Proposed Amendments to the TH Chan School of Medicine Bylaws

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UMass Chan Medical School
## TH Chan School of Medicine Bylaws Revision Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>July-August 18, 2023</td>
<td>Review for revisions including committees &amp; Lahey</td>
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<tr>
<td>Aug 21 – Sep 4, 2023</td>
<td>Route revisions to committees for final review/edits</td>
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<tr>
<td>September 21, 2023</td>
<td>Send proposed revisions to the Faculty Assembly members to review prior to meeting &amp; ask to bring back any feedback</td>
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<tr>
<td>October 5, 2023</td>
<td>Presented at Faculty Assembly</td>
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<tr>
<td>October 5 – Nov 16</td>
<td>Legal Review</td>
</tr>
<tr>
<td>December 7, 2023</td>
<td>Final version presented at Faculty Assembly for Vote</td>
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<td>Final version presented at Faculty Council for endorsement</td>
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<tr>
<td>January 18, 2024</td>
<td>Final version presented at Executive Council for endorsement</td>
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<tr>
<td>January 22, 2024</td>
<td>Ballot sent to faculty-at-large (deadline February 5th)</td>
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<tr>
<td>January 29, 2024</td>
<td>Reminder e-mail to all faculty (deadline February 5th)</td>
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<td>February 5th</td>
<td>Ballot closes</td>
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<tr>
<td>February 6th</td>
<td>Final document forwarded for administration approval</td>
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Any faculty member within a particular School may propose an amendment to that School’s bylaws. A proposed amendment shall be handled as follows…

iii. The officers of that School’s faculty Representative Body will finalize the language for the proposed amendment. During this time, the amendment will be transmitted to the Vice Provost for Faculty Affairs who shall facilitate administrative and legal review.

iv. At a future meeting of that School’s faculty Representative Body, a vote will be taken on whether to recommend adoption of the amendment. Before such a vote is taken, the Office of the Dean may state its position on the amendment and the Vice Provost for Faculty Affairs may report on the results of the administrative and legal review.

v. A two-thirds majority vote to recommend adoption shall result in the proposed amendment being forwarded to the campus’ Faculty Council and Executive Council for review and consultation. These two Councils may provide a recommendation (positive or negative) to the School’s faculty Representative Body.

vi. The proposed amendment (including the recommendations, if any, of the Dean’s Office and the Faculty and Executive Councils) shall be transmitted to the Faculty-at-large of that School for a vote on the amendment. A simple majority of votes cast shall be required for approval and adoption.

“Faculty-at-large” - the employed (full and part-time) faculty of UMW as defined in the appropriate School’s Academic Personnel Policy.
ARTICLE II: DEPARTMENTS

A. Basic Science Departments
There are eight (8) basic science departments within the T.H. Chan School of Medicine. They are as follows:
– Biochemistry and Molecular Biotechnology
– Genomics & Computational Biology
– Microbiology and Physiological Systems
– Molecular, Cell and Cancer Biology
– Molecular Medicine
– Neurobiology
– Population & Quantitative Health Sciences
– RNA Therapeutics Institute
– Systems Biology
C. Regional Campuses

There are departments in each Regional Campus in the T. H. Chan School of Medicine. They are as follows:

UMass Chan-Lahey Regional Campus
- Anesthesiology at UMass Chan-Lahey
- Emergency Medicine at UMass Chan-Lahey
- Medicine at UMass Chan-Lahey
- Neurology at UMass Chan-Lahey
- Pathology at UMass Chan-Lahey
- Psychiatry at UMass Chan-Lahey
- Radiology at UMass Chan-Lahey
- Surgery at UMass Chan-Lahey

Other such departments may be later established consistent with BOT Doc. T03-035, as amended.
Amendment # 3: Faculty Assembly

2. Membership
Additionally, up to three faculty members from each Regional Campus UMass Chan-Baystate shall be elected by the Regional Campus faculty to serve as voting members of the T.H. Chan School of Medicine Faculty Assembly. Terms are for three years, staggered so that one should be elected each academic year.

5. Meetings
a. T.H. Chan School of Medicine Faculty Assembly meetings may occur either at the conclusion of a UMass Chan Medical School Faculty Council meeting (after adjournment thereof), or on some other regularly scheduled basis during the academic year.

**The rest of the committee as described in the current bylaws remains unchanged.**
Amendment # 4: Educational Policy Committee Membership

2. Membership
   
   ii. Up to three faculty representatives from each of the T. H. Chan School of Medicine Regional Campuses, selected by the Dean after consultation with the Regional Campus Executive Dean.

   iv. Voting student membership shall consist of four students from the T.H. Chan School of Medicine (including one specifically from each Regional Campus). One alternate may be designated and shall have voting rights in the absence of a student voting member. Student representatives may be selected from any of the medical school classes and are appointed by the Student Body Committee.

**The rest of the committee as described in the current bylaws remains unchanged.**
Amendment # 5: Admissions Committee

1. Duties

d. Review and propose procedures appropriate for consideration and selection of applicants, including criteria to regional campus tracks.
   i. Activities related to the recruitment of students and the dissemination of admissions information throughout undergraduate or secondary school campuses; and
   ii. Procedures for identification and recruitment of applicants from groups underrepresented in medicine and from disadvantaged backgrounds in compliance with the American Medical College Application Service (AMCAS) and consistent with Trustee Policy on Affirmative Action and Equal Opportunity (Doc. T92-034, as amended).

2. Advising and Reporting

a. The Admissions Committee shall advise and consult with the Representative Bodies in particular with respect to any proposals to be forwarded by the Committee to the Dean and Provost.
Amendment # 5: Admissions Committee cont.

3. Membership

a. Voting membership of the Admissions Committee shall consist of the following sixty voting members:
   i. **Associate Dean for Admissions**, who shall serve as **Chair**.
   ii. Up to **fifty-one (51)** Faculty members from both the UMass Chan Medical School basic science and UMass Chan – UMass Memorial Health clinical science departments, each as recommended by the Associate Dean for Admissions and appointed by the Dean. Within this number of fifty-one includes the following:
      a. Up to **eight (8)** members shall be from the MD/PhD program, upon consultation with the MD/PhD Program Director and the Senior Associate Dean for Educational Affairs; and
      b. Up to **three (3)** members shall be from each **Regional Campus**, upon consultation with the campus Regional Executive Dean.
   iii. Up to **eight (8)** members from the T.H. Chan School of Medicine, as recommended by the Student Body Committee and appointed by the Associate Dean for Admissions.
   iv. Up to **one (1)** T.H. Chan School of Medicine medical alumnus representative, appointed by the Associate Dean for Medical School Admissions upon recommendation by the T.H. Chan School of Medicine Alumni Council.

b. Non-voting membership shall consist of the following:
   i. **Associate Dean for Admissions**, who shall serve as **Chair**.
   ii. The Director of Admissions and Vice Provost for Educational Affairs. Additional non-voting members may be added and shall be appointed annually by **majority vote of the Admissions Committee** the Associate Dean of Admissions and approved by the Dean.
   iii. Alternate members may be designated as defined in the Admission Committee’s bylaws. These members may attend and participate without vote.
Amendment # 6: Graduate Medical Education Committee

1. Duties
The Graduate Medical Education Committee (GMEC) shall establish and implement policies and procedures regarding the quality of education and the work environment, including duty work hours, for residents in all GME programs (ACGME-accredited and Non-standard training program) within the T.H. Chan School of Medicine Sponsoring Institution and the participating sites. The GMEC shall demonstrate effective oversight of ACGME-accreditation status of the Sponsoring Institution and its ACGME-accredited programs; review and approve annual stipends and benefits; and review and approve all changes in programs requiring communication with the ACGME. The duties of the committee include but are not limited to all responsibilities of the GMEC as stated in the ACGME Institutional and Common Program Requirements.

2. Advising and Reporting
   b. The Dean and Senior Associate Dean for Graduate Medical Education shall consult with the GMEC on matters related to graduate medical education.

3. Membership
   a. Voting membership of the GMEC shall consist of the following:
      i. The Senior Associate Dean for Graduate Medical Education, who shall serve as Chair.

   b. Non-voting membership of the the committee may consist of members of the Tan Chingfen Graduate School of Nursing, UMMH and any affiliated hospitals, as appointed by the Dean or Senior Associate Dean for Graduate Medical Education.