **Degree and effectiveness of service to the University** through activities such as service on school or University committees and performance of administrative responsibilities.

Title B. General Provisions

Section 1. Appointment

All members of the faculty shall have an appointment specified with regard to the school and to the department or departments in which the appointment is effective.

Section 2. Date of Appointment

Academic appointments and reappointments shall be based on the academic year, which shall commence on July 1 of each calendar year and extend through June
30 of the following year. Continuing appointments shall take effect on July 1. Initial appointments may take effect on any specified date. If the date is other than July 1, an anniversary date shall be specified for the purpose of determining years of service. The anniversary date shall be July 1 of the current academic year or July 1 of the following academic year, whichever is closer to the effective date of the appointment.

Section 3. Terms and Conditions of Appointment

The terms and conditions of appointment, including tenure where applicable, shall be stated in writing at the time of appointment or reappointment and shall be signed by the faculty member and the Dean or the Dean's designee and in the possession of both the institution and the appointee before the appointment or reappointment may be considered valid.

Section 4. Computation of Service

In computing consecutive years of service for the purposes of this title, periods of vacation leave, periods of sick leave with full salary and periods of leave under the Faculty Renewal Program shall be included. Periods of unpaid leave of absence shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

Title C. Full Academic Rank

Section 1. Eligibility for Full Academic Rank

1.1 Full-Time Faculty: Full-time faculty as defined in Article III, Section 4.1, Title A, Section 1.3, and subject to the provisions and guidelines governing academic appointments set forth in Article III, Section 4.1, are eligible for and ordinarily should receive appointments to full academic rank. In order to qualify for full academic rank, faculty members shall demonstrate ability to carry responsibilities at a level of proficiency appropriate to their rank.

1.2 Academic Administrators: Academic administrators within RWJMS or unit of the University who qualify for faculty appointments may be appointed to full academic rank.

1.3 Coterminous Full-Time Faculty: Faculty at affiliated institutions of RWJMS who qualify as full time as defined in Article III, Section 4.1, Title A, Section 1.3 may be appointed to full academic rank.

Academic appointments given under this Section shall be coterminous with the expiration or termination of the faculty member's contract with the affiliated institution or with the other school of the University. Financial responsibility for such appointments shall rest with the affiliated institution or with the other school of the University.
1.3.1 Academic administrators appointed to full academic rank under Article III, Section 4.1, Title C, Section 1.3 may be awarded faculty appointments which shall be coterminous with the administrative appointment.

1.3.2 Where fifty percent (50%) or more of the academic base salary of a full-time member of the faculty is derived from sources other than the state budget of the University ("outside funding") at the time of the full-time appointment, the appointment may be made at full academic rank and may have a provision that the faculty member must agree in writing that the appointment shall be coterminous with the availability and receipt of the outside funding for the position, and that said appointment shall be without tenure.

1.4 Part-Time Faculty: Under special circumstances and following the review process described below, a few part-time faculty may be appointed to positions of full academic rank. Such appointments may be considered for individuals who do not qualify as full-time faculty as specified in Article III, Section 4.1, Title A, Section 1.3, but whose professional service contributions are particularly meritorious and whose professional careers are heavily committed to the University. Upon the positive recommendations of the department Chair, the Advisory Committee on Appointments and Promotions, a 2/3 majority of those present at a regular meeting of the Executive Council, the Dean and the Chancellor, appointments of part-time faculty to positions of full academic rank shall be considered by the Board of Governors. Such appointments may be made only by the Board of Governors after reviewing the recommendations of the Chair, the Advisory Committee on Appointments and Promotions, the Executive Council, the Dean and the Chancellor.

Section 2. Procedures and Criteria for Appointment and Promotion to Full Academic Rank

The school shall develop and maintain procedures and clearly defined criteria for appointment and promotion to each full academic rank. There shall be separate sets of criteria for appointment and promotion for faculty whose efforts are focused on (1) clinical activity, on (2) research, and on (3) education, administration or service. In establishing such criteria, the school shall take into consideration those faculty who have significant responsibilities in more than one mission-related area.

The criteria and procedures of the school shall be in writing; the Dean shall assure that faculty are informed of these criteria and procedures.

Section 3. Process of Appointment

3.1 Initial Appointment
3.1.1 Upon the positive recommendations of the department Chair, the Advisory Committee on Appointments and Promotions, the Dean, the Chancellor, and the President, appointments of assistant professors on the tenure track or to the tenure track from a non-tenure track shall be considered by the University Promotions Review Committee. Assistant professors may be appointed on or to the tenure track only by the Board of Governors after reviewing the recommendations of the Chair, the Advisory Committee on Appointments and Promotions, the Dean, the Chancellor the President and the University Promotions Review Committee.

3.1.2 Upon the positive recommendations of the department Chair, the Advisory Committee on Appointments and Promotions, the Dean, the Chancellor, and the President appointments of associate professors and professors on the tenure track or to the tenure track from a non-tenure track or with tenure shall be considered by the University Promotions Review Committee. Associate professors and professors may be appointed on or to the tenure track or with tenure only by the Board of Governors after reviewing the recommendations of the Chair, the Advisory Committee on Appointments and Promotions, the Dean, the Chancellor, the President and the University Promotions Review Committee.

Upon the positive recommendations of the department Chair, the Advisory Committee on Appointments and Promotions, the Dean and the Chancellor, appointments of associate professors and professors on the non-tenure track or to the non-tenure track shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee.

3.2 Reappointment

The process for reappointment shall be the same as for initial appointment on the non-tenure track except that in no case shall action be taken by the Advisory Committee on Appointments and Promotions.

Section 4. Term of Appointment

Non-tenured faculty may be appointed for terms of one to five years and may be reappointed for additional terms of one to five years.

Section 5. Notice of Non-Reappointment

Written notice that a term appointment is not to be renewed upon expiration is to be given to the Dean or the Dean's representative as soon as possible and not less than:

(a) four months prior to the expiration of a one-year appointment;

(b) six months prior to the expiration of a two-year appointment; and
(c) twelve months prior to the expiration of an appointment longer than two years as computed from the anniversary date.

Section 6. Process of Promotion

6.1 These Bylaws shall specify procedures for nomination of individuals for promotion as well as procedures by which a member of the faculty of the school may enter a formal request to be considered for promotion.

6.2 The process for promotion shall be the same as for initial appointment to each rank except that there shall be a process for self-nomination as provided for in Title C, Section 6.1, and a positive recommendation by the Advisory Committee on Appointments and Promotions shall require consideration by the Board of Governors or by the President, depending on the tenure, tenure-track or non-tenure-track status, regardless of negative recommendations of the Chair, the Dean and/or the Chancellor.

Section 7. Distinguished Professors

7.1 Privileges

A distinguished professor may have for a stipulated period of time supplemental funds for research, educational or clinical activities, community health, as well as other perquisites to be determined by the Dean.

7.2 Designation of Distinguished Professors

Upon the positive recommendations of the department Chair, the Dean and the Chancellor, designations of Distinguished Professors shall be considered by the Board of Governors. RWJMS shall provide policies and procedures for review and recommendation of Distinguished Professors by the Advisory Committee on Appointments and Promotions. Designations of Distinguished Professors shall be made only by the Board of Governors after reviewing the recommendations of the Chair, the Advisory Committee on Appointments and Promotions, the Dean and the Chancellor.

Title D. Qualified Academic Rank

Section 1. Eligibility for Qualified Academic Rank

1.1 The Part-Time Faculty. The part-time faculty as defined in Article III, Section 4.1, Title A, Section 1.4, and subject to the provisions and guidelines governing academic appointments set forth in Article III, are eligible for appointment to positions of qualified academic rank in the University. The amount of time devoted to the University shall be determined by the department Chair in consultation with the Dean. Their service may be paid or voluntary.
1.2 Full-time faculty as defined in Article III, Section 4.1, Title A, Section 1.3 whose academic qualifications or role does not qualify them for appointment to full academic rank, may be appointed, on an exception basis, to qualified academic rank.

Section 2. Procedures and Criteria for Appointment and Promotion to Qualified Academic Rank

Appointment and promotion of faculty to positions of qualified academic rank shall be based upon demonstrated ability to carry out responsibilities at a level of proficiency appropriate to their rank.

RWJMS shall develop and maintain procedures and clearly defined criteria for appointment and promotion to each qualified academic rank with salary and for appointment and promotion to each non-salaried qualified academic rank. The criteria and procedures shall be in writing; the Dean shall assure that faculty are informed of these criteria and procedures.

Section 3. Process of Appointment

3.1 Initial Appointment

3.1.1 Upon the positive recommendations of the department Chair, the Advisory Committee on Appointments and Promotions, the Dean, and the Chancellor, appointments to qualified academic rank of assistant professors shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee. Appointments to qualified academic rank of assistant professors shall be made by the President, or his or her designee, after reviewing the recommendations of the Chair, the Advisory Committee on Appointments and Promotions, the Dean, the Chancellor and the University Promotions Review Committee.

3.1.2 Upon the positive recommendations of the department Chair, the Advisory Committee on Appointments and Promotions, the Dean, and the Chancellor, appointments to qualified academic rank of associate professors and professors shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee. Appointments to qualified academic rank of associate professors and professors shall be made by the President after reviewing the recommendations of the Chair, the Advisory Committee on Appointments and Promotions, the Dean, the Chancellor and the University Promotions Review Committee.

3.2 Reappointment: The process for reappointment shall be the same as for initial appointment except that in no case shall action be taken by the Advisory Committee on Appointments and Promotions.

Section 4. Maximum Duration of Appointment
Appointments to qualified academic rank shall not continue beyond June 30 of each academic year. Individuals with such appointments may be reappointed after review to ensure ongoing service to the University. Appointments to qualified academic rank shall not carry tenure.

Section 5. Process of Promotion

The process for promotion shall be the same as for initial appointment to each qualified rank.

Title E. Tenure

Section 1. Purpose

Tenure may be regarded as a means to assure application of the policies set forth in Title E above.

Section 2. Definition of Tenure

Tenure is continuous academic employment until retirement as long as the duties of the position are performed effectively, absent financial exigency or cause. Only the full academic rank of associate professor or professor may carry tenure. Tenured appointments shall continue until terminated in accordance with the rules set forth in the policies and procedures governing Rutgers, the State University of New Jersey.

Section 3. Eligibility and Criteria

Tenure may be granted when merited upon or at any time following appointment or promotion to the rank of associate professor or professor. Tenure shall be conferred for achievements of the highest order, the greatest distinction in carrying out the responsibilities of the position, and for unusual promise for continued achievements. Criteria for tenure shall include superior intellectual attainment and academic productivity as evidenced both in teaching and research. The record of research performance or other scholarly achievements shall be outstanding, meriting recognition within the relevant discipline as being among the best in the field. Faculty members eligible for tenure shall also be influential and able teachers, and, if applicable, excellent clinicians. They shall have demonstrated a history of continued expansion of competence in their discipline(s) over a significant period of time. Their accomplishments shall represent important contributions to the mission and reputation of the department, the school and the University such that they are deserving of employment as faculty members until retirement subject to the conditions set forth in Article III, Section 4.1, Title E, Section 2.

Faculty members who are granted tenure are expected to sustain their accomplishments and contributions to the teaching, research and, where
applicable, clinical and service programs of the University and to their area(s) of expertise throughout the duration of the tenure appointment.

The above statements shall serve as guidelines for the school which shall each develop criteria for recommending individuals for tenure and procedures for evaluating faculty eligibility for tenure. These criteria and procedures of the school shall be in writing and shall be widely disseminated; the Dean shall ensure that the faculty are informed of these criteria and procedures.

Section 4. Award of Tenure

4.1 Individuals appointed or promoted to the rank of assistant professor may be appointed in either non-tenure or tenure-track status. Assistant professors appointed to the tenure track and who remain on the tenure track shall have a formal review for tenure by their department chairs no later than the tenth year after the appointment to the tenure track, with the procedures for such review to be established by RWJMS. If following such a review, the department chair declines to recommend a faculty member for tenure, the faculty member may self-nominate for tenure following procedures to be specified in the policies and procedures of RWJMS.

4.2 The process for the award of tenure shall be as follows: Upon the positive recommendations of the department Chair, the Dean and the Chancellor, awards of tenure shall be considered by the Board of Governors. RWJMS shall provide in their policies and procedures for review and recommendation of awards of tenure by the Advisory Committee on Appointments and Promotions. There shall be a process for self-nomination as provided for in Title F, Section 4.1, and a positive recommendation by the Advisory Committee on Appointments and Promotions shall require consideration by the Board of Governors regardless of negative recommendations of the Chair, the Dean and/or the Chancellor. Associate professors and professors may be awarded tenure only by the Board of Governors after considering the recommendations of the Chair of the department, the Advisory Committee on Appointments and Promotions as provided for in the policies and procedures of the school, the Dean and the Chancellor.

Section 5. The Obligation of the University

An appointment with tenure carries with it an obligation on the part of the University to continue to provide, until retirement or dismissal for cause, a salary for the appointed individual consistent with his or her rank and years of service except under conditions of financial exigency, which must be demonstrably bona fide as determined by the Board of Governors and with the participation and consultation of the Faculty.

Section 6. Academic Tenure in Combination with Administrative Appointment

6.1 Academic tenure may be given to any eligible person concurrent with an administrative appointment, but such tenure shall apply only to the position of
academic rank and not to the administrative position. Such administrative position is terminable at will.

6.2 Any person holding a tenured appointment who is given an administrative appointment shall continue to hold such tenured appointment in his or her position of academic rank.

Title F. Emeritus Faculty

Section 1. Privileges

Emeritus faculty shall be entitled to attend, without vote, meetings of the faculty, to march in positions of honor in academic processions, to receive official University mailings, to avail themselves of the library and other facilities offered to faculty members, to represent the University or school on appointment at academic ceremonies of other institutions, and to take part with the faculties in all social and ceremonial functions of the University and school.

Section 2. Designation of Emeritus Faculty

Upon the positive recommendations of the department Chair, the Dean and the Chancellor, designations of emeritus faculty shall be considered by the Board of Governors. RWJMS shall provide in their policies and procedures for review and recommendation of designations of emeritus faculty by the Advisory Committee on Appointments and Promotions. Designations of emeritus faculty shall be made only by the Board of Governors after reviewing the recommendations of the Chair, the Advisory Committee on Appointments and Promotions, the Dean and the Chancellor. Such recommendations should be based upon significant contributions in teaching, research or clinical or administrative services.

Title G. LEAVES OF ABSENCE

Section 1. Faculty Renewal Program

Section 1.1. Policy and Purpose

There shall be a faculty renewal program, the purpose of which is to provide a means for improving or sustaining the professional competence of faculty to the benefit and enrichment of the educational, research, health care or service programs of the University. To further this purpose a period of paid leave may be granted on the basis of demonstrated service to the University and an application describing a program of planned study, formal education, research, writing, or an equivalent.

Section 1.2. Eligibility

Full-time full-title Faculty who have completed at least six consecutive years of service within RBHS, or its predecessor, shall be eligible to be granted
leave under this program. Consecutive years of service shall be computed as provided in Article III, Section 4.1, Title B, Section 4, and service in the individual schools prior to the formation of RBHS shall be counted. An individual granted leave under this program shall be ineligible for additional leave until an additional six consecutive years of service have been accumulated.

Section 1.3. **Approval**

Leave under this program may be granted only by the Chancellor upon considering the recommendations of the department Chair, the Advisory Committee on Appointments and Promotions, and the Dean. Faculty renewal leaves shall be reported annually to the Board of Governors.

Section 2. **Other Leaves**

Upon the recommendations of the department Chair and the Dean, the Chancellor may approve other leaves of absence by members of the professional staff at full or reduced salary, or may grant such leave without salary for acceptance of assignments of limited duration with other universities and colleges, public service agencies, or as a delegate, expert, consultant or similar function for other appropriate purposes consistent with the needs and interests of the University.

Salaried leaves under this Section 2 shall be reported annually to the Board of Governors.

Applications for such leaves of absence under this Section 2 shall be made to the Chancellor through the Dean upon recommendation of the department Chair. Each application shall include a statement of the purpose for which leave is requested, its anticipated duration and its value to the applicant and the University.

4.2 The Advisory Committee on Appointments and Promotions shall consist of ten (10) members. Five (5) shall be elected by the Piscataway/New Brunswick Faculty and five (5) appointed by the Dean. Five shall be from clinical departments and five from pre-clinical departments. The Associate Dean for Faculty Affairs shall serve ex-officio without vote. All members must be professors, and no two (2) members may be from the same clinical department and no more than two (2) members can be from the same pre-clinical department. No more than two (2) members may be a Chair of a department. The term of office shall be three (3) years, with staggered terms. No member shall serve more than two (2) consecutive terms. The members shall elect a Chair from among the members. The Chair shall not be a Department Chair.

4.3 Meetings shall be convened by the Dean or by the Chair. A quorum shall be six (6) members, including the Chair or a designated alternate from the members of the Committee.
4.4 All departmental actions presented to the Advisory Committee on Appointments and Promotions must include a report of the results of the deliberations of the advisory standing committee of the department.

Section 5. COMMITTEE OF REVIEW

5.1 The Committee of Review shall have the responsibility of counseling and advising any member of the General Faculty who seeks such advice with respect to any problem affecting the individual's status as a member of the Medical School. This Committee shall have advisory powers only. It may report to the Dean, and may, at its discretion, make reports to the Faculty or the General Faculty. The Committee may also on its own initiative make suggestions as to personnel matters to the Executive Council and to the Dean.

5.2 The Committee of Review shall consist of a tenured Faculty member from each department or, in cases of departments with fewer than two (2) tenured faculty members, a senior member of the Faculty from such departments, to be elected by the Faculty members of that department. The term of office shall be three (3) years, with staggered terms. Members cannot serve concurrently on this committee and the Advisory Committee on Appointments and Promotions. The members shall elect a Chair from among themselves.

5.3 Meetings shall be convened by the Dean or by the Chair. A quorum shall be one-half of the members, including the Chair or a designated member of the Committee appointed by the Chair as the presiding official.

Section 6. CONTINUING MEDICAL EDUCATION COMMITTEE

6.1 The Continuing Medical Education Committee shall have the responsibility of advising the Dean as to Medical School programs for continuing education for graduate physicians. This shall include the regular review of programs in relation to their compliance with institutional policies, relevance to the mission of the school and requirements of the relevant accrediting agencies. An annual written report shall be presented to the Faculty at a regularly scheduled meeting.

6.2 The Continuing Medical Education Committee shall consist of the Associate Dean for Postgraduate Education or a designated alternate who shall serve as Chair; the Chair of each clinical department or a designated alternate; and one (1) representative of the preclinical departments elected by the Chairs of those departments. The Associate Vice President for Continuing Education of RBHS or a designated alternate shall serve ex-officio without vote. The term of office of the elected member shall be two (2) years.

6.3 The Continuing Medical Education Committee shall meet at least once each quarter. A quorum shall be one-third of the membership, including the Chair or a designated member of the Committee appointed by the Chair as the presiding official.

Section 7. CURRICULUM COMMITTEE

7.1 The Curriculum Committee shall develop, review and make policy recommendations regarding the curriculum for the M.D. degree and shall develop standards for the evaluation of that educational program for RWJMS.

7.2 The Curriculum Committee shall have the responsibility of advising the Faculty in the following areas: establishment of requirements for the M.D. degree, educational goals and objectives, content of courses, methodology of teaching, establishment of an academic
calendar, and evaluation of courses and the curriculum as a whole. The appropriate constituents shall be consulted regarding proposed changes in the curriculum. Upon the request of three (3) members of the Curriculum Committee, a recommendation of the Committee shall be reported to the Faculty for approval. Acceptance of such recommendations requires ratification by a majority vote of the Executive Council.

7.3 The Curriculum Committee shall consist of members selected as follows: five (5) Faculty members from clinical departments elected by the Faculty; five (5) Faculty members from preclinical departments elected by the Faculty; five (5) Faculty members appointed by the Dean; six (6) students plus six (6) alternate students, with one (1) from each of the first two years and two (2) each from the third and fourth year; all students shall be elected by their classmates. No more than two faculty members may come from any one department. The deans for Academic Affairs and a designate of RWJMS Alumni Association shall be members ex-officio without vote. The Chair of the Committee shall be appointed by the Dean from the Faculty membership of the committee. The term of office for Faculty members shall be three (3) years with staggered terms. Faculty may serve a maximum of three (3) consecutive terms. Students shall serve one-year terms and may be reelected for a total of four (4) years. Faculty and ex-officio members may not be represented by alternates. A quorum shall be eight (8) faculty members plus the Chair or a designated member of the Committee appointed by the Chair as the presiding official.

7.4 The Curriculum Committee shall meet at least eight (8) times during the academic year. The Dean shall be invited to attend at least one meeting. A review of each individual course must be conducted at least every three (3) years. On an annual basis, the Committee shall review the grading policies used on all campuses and will ensure the consistency of grading policies used on all campuses.

7.5 The Committee shall designate by its rules of procedure a standing subcommittee to review the curriculum content, calendar and plans for evaluation of students. The subcommittee shall have representation from all campuses and should include faculty as well as students. The subcommittee shall meet quarterly to review the curriculum content, calendar, and plans for evaluation of students and to assure consistency of curriculum and student evaluation across campuses. The subcommittee shall report back to the curriculum committee their concerns and recommendations.

7.6 The Student Curriculum Committee shall be a subcommittee of the Curriculum Committee composed of the student members and student alternate members of the Curriculum Committee and the dean for Academic Affairs of the Piscataway/New Brunswick Campus. This committee is charged to assist the respective course directors in the annual student evaluation of courses and to promote active student participation in such evaluations.

Section 8. EXECUTIVE COUNCIL

8.1 The Executive Council shall advise the Dean on matters affecting the operation and policies of the Medical School. Subject to approval by a majority vote of the Faculty, the Executive Council shall act for the Faculty with regard to the duties and powers of the Faculty. However, the right of the Faculty to review and to accept or reject decisions of the Executive Council shall not be abridged. The Executive Council may, upon request or upon its own initiative, express faculty concerns directly to the Dean. If so requested by the
Executive Council, the Dean shall take these concerns forward to the Provost, the Chancellor and the Board of Governors.

8.2 The Executive Council shall receive information on the requirements for admission as applied by the Admissions Committee; the guidelines for appointments and promotions as prepared by the Advisory Committee on Appointments and Promotions; the Academic Rules and Regulations as formulated by the Academic Standing Committee; and the policies related to research as presented by the Research Committee. The Executive Council shall also conduct a coordinated periodic review of the effect of Robert Wood Johnson University Medical Group on the academic mission of the School. The Executive Council shall hear appeals of decisions of the Rules of Procedure Committee regarding recommendations of membership in the Faculty and may reverse these decisions by a simple majority vote.

8.3 The Executive Council shall consist of the Dean, the department Chairs, plus two (2) professors, two (2) associate professors, and two (2) assistant professors elected from among Faculty. No two elected members may be from the same department. Their term of office shall be two (2) years, with staggered terms. Elected faculty may serve a maximum of two (2) consecutive terms. A representative from each affiliated hospital having provision for such representation stipulated in the affiliation agreement shall serve ex-officio without vote. Other individuals may be invited to attend meetings without vote on the approval of the Dean and the Executive Council. Each member of the Executive Council may designate alternates to attend a cumulative total of no more than three (3) meetings during each academic year. The Dean or an alternate appointed by the Dean shall serve as Chair, without vote except in case of a tie.

8.4 The Executive Council shall meet at least once monthly during the academic year. Extraordinary meetings may be convened by the Dean or on written request of at least one-fourth of the members submitted to the Secretary of the Faculty who shall then convene the meetings after consultation with the Dean. A quorum shall be one-half of the voting members, plus the Chair.

Section 9. GRADUATE BIOMEDICAL SCIENCES EDUCATION COMMITTEE

9.1 The Graduate Biomedical Sciences Education Committee shall advise the Dean on all those aspects of the operation of the Medical School involving graduate education in the biomedical sciences in order to maintain the liaison between RWJMS and the GSBS.

9.2 The Graduate Biomedical Sciences Education Committee shall provide information to the Faculty and Dean concerning the conduct of these programs with regard to their objectives and quality, relationship with RWJMS faculty, and resource requirements from all supporting institutions (Rutgers University, RBHS-Robert Wood Johnson Medical School, and GSBS).

9.3 The Graduate Biomedical Sciences Education Committee shall consist of members selected as follows: The Associate Dean, GSBS, Piscataway Campus; the directors of all graduate biomedical science programs including GSBS and coordinated programs or a designated alternate; and two (2) students elected by their peers. The term of office of non-student members shall be indefinite. The term of office of the student members shall be one (1) year. The Associate Dean, GSBS, Piscataway Campus shall serve as Chair.

9.4 The Graduate Biomedical Sciences Education Committee shall meet at least four (4) times a year. Meetings shall be convened by the Chair. A quorum shall be one-half of the
Section 10. GRADUATE MEDICAL EDUCATION COMMITTEE

10.1 The Graduate Medical Education Committee shall advise the Dean on all those aspects of the operation of the School pertaining to graduate medical education. This shall include the establishment and maintenance of appropriate liaison with residency directors and with the administrators of other institutions participating in programs sponsored by RWJMS; establishment and implementation of policies and requirements for the working conditions, evaluation, promotion, and dismissal of residents; and the regular review of all residency training programs in relation to their compliance with institutional policies, relevance to the mission of the School and the requirements of the relevant accrediting agencies.

10.2 The Graduate Medical Education Committee shall have the responsibility of evaluating institutional support for graduate medical education as defined by the Accreditation Council for Graduate Medical Education. The Committee shall present a written annual report to the Dean.

10.3 The Graduate Medical Education Committee shall consist of members selected as follows: The Associate Dean for Academic Affairs, the directors of all residency programs, representatives of the administration of each hospital participating in programs sponsored by RWJMS, and appointed and peer-elected residents. The term of office of the resident members shall be one (1) year. The Chair shall be elected from among the members.

10.4 The Graduate Medical Education Committee shall meet at least eight (8) times a year. Meetings shall be convened by the Chair. A quorum shall be one-third of the faculty members, including the Chair or a designated member of the Committee appointed by the Chair as the presiding official.

Section 11. HEARING BODY FOR STUDENT RIGHTS

11.1 The Hearing Body for Student Rights shall have the responsibility for hearing allegations of misconduct by students and for ensuring the due process rights of students. The Hearing Body shall make determinations of fact and make recommendations to the Dean for disciplinary action regarding infractions of rules, regulations and standards of the University except for those matters that are under the jurisdiction of the Academic Rules and Regulations, or Misconduct in Science Policy.

11.2 The Hearing Body for Student Rights shall consist of five (5) members and three (3) alternates. Two (2) members shall be elected from the Faculty; two (2) members shall be elected by the students; and one (1) member of the administration shall be appointed by the Dean. There shall be one (1) alternate for each of the above categories, selected in the same manner, who shall serve in the absence of a regular member of that constituency. The members shall elect a Chair from among themselves. The term of office shall be two (2) years with staggered terms.

11.3 Meetings shall be convened by the Chair or on request of the Dean or any member of the Committee. A quorum shall be five (5) members or their alternates, including the Chair or a designated member of the Committee as the presiding official.
11.4 The Hearing Body shall conduct all hearings and all deliberations in accordance with the policies of THE UNIVERSITY and RWJMS.

Section 12. NOMINATIONS AND ELECTIONS COMMITTEE

12.1 The Nominations and Elections Committee shall have the responsibility of developing a slate of candidates, numbering at least two candidates more than the number of existing vacancies for all faculty elections. The slate of candidates must be distributed to the Faculty at least one calendar week prior to a meeting of the Faculty at which additional nominations may be made from the floor. The Committee shall conduct elections for all standing committees and the Faculty Council.

12.2 The Nominations and Elections Committee shall consist of ten (10) members, of which nine (9) shall be elected by mail ballot or by electronic mail ballot from nominations made at a regular Faculty meeting. The Piscataway/New Brunswick Faculty shall elect nine (9) members as follows: four (4) members shall be chosen from the preclinical departments, four (4) from the clinical departments, and one (1) member from either preclinical or clinical departments. All elected members shall hold full academic rank and no two (2) members may be from the same clinical department and no more than two (2) members can be from the same preclinical department. The members shall elect a Chair from among themselves. The Secretary of the Faculty shall be a member ex-officio with vote. The term of office shall be three (3) years, with staggered terms. No elected member may serve more than two (2) consecutive terms.

12.3 The Committee shall meet at least once in each academic year with meetings convened by the Chair. A quorum shall be two-thirds of the elected membership.

Section 13. RESEARCH COMMITTEE

13.1 The Research Committee shall have the responsibility of encouraging research activities by faculty and students and of advising the Dean on matters of general policy related to research.

13.2 The Research Committee shall consist of thirteen (13) members, including the Associate Dean for Research who shall serve ex-officio without vote. Four (4) Faculty members shall be appointed by the Dean; eight (8) shall be elected by the Piscataway/New Brunswick Faculty from the Faculty at the level of associate or full professor; four (4) of these shall be from preclinical departments with no more than two (2) from any one preclinical department and four (4) of these from different clinical departments. The term of office of elected members shall be three (3) years with staggered terms.

13.3 The Chair shall be elected by the voting members of the Committee from among themselves to serve a term of one (1) year. The Committee shall meet at least twice a year and meetings may be convened by the Dean or Chair. A quorum shall be seven (7) members including the Chair or a designated member of the Committee appointed by the Chair as the presiding official.

13.4 To achieve its objectives, the Research Committee shall establish subcommittees as appropriate. The chair of each subcommittee shall be a member of the Research Committee and the members of the subcommittee shall be appointed by the Associate Dean for Research. The subcommittees shall report to the Research Committee through the Associate Dean for Research.
Section 14. RULES OF PROCEDURE COMMITTEE

14.1 The Rules of Procedure Committee shall have the responsibility of insuring that the procedures of RWJMS are in accordance with the policies and procedures for the Governance of the University and these Bylaws. In addition, this Committee shall have the responsibility of framing a formal statement of amendments to these Bylaws as specified in Article IV. The Committee shall define guidelines and procedures for the review of departments and Chairs and may recommend changes or new measures to the Dean and Faculty. The Committee shall receive appeals from those faculty who do not qualify for, but desire, membership as Faculty. By a simple majority vote, the Committee shall select those from among the applicants and recommend them for membership as Faculty members to the Dean who, in turn, may recommend them to the Faculty. A negative decision of the Committee regarding recommendation for membership as Faculty may be appealed by the individual applicant to the Executive Council.

14.2 The Rules of Procedure Committee shall consist of eight (8) members. Two (2) shall be appointed by the Dean and five (5) shall be elected by the Faculty. The Secretary of the Faculty shall be a member ex-officio with vote. The members shall elect a Chair from among themselves. The Secretary shall be ineligible for this office. A person may serve as Chair of this committee a maximum of six (6) consecutive years. The term of office shall be three (3) years with staggered terms.

14.3 Meetings shall be convened by the Chair or on request of any member including the Secretary. A quorum shall be four (4) members.

ARTICLE IV. AMENDMENT PROCEDURES

Subject to approval by the Board of Governors, any portion of these Bylaws may be amended by a resolution approved by two-thirds of the Faculty who return a mail ballot or electronic mail ballot within a time specified on the ballot which shall not be less than two (2) weeks. Any proposal for amendment shall be presented initially to the Faculty by any five members for discussion. With approval of a majority of the Faculty, the proposal shall then be referred to the Rules of Procedure Committee which shall have the responsibility of framing a formal statement for the approval of the Faculty.

ARTICLE V. METHOD OF ADOPTION

These Bylaws shall take effect when approved by two-thirds of the Faculty present and voting at a meeting, then recommended by the President and then approved by the Board of Governors.