

CONSTITUTION, BY-LAWS AND ORGANIZATION OF THE FACULTY OF MEDICAL COLLEGE OF GEORGIA

ARTICLE I - Preamble

Purpose: As stipulated in the Liaison Committee on Medical Education (LCME) standards: “Schools should assure that there are mechanisms for direct faculty involvement in decisions related to the educational program. Important areas where direct faculty involvement is expected include admissions, curriculum development and evaluation, and student promotions. Faculty members also should be involved in decisions about any other mission-critical areas specific to the school. Strategies for assuring direct faculty participation may include peer selection or other mechanisms that bring a broad faculty perspective to the decision-making process, independent of departmental or central administration points of view. The quality of an educational program may be enhanced by the participation of volunteer faculty in faculty governance, especially in defining educational goals and objectives.”

The faculty organization of the Medical College of Georgia (MCG), formerly the School of Medicine, is comprised of all the faculty of all the campuses of the Medical College of Georgia. It is established to provide the means for faculty participation in the governance of the Medical College of Georgia, in accordance with standards of the LCME, and in achieving the goals, missions and objectives of the Medical College of Georgia. To facilitate this faculty participation, the organization also provides mechanisms for communication between the faculty members, both individually and collectively, and the Administration of the Medical College of Georgia, the Administration of the Augusta University (AU), AU Medical Center (AUMC), AU Health System (AUHS), Children’s Hospital of Georgia (CHoG) and the AU Medical Associates (AUMA) and other pertinent healthcare facilities. For purposes of this document, members of the faculty are those who are subject to the promotion and tenure guidelines. These by-laws shall comprise the Constitution of the Medical College of Georgia Faculty Senate.

ARTICLE II – Organization of the Faculty

Organizational Structure: This faculty organization will have two components: 1) The Medical College of Georgia Faculty Senate and 2) The Medical College of Georgia Faculty Senate Executive Committee.

ARTICLE III – Composition of the Faculty Senate and Officers of the Faculty Senate

Section 1

Faculty of the Medical College of Georgia: The faculty of the Medical College of Georgia is composed of Administrative Officers and the Corps of Instruction. As defined by the Board of Regents Policy Manual 3.2.1.1, the Corps of Instruction includes professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel

with such other titles as may be approved by the Board of Regents. Research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

Section 2

Composition of the Medical College of Georgia Faculty Senate and Augusta University Faculty Senate:

- A. The Medical College of Georgia Faculty Senate is composed of all members of the full-time and part-time faculty of the Medical College of Georgia who hold the rank of instructor or above, on any of the campuses of the Medical College of Georgia.
- B. For the purpose of holding office in the Medical College of Georgia Faculty Senate an individual must have 75 percent full-time status or more.
- C. For membership and purposes of shared governance in the Augusta University Faculty Senate 75 percent full-time status or higher constitutes full-time. These individuals will have privileges including voting at all Assembly meetings, and holding institution wide offices in shared governance activities.
- D. There will be no other organizations of the Faculty of the Medical College of Georgia on any of its campuses other than the Medical College of Georgia Faculty Senate and its component committees.

Section 3

Composition of the Executive Committee of the Medical College of Georgia Faculty Senate:

- A. Officers of the Medical College of Georgia Faculty Senate will be the President of the Faculty of the Medical College of Georgia (hereinafter referred to as the President), the President-elect of the Faculty of the Medical College of Georgia (hereinafter referred to as the President-elect), the Vice-President of the Faculty of the Medical College of Georgia (hereinafter referred to as the Vice-President), as well as the Immediate Past President, and the Secretary. They will serve terms of two years and will be elected according to the procedures in Article III, Sections 4a and 4b, of these By-Laws

The President-elect, President, and Past President will serve a 6 year term of a continuous position: President-elect (years 1 & 2), President (years 3 & 4), and Past President (years 5 & 6).

- B. Vacancies: If the office of the President becomes vacant for any reason, the President-elect will step in and assume the duties of the President. If the President-elect is unavailable to serve, the Vice President will serve for the remainder of the vacated term. If the office of President-elect becomes vacant for any reason, the Vice President will step in and assume the duties of the President-elect. If the Vice President is unavailable to serve, the Secretary will serve the remainder of the vacated term. If the office of the Vice President and/or the Secretary become vacant, the MCG Faculty Senate Executive Committee, with approval of the MCG Faculty Senate, will seat a Senator for the

remainder of the term.

- C. Ten Senators-at-Large of the Medical College of Georgia Faculty Senate shall be elected with at least one representative from an affiliated campus.

Section 4

Nomination and Election of Officers of the Medical College of Georgia Faculty Senate, Senators and Senators of the Augusta University Governance:

A. Nominations for Officers of the Medical College of Georgia Faculty Senate will be by a nominating committee. The nominating committee of the Medical College of Georgia Faculty Senate will be composed of the President, the President-elect, and the Immediate Past President. The nominating committee after soliciting candidates from the eligible faculty will nominate candidates for each vacating office of the faculty organization in the spring of each year. The nominating committee will also solicit nominations, for apportioned Senators for the University Senate of Augusta University.

B. The list of nominations compiled by the nominating committee will be presented to the Medical College of Georgia Faculty Senate in the spring of each year, at least one month before elections. The ballot for nominations for the officers of the Medical College of Georgia Faculty Senate Executive Committee and the apportioned Senators for the Augusta University Senate will be sent electronically to all members of the Medical College of Georgia Faculty in the spring of the year for voting. The votes received by return e-mail will be counted two weeks from the date of the original e-mailing of the ballots.

C. For election to office a nominee must receive a majority of the votes cast for that office. In the event that none of the candidates receives a majority on the first ballot, there will be a second election conducted by e-mail. The ballots for the run-off will contain the names of the two candidates who receive the highest number of votes for that office. The run-off election will be accomplished prior to July 1 of the election year at which time the officers and members of the Faculty Senate Executive Committee will take office.

ARTICLE IV – Meetings and Committees of the Medical College of Georgia Faculty Senate

Section 1

A. Meetings of the Medical College of Georgia Faculty Senate: All meetings of the Medical College of Georgia Faculty Senate will be held on the main campus of Augusta University.

University in Augusta, Georgia. Meetings of the Medical College of Georgia Faculty Senate will serve the following purposes:

1. To provide information to the faculty including reports to the Faculty and the Dean by several committees of the Medical College of Georgia Faculty Senate.
2. To permit frank and open discussion of subjects of concern to the Faculty.
3. To allow the Medical College of Georgia Faculty Senate to take action on issues brought to it by the Medical College of Georgia Faculty Senate Executive Committee or by Faculty Members present at the meetings, when a quorum is present.
4. To allow the Dean of the Medical College of Georgia to be present at all meetings of the Medical College of Georgia Faculty Senate in order to report to the Faculty at each Senate meeting.
5. To allow the President of AUMA to report at least once annually to the Medical College of Georgia Faculty Senate.
6. To allow the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO) of AUMC to report at least once annually to the Medical College of Georgia Faculty Senate.
7. To allow the Vice Dean for Academic Affairs to report at least once to the Medical College of Georgia Faculty Senate.
8. To allow the Senior Associate Dean for Graduate Medical Education to report at least once a year to the Medical College of Georgia Faculty Senate.

The President of the Faculty Senate will preside at meetings of the Medical College of Georgia Faculty Senate. In his absence the President-Elect will preside. At meetings of the Medical College of Georgia Faculty Senate any member of the Faculty may introduce motions or raise topics for discussion from the floor. Meetings will be conducted according to the rules adopted by the Senate. In the absence of specific Senate rules Robert's Rules of Order will prevail.

B. Schedule of Meetings of the Medical College of Georgia Faculty Senate: The Medical College of Georgia Faculty Senate will hold at least ten scheduled meetings each year. Faculty will be informed of all meetings at least two weeks in advance. Specifically the Senate will meet at least one time monthly except in June and July. Faculty will be notified of time, location and agenda at least two weeks in advance of said meetings. Special meetings may be called by the President. A special meeting will be called by the President on written request to him by twenty-five or more faculty or at the direction of a majority of the Executive Committee of the Medical College of Georgia Faculty Senate. Announcement of any special meeting and its agenda will be distributed to the members at least one week in advance of such meetings. Meetings will be conducted according to the rules adopted by the Senate.

Section 2

A. Agenda of the Meetings of the Medical College of Georgia Faculty Senate: The agenda of the meetings of the Senate will be determined by the Executive Committee. Persons having special knowledge or interest regarding a subject on the agenda may be invited to speak; any member of the Faculty Senate may suggest agenda items by sending them to the President or any of the Executive Committee.

B. Minutes of the Meetings of the Medical College of Georgia Faculty Senate: The minutes of the meetings of the Senate will be compiled by the Senate Coordinator and kept by the Secretary of the Medical College of Georgia Faculty Senate. The minutes, including all committee reports, will be available via video recording on the Medical College of Georgia Faculty Senate website and archived.

Section 3

Committees of the Medical College of Georgia Faculty Senate:

A. Establishment of Committees: The Medical College of Georgia Faculty Senate will establish those constitutional, standing, special and *ad hoc* committees required to carry on its functions. Constitutional committees are those that are essential to the operation of the College and those that ensure compliance with LCME guidelines. The Executive Committee shall specify the purpose and duties of said committees. These committees shall stand until dissolved by the Medical College of Georgia Faculty Senate Executive Committee. The Executive Committee acting on recommendations from the Committee on Committees, shall appoint the members of the several committees subject to confirmation by the Senate. All committee appointments will be for a period of two years, except as otherwise specified in the By-Laws and Rules. Vacancies occurring during the two year period will be filled through nomination by the Committee on Committees and approval by the Medical College of Georgia Faculty Senate Executive Committee, with notification to the Senate (Rules Sec. III, A3a).

B. Reports of Committees: Each committee will make detailed reports at least annually, on a regularly scheduled basis, to the Medical College of Georgia Faculty Senate, to the Executive Committee and to the Dean of the Medical College of Georgia and as requested by the Executive Committee. These reports will be available to all faculty via the Medical College of Georgia Faculty Senate website.

C. *Ad hoc* Committees: *Ad hoc* committees may be appointed by the President with the consent of the majority of the Executive Committee and will make formal reports and interim reports to the Senate as requested.

Section 4

Action Items: At its meetings the Medical College of Georgia Faculty Senate may receive requests for discussion and action from the members of the Faculty or the Medical College of Georgia Faculty Senate Executive Committee or from any of the committees of the Medical College of Georgia Faculty Senate.

ARTICLE V – Purview of the Medical College of Georgia Faculty Senate

Section 1

In accordance with LCME guidelines, the Medical College of Georgia Faculty Senate shall have authority to act independently in matters of:

- A. Establishing Medical College of Georgia Faculty Senate Committees
- B. Ratifying appointments of Faculty Members to serve on the several Medical College of Georgia Faculty Senate Committees

Section 2

The Medical College of Georgia Faculty Senate shall have authority to act jointly with the Dean of the Medical College of Georgia and the several Departmental Chairs in matters of:

- A. Promotion and Tenure of members of the Faculty of the Medical College of Georgia
- B. Admission, curriculum, teaching and promotion of medical students in the Medical College of Georgia
- C. Selection, curriculum, teaching and promotion of residents and fellows receiving post-graduate medical education at Augusta University and its component and related hospitals, clinics, institutes and centers
- D. Sustained assessment of the administration of the several research enterprises of the Medical College of Georgia, including all Centers and Institutes
- E. Sustained assessment of the administration of the several AUMC, AUMA, and AU related hospitals and clinics
- F. Other Faculty concerns on all AU Medical School campuses, including faculty retention.

Section 3

The Medical College of Georgia Faculty Senate shall act as an advisor to the Dean of the Medical College of Georgia and the President of Augusta University in matters of:

- A. Strategic planning involving the Medical College of Georgia

ARTICLE VI – Function of the Executive Committee of the Medical College of Georgia Faculty Senate

Section 1

Executive Committee of the Medical College of Georgia Faculty Senate: The Medical College of Georgia Faculty Senate Executive Committee will meet regularly ten times per year in advance of and in accordance with the Medical College of Georgia Faculty Senate meetings. Additional meetings will be held at the discretion of the President. The President of the Medical College of Georgia Faculty Senate will preside at meetings of the Medical College of Georgia Faculty Senate Executive Committee. The President-Elect will preside in the absence of the President. The Faculty Senate coordinator will be responsible for recording and publishing minutes of the meetings. One member representing the Medical College of Georgia on the University Senate of Augusta University will be a voting member of the Executive Committee of the Medical College of Georgia Faculty Senate. If necessary, the Executive Committee of the Medical College of Georgia Faculty Senate will select that representative.

Section 2

The Medical College of Georgia Faculty Senate Executive Committee will be responsible for establishing an interface of communication between the faculty and the administration and other groups in order that the activity, mission and business of the Medical College of Georgia will be facilitated. The Medical College of Georgia Faculty Senate Executive Committee will be responsible for preparation of the agenda for meetings of the Medical College of Georgia Faculty Senate. The Dean is asked to report to the Executive Committee of the Medical College of Georgia Faculty Senate on all matters of strategic planning of the Medical College of Georgia, as well as on budgetary issues and hospital, clinics and AUMA relations.

ARTICLE VII – Quorum of the Medical College of Georgia Faculty Senate

Section 1

Quorum: A quorum of the Medical College of Georgia Faculty Senate shall be designated in the Medical College of Georgia Faculty Senate rules. (Rules Sec. IV)

ARTICLE VIII – Amendments to this Constitution and By-Laws

Section 1

- A. Changes to the MCG Rules and Bylaws may originate from any voting-eligible member of the MCG Faculty Senate as defined in (Rules Article III Sec. 2) or any member of the MCG Faculty Senate Executive Committee.
- B. A voting-eligible member of the MCG Faculty Senate may initiate the amendment process by submitting an amendment to the MCG Faculty Senate Executive Committee Secretary

in writing with the signatures of twenty-five (25) voting members of the MCG Faculty Senate in support of the proposed amendment.

- C. Any member of the MCG Faculty Senate Executive Committee may propose an amendment to the Rules and Bylaws by providing in writing the proposed amendment to the MCG Faculty Senate Executive Committee Secretary.
- D. The MCG Faculty Senate Executive Committee Secretary will distribute the proposed amendment to all MCG Faculty Senate Executive Committee members at least five (5) business days in advance of their next scheduled meeting for placement on the agenda of the next MCG Faculty Senate Executive Committee meeting.
- E. The MCG Faculty Senate Executive Committee will determine by a majority vote whether or not the proposed amendment is considered substantive or non-substantive.
- F. The MCG Faculty Senate Executive Committee will be guided by the general principle that changes that aim at changing a process or processes will be considered substantive, while changes that are clarifications and do not alter processes will be considered non-substantive.

Section 2

Amendment Process – Substantive Revision

- A. In the event the proposal is considered substantive, The MCG Faculty Senate Executive Committee Secretary will distribute the proposed amendment to all MCG Faculty Senate at least five (5) business days in advance of their next scheduled meeting for placement on the agenda of the next MCG Faculty Senate meeting.
- B. At the first meeting, the proposed amendment will be read into the record of the MCG Faculty Senate by the MCG Faculty Senate Executive Committee Secretary.
- C. The MCG Faculty Senate may engage in discussion and debate at this meeting but may not vote to dispose of the amendment either affirmatively or negatively.
- D. Ten (10) days after the MCG Faculty Senate meeting, an electronic ballot will be sent by email to the Medical College of Georgia Faculty. The amendment requires a simple majority (50% plus 1) affirmation vote for adoption.
- E. The ballot will be open for vote a period of time deemed appropriate by the MCG Faculty Senate Executive Committee, but will not be less than thirty (30) days (Rules Sec.IV).
- F. The MCG Executive Committee Secretary will notify the petitioning party who initiated the amendment process of the ultimate disposition of the item by the MCG Faculty Senate and report at the next MCG Faculty Senate Meeting.

Section 3

Amendment Process – Non-substantive Revision

- A. In the event the item is considered non-substantive, the proposed amendment shall be ratified by a majority vote of the AUFS Executive Committee.

- B. The MCG Faculty Senate Executive Committee Secretary of the AUFS Executive Committee may propose non-substantive bylaw changes to the Executive Committee.
- C. The MCG Faculty Senate Executive Committee Secretary will distribute the proposed amendment to all MCG Faculty Senate Executive Committee members at least five (5) business days in advance of the MCG Faculty Senate Executive Committee meeting.
- D. The MCG Faculty Senate Executive Committee Secretary will provide an electronic copy of any ratified non-substantive Rules & Bylaws amendments to all MCG Faculty Senate at least five (5) business days in advance of the next MCG Faculty Senate meeting.
- E. At the first meeting of the MCG Faculty Senate after ratification the MCG Faculty Senate Executive Committee Secretary will read the Bylaws change into the record.
- F. At this time the MCG Faculty Senate may engage in discussion or debate of the non-substantive Bylaws amendment. Any voting member of the MCG Faculty Senate may call for a vote by the MCG Faculty Senate as to the substantive nature of the Amendment.
- G. In the event that a challenge to the non-substantive nature of the amendment is made, the MCG Faculty Senate shall determine through an electronic ballot by a simple majority vote whether or not the change is of a substantive or non-substantive nature.
- H. Any item considered substantive in nature by the MCG Faculty Senate is required to follow the substantive revision amendment process (Article VII, Sec. 2).

ARTICLE IX – Interpretation of By-Laws and Rules

Institutional Interpretation: Questions of interpretation of these By-Laws and Rules shall be resolved by a simple majority vote of the Executive Committee of the Medical College of Georgia Faculty Senate, after review and recommendation of the Vice President in their role as Parliamentarian (see quorum for electronic voting in Rules Section IV A).

Revised and amended by the Medical College of Georgia School of Medicine Faculty Assembly, followed by its successor Faculty Senate: 5/29/69; 6/2/71; 5/18/72; 3/27/73; 4/30/75; 9/2; 7/77; 1/23/79; 3/31/83; 5/27/88; 2/2004; 6/2008, 3/2009, 4/2013, Updated to Conform with Current Administrative Structure 8/2013, 4/2016

**THE
MEDICAL COLLEGE OF GEORGIA
FACULTY SENATE
RULES**

Rules

Section I – Conduct of Meetings

All meetings shall be conducted in accordance with the most recent edition of Robert’s Rules of Order.

Section II – Duties of the Officers

A. President

1. The President shall be a member of, and preside at meetings, of the Executive Committee, and the Medical College of Georgia Faculty Senate.
2. The President shall organize the work of the Medical College of Georgia Faculty Senate.
3. The President shall serve on the Nominating Committee.
4. The President or his designee selected from the Executive Committee shall serve as an *ex officio* voting member of all committees of the Medical College of Georgia Faculty Senate.

B. President-elect

1. The President-elect shall be a member of the Executive Committee.
2. The President-elect shall observe the workings of the organization.
3. The President-elect shall serve as chair of the Committee on Committees.
4. The President-elect shall serve on the Nominating Committee.
5. The President-elect shall serve as an *ex officio* voting member of all committees of the Faculty Senate, to act when the President is not able to attend meetings of said committees.
6. The President-elect shall preside at meetings in the absence of the President.

C. Vice President

1. The Vice President shall be a member of the Executive Committee.
2. The Vice President shall be a member of the Faculty Recognition Committee.
3. The Vice President shall serve as chair of the Rules and By-Laws Committee and, as such, will serve as Parliamentarian of the Medical College of Georgia Faculty Senate.

D. Past-President

1. The Past President shall be a member of the Executive Committee.
2. The Past President shall serve as a resource to the President.
3. The Past President shall serve on the Nominating Committee.

E. Secretary

1. The Secretary shall be a member of the Executive Committee.
2. The Secretary or designee shall record the actions of the Executive Committee and the Senate and keep minutes.
3. The Secretary shall chair the Faculty Recognition Committee.
4. The Secretary or designee shall maintain the membership list of the Medical College of Georgia Faculty Senate.

Section III – Medical College of Georgia Faculty Senate Committees

A. Committee Structure

1. Types of Committees

- A. The committees of the Senate include constitutional committees, standing committees, special committees and *ad hoc* committees.
- B. The title, composition, tenure, election and duties of each committee are described separately, and may be augmented or altered from time to time, as need may require, by the Executive Committee of the Medical College of Georgia Faculty Senate, acting on behalf of the Medical College of Georgia Faculty Senate.

2. Composition of Committees

- A. The committees will be composed of faculty members nominated by the Committee on Committees and approved by the Medical College of Georgia Faculty Senate Executive Committee.
- B. The Dean is an *ex officio* non-voting member of all constitutional and standing committees.

3. Election to Committees

- A. Unless stated otherwise, all members of constitutional committees, standing committees and special committees shall be nominated by the Committee on

Committees. The slate of candidates recommended by the Committee on Committees shall be approved by a simple majority vote of the Medical College of Georgia Faculty Senate Executive Committee and confirmed by the Medical College of Georgia Faculty Senate.

- B. Those who place names in nomination for office or committee membership shall first determine that the proposed candidate is eligible for the position. They must also have ascertained that the individual desires to be considered.

4. Duties of Committee Members

Committee Members will attend all committee meetings, unless excused by the committee chair. If a member fails to attend one-third or more of committee meetings in a twelve month period they will be removed from the committee and replaced by action of the Committee on Committees. Minutes of all Medical College of Georgia Faculty Senate committees, with the exception of the Faculty Appointments, Promotions, & Tenure Committee, are kept and maintained by the Senate Coordinator. Chairs of committees or designees are responsible for preparing and delivering reports as requested and at least annually.

B. Committee on Committees

1. Composition

This constitutional committee shall be composed of five members, including the President Elect, two members from the Medical College of Georgia Faculty Senate Executive Committee appointed by the President elect, and two members-at-large nominated by the Nominating Committee and elected during the spring Medical College of Georgia Faculty Senate elections. Each committee member will serve a term of two years. The President-Elect will chair this committee.

2. Function

- a. This committee shall prepare a list of nominees for offices and committees of the Medical College of Georgia Faculty Senate, excepting those specifically chosen by the Nominating Committee. (See By-Laws Article III, section 4) This list shall be presented to the Executive Committee and the Senate for approval.
- b. The committee shall select nominees to serve as representatives to the committees of the University Faculty Senate of Augusta University from the Medical College of Georgia Faculty Senate or the Medical College of Georgia Faculty Senate Executive Committee.
- c. It is the responsibility of this committee to contact the nominees for elected position to ascertain their willingness to serve, should they be elected by the Senate.

- d. The Committee on Committees shall present a list of nominees to the Executive Committee by May of each year.

C. Executive Committee of the Medical College of Georgia Faculty Senate

1. This constitutional committee is described in Article III of the By-Laws.
2. The at-large representatives from the Medical College of Georgia Faculty Senate to serve on the Executive Committee shall be elected at the Medical College of Georgia spring elections from nominations made by the President, President-Elect and Past President, acting as the Nominating Committee.

D. Admissions Committee

The final authority for accepting students to the Medical College of Georgia rests with the Admissions Committee.

A quorum for Admissions Committee meetings shall be a simple majority (51% or more) of committee members, with the additional stipulation that faculty members constitute a majority of voting members at all meetings.

1. Composition

In accordance with LCME Standards, the Admissions Committee, a constitutional committee, is chaired by the associate dean for admissions, who is a voting member. The co-chair of the committee is selected from amongst the Admissions Committee membership by the associate dean for admissions with the approval of the vice dean of academic affairs, to serve in his/her absence.

At least 70% of the committee must be faculty, including both clinician and basic science faculty; every effort will be made to ensure approximately 15% of the faculty members are from the four year campus (Athens). At least 65% of the committee members must be physicians. Alumni and community members may serve on the committee. Up to three medical students may serve on the committee. The director of diversity outreach serves on the committee *ex-officio* and is a voting member. No more than two “administrative faculty” members may be appointed. The administrative director of admissions, if a member of the faculty, serves on the committee *ex-officio* and is a voting member. Alumni, community, and medical student members may not exceed 30% of the committee membership.

2. Nomination

The associate dean for admissions, with the approval of the vice dean, shall submit a slate of candidates for committee membership to the Committee on Committees. The committee membership is then nominated by the Committee on Committees and appointed in the customary manner (Article IV, section 3A).

3. Function

The Admissions Committee shall serve as the final authority for accepting students to the Medical College of Georgia. It shall evaluate applicants for entry into the medical school and make decisions for admission amongst those who have submitted applications. The committee shall take into account the charge given to the committee by the dean and/or vice dean for programmatic priorities and/or initiatives. The committee shall consider and recommend appropriate measures to recruit and admit students from diverse backgrounds.

4. Subcommittees

- a. The Admissions Committee will have at least two subcommittees, and may have other ad hoc subcommittees as needed.
- b. Transfer with Advanced Standing Subcommittee will evaluate applicants who desire transfer from other LCME accredited medical schools into Phase 3 of MCG's curriculum. It is chaired by either the chair or co-chair of the Admissions Committee and includes six other faculty members serving on the Admissions Committee. The selection of faculty members to serve on the subcommittee will be the associate dean for admissions, with the approval of the vice dean of academic affairs, and all committee members will be clinicians. The policy for transfer with advanced standing is reviewed and updated periodically by the Curriculum Oversight Committee, with approval of the vice dean of academic affairs.
- c. AU Professional Scholars Program (BS/MD) Admissions and Recruitment Subcommittee is chaired by the MCG Admissions Committee chair or co-chair and includes four members from the MCG Admissions Committee and two members from the AU College of Science and Mathematics. The MCG Admissions Committee members must include at least two clinicians, and should be approved by the vice dean of academic affairs. The committee incorporates admissions domains used for selection by both the undergraduate college and the medical college to select students for admission.

The actions of the subcommittees for admission are recommendations to the full Admissions Committee which must endorse the acceptance of each student.

D. Student Academic Promotions and Professionalism Conduct Committee

1. Composition

This constitutional committee, in accordance with LCME standards, will be composed of faculty members selected by the Vice Dean for Academic Affairs, Associate Dean for Student and Multicultural Affairs, and the Senior Associate Dean for Curriculum with the approval of the Dean and they shall submit a slate of candidates for membership to the Committee on Committees. These faculty members nominated by the Committee on

Committees shall be appointed by the Medical College of Georgia Faculty Senate Executive Committee (Section 3a 3a).

- a. It shall be divided into four subcommittees, one for each class; each consisting of a chair and five additional members. Each subcommittee chair shall serve a term of four years. Chairs of the subcommittees should serve as a member of the promotions subcommittee for four years before becoming chair. Members shall be appointed from each clinical campus as needed.
- b. The Vice Dean for Academic Affairs, Associate Dean for Student and Multicultural Affairs, and Senior Associate Dean for Curriculum shall be *ex officio* non-voting members of the committee and of all class subcommittees.
- c. The committee will report to the Medical College of Georgia Faculty Senate Executive Committee and to the Medical College of Georgia Faculty Senate at least annually.

2. **Chair**

- a. The chair of the full committee shall be appointed to that office for a term of three years and have served as a member of a subcommittee for four years before becoming chair of the Full Promotions Committee.
- b. The chair of the senior class subcommittee shall serve as vice chair and shall function as acting chair in the absence of the chair.

3. **Function**

- a. The committee shall function as outlined in the Promotions Committee Policies and Procedures.
- b. Through its subcommittees, the committee shall monitor the academic performance of the students in each class, recommend students for academic advancement and graduation, and recommend appropriate actions regarding students experiencing academic difficulty.
- c. The committee shall review and evaluate the policies and procedures under which it operates and shall recommend to the Medical College of Georgia Faculty Senate Executive Committee any changes deemed to be necessary in those policies and procedures.

E. Faculty Appointments, Development, Promotion and Tenure (FADPT) Committee

1. Composition

- a. This constitutional committee, in accordance with LCME standards, shall consist of a chair and other full time faculty members holding the rank of Associate Professor or above appointed in the customary way, by nomination of the Committee on Committees and approval of the Executive Committee of the Medical College of Georgia Faculty Senate (Section 3a 3a). Committee members shall serve for three-year rotating terms.
- b. The committee shall consist of nine members, at least five of which must be tenured. Five are nominated by the Committee on Committees, approved by the MCG Faculty Senate Executive Committee and confirmed by the Faculty Senate. Four will be appointed by the Dean of the Medical College of Georgia. No more than two members from any one department of the Medical College of Georgia may serve on the committee at one time.
- c. The chair shall hold the rank of Professor and shall have served previously as a member of the committee for at least one year and will serve for two consecutive years.
- d. No Department Chair, administrative (non-ranked) faculty, or ranked faculty below Associate Professor may serve on this committee.
- e. There will be proportional representation of pre-clinical and clinical departments on the committee, based on their number of faculty, in so far as possible.

2. Function

- a. This committee serves in a joint capacity with the Dean of the Medical College of Georgia and the President of Augusta University. It reviews and makes recommendations on all matters regarding faculty promotions or tenure referred to it by the Dean. Only tenured members of the committee will vote on tenure decisions, a minimum of five tenured committee members being required for vote on tenure.
- b. A quorum will consist of 75% of those eligible to vote who must be physically or real-time virtually present at the meeting. A 60% majority vote of those present physically and real-time virtually will be required to pass a motion to promote or tenure. Since the vote required is 60% of the members present, an abstention will have the same effect as a no vote.
- c. The committee shall operate under the existing policies adopted for it by the Medical College of Georgia Faculty Senate.

- d. This committee shall be responsible for the following two standing subcommittees:

1. Pre-Tenure Review Standing Subcommittee

a. Composition

This standing subcommittee shall consist of a chair and additional members, all appointed by nomination of the Committee on Committees and approval of the Executive Committee of the Medical College of Georgia Faculty Senate. The chair shall hold the rank of professor and must be tenured. Subcommittee members shall be elected for three year rotating terms. They should have previously served on the FADPT Committee. This standing subcommittee is governed by the existing policies and rules as developed by the faculty. This standing subcommittee shall operate similarly to the Faculty Appointments, Development, Promotion and Tenure (FADPT) Committee.

b. Function

This subcommittee shall review faculty eligible for tenure in advance of their submission for promotion to assure that the candidate is meeting criteria. This subcommittee serves in an advisory capacity to the Dean of the Medical College of Georgia and the President of Augusta University.

c. Report

An annual report shall be given to the Executive Committee and the Medical College of Georgia Faculty Senate at least annually.

2. Post Tenure Review Standing Subcommittee

a. Composition

This standing subcommittee shall consist of a chair and eight additional members, all appointed by nomination of the Committee on Committees and approval of the Executive Committee of the Medical College of Georgia Faculty Senate. The chair shall hold the rank of professor and must be tenured. Subcommittee members shall be elected for three year rotating terms. They should have previously served on the FADPT Committee. This standing subcommittee is governed by the existing policies and rules as developed by the faculty. This standing subcommittee shall operate similarly to the Faculty Appointments, Development, Promotion and Tenure (FADPT) Committee.

b. Function

This subcommittee shall review each tenured faculty member on a five year rotating basis. The subcommittee serves in an advisory capacity to the Dean of the Medical College of Georgia and the President of Georgia Health Sciences University.

c. **Report**

An annual report shall be given to the Executive Committee and the Medical College of Georgia Faculty Senate at least annually.

F. **Curriculum Committees**

1. **Composition**

There shall be three constitutional Curriculum Committees, in accordance with LCME standards, the Curriculum Oversight Committee, the Phase 1, 2 Curriculum Committee, and the Phase 3 Curriculum Committee.

- a. **The Curriculum Oversight Committee (COC)** shall be chaired by the Vice Dean for Academic Affairs. The Vice Chair of the Committee shall be the Senior Associate Dean for Curriculum. They will sit *ex officio* and be non-voting, except when voting as chair to break a tie. The Campus Associate Dean for Curriculum (Athens) will also sit *ex-officio*, non-voting. The Pre-clerkship and Clerkship & Enrichment Committees will nominate three members each. They serve two-year, staggered, renewable terms. The committee will include representation from amongst the geographically separated campuses. Other members sitting *ex-officio*, voting, include; the chairs of the Pre-Clerkship and Clerkship & Enrichment Committees, and Pre-Clerkship and year 3 and 4 curriculum coordinators, the Associate Deans for Curriculum (Augusta), Evaluation, Faculty Development, and Regional Campus Coordination.

Additional faculty members shall be recommended by the Vice Dean for Academic Affairs to the Committee on Committees and appointed in the customary manner (Article IV, section 3A).

There will be three (2 Augusta, 1 Athens) student representatives from each class, who will be the elected curriculum representatives. Each class has one vote, each student present and representing that class will vote, the majority vote of the class representatives will be the vote for that class and if there is no majority there is no vote.

- b. **The Pre-Clerkship Committee** shall be chaired by a member of the committee, nominated by the committee from among its voting members, and elected by the Curriculum Oversight Committee. The chair will serve a two-year, renewable term. . The Vice Dean for Academic Affairs, the Senior Associate Dean for Curriculum, and the Campus Associate Dean for Curriculum (Athens) sit *ex-officio*, non-voting. The following will sit *ex-officio*, voting; the Pre-Clerkship module and component directors, the chair of the Clerkship & Enrichment Committee, the Pre-Clerkship curriculum coordinators, Campus Assistant Dean(s)for Curriculum (Athens), Associate Dean for Curriculum (Augusta), and Associate Dean for Evaluation. The committee will include

representation from amongst the geographically separated campuses, as appropriate. Additional faculty members who are not module or component directors shall be submitted by the Vice Dean for Academic Affairs to the Committee on Committees and appointed in the customary manner (Article IV, section 3A).

There will be three students each from the Pre-Clerkship classes (2 Augusta, 1 Athens), who will be elected curriculum representatives. Each class has one vote, each student present and representing that class will vote, the majority vote of the class representatives will be the vote for that class and if there is no majority there is no vote.

- c. **The Clerkship & Enrichment Committee** will be chaired by a member of the committee, nominated by the committee from among its voting members, and elected by the Curriculum Oversight Committee. The chair will serve a two-year, renewable term. The Vice Dean for Academic Affairs, the Senior Associate Dean for Curriculum, the Campus Associate Dean for Curriculum (Athens), and the Associate Dean for Curriculum (Augusta) sit *ex-officio*, non-voting. The following sit *ex-officio* voting; the Clerkship & Enrichment directors (Family Medicine, Internal Medicine, Pediatrics, Neurology, Surgery, OB/GYN, Psychiatry, Emergency Medicine, Ambulatory Medicine), Clerkship & Enrichment selective director(s) (Critical Care), Palliative Care Intersession Director, Campus Clinical Chair (Athens), Associate Dean for Evaluation, Associate Dean for Regional Campus Coordination, the chair of the Pre-Clerkship Committee, Clerkship & Enrichment curriculum coordinators, and the Associate Dean for Curriculum (Augusta). The committee will include representation from amongst the geographically separated campuses. Additional faculty members who are not clerkship or selective directors shall be recommended by the Vice Dean for Academic Affairs to the Committee on Committees and appointed in the customary manner (Section 3a 3a).

There will be three Student Representatives each from the two Clerkship & Enrichment classes (2 Augusta, 1 Athens) who are the elected curriculum representatives. Each class has one vote, each student present and representing that class will vote, the majority vote of the class representatives will be the vote for that class and if there is no majority there is no vote.

- d. Student members are elected by their class during their Pre-Clerkship year and, except when extenuating circumstances arise, typically serve for four years.

2. **Purpose and Functions**

- A. The purpose of the Curriculum Oversight Committee (COC) is to ensure that the educational program of the Medical College of Georgia on each of its campuses achieves the school's overall educational objectives, meets accreditation expectations of the LCME, reflects national trends in medical education, and fosters congruence across campuses. The COC shall have the responsibility and authority relative to the

undergraduate medical education program at MCG for the overall design, management, integration, and enhancement of the curriculum and shall advise the Dean in such matters.

- B.** The COC will manage the curriculum by:
- a. Proposing, considering, implementing, and assessing curricular changes
 - b. Continuously evaluating the effectiveness of the educational program and determining changes to improve it by assessing the structure, content, purpose, and objectives of the medical education program
 - c. Working with the Phase Committees to ensure appropriate congruence of curriculum, teaching, and assessment on all of MCG's campuses to ensure quality programs at each;
 - i. Appropriate content and workload of each discipline, including identification of omissions, redundancies, and sequencing problems, and ensuring integration among basic and clinical sciences
 - ii. Ongoing review of modules and clerkships to ensure objectives, teaching methods, curricular content, and assessments are congruent with college's educational objectives
 - d. Carefully and continuously evaluating the student assessment process to assure accurate assessment of knowledge, skills, and attitudes.

The COC will meet six times a year as a minimum.

- C.** The function of the Pre-Clerkship Committee is to make recommendations to the COC, and implement COC decisions regarding issues such as objectives, scheduling, sequencing, teaching venues, and evaluation. The Pre-Clerkship Committee will manage the Pre-Clerkship curriculum at the day-to-day ("micro") level and the COC at the "macro" level.
- D.** The Pre-Clerkship Committee shall meet monthly or as determined by the chair of the COC.
- E.** The function of the Clerkship & Enrichment Committee is to make recommendations to the COC and to implement COC decisions regarding issues such as objectives, scheduling, sequencing, teaching venues, and evaluation to ensure congruence and consistency among sites and campuses. The Clerkship & Enrichment Committee will manage the Clerkship & Enrichment curriculum at the day-to-day ("micro") level and the COC at the "macro" level.

The Clerkship & Enrichment Curriculum Committee shall meet monthly or as determined by the chair of the COC.

G. Nominating Committee

1. Composition

This constitutional committee shall be composed of the President, the President-elect and the immediate Past President.

2. Function

The duties of the committee shall be as stated in the By-Laws, in Article III, Section 4.

I. Rules and By-Laws Committee

1. Composition

Membership of this standing committee shall consist of the chair, who is the Vice-President of the Medical College of Georgia Faculty Senate, and three other members proposed by the Committee on Committees approved by the MCG Faculty Senate Executive Committee and confirmed by a quorum vote of the MCG Faculty Senate. The other members are selected for three-year rotating terms.

2. Function

This standing committee shall meet at least once a year or more frequently as needed to determine if changes or amendments to the By-Laws are needed. This committee shall assist the Executive Committee in interpretation of the By-Laws and Rules for the Medical College of Georgia Faculty Senate. It shall consider amendments to the By-Laws and Rules and shall write and revise the By-Laws and Rules for the Medical College of Georgia Faculty Senate, as may be needed.

J. Faculty Recognition Committee

1. Composition

This standing committee shall be chaired by the Secretary and shall include the Vice-President, the previous chair of this committee (that is, the immediate past Secretary), and two other members who shall be selected in the customary way by the Committee on Committees. The term of office shall be for two years.

2. Function

This committee will select outstanding members of the Faculty for special recognition at the annual Faculty Awards Ceremony. The committee will determine the number and types of awards or recognitions to be made.

K. Student Affairs Committee

1. Composition

- a. This special committee shall consist of a chair, nominated by the Committee on Committees and approved by the Executive Committee (Section IIIa 3a) and other teaching faculty members each elected by the students of the four medical college classes, and one faculty and student member from the campus subcommittees below. In addition the Dean, the Vice Dean for Academic Affairs, Senior Associate Dean for Curriculum, Associate Dean for Student and Multicultural Affairs, Associate Dean for Admissions are ex-officio members. All class presidents are encouraged to bring one “guest” from their class to each meeting.
- b. All members of this committee shall serve for a term of one year, but they are subject to reappointment or re-election. Typically, the class presidents do not change each year and, therefore, serve as long as they are president of their class.

2. Function

This committee facilitates communication between students and faculty and administration. It serves as a forum for discussion of problems and concerns identified by students and faculty. This committee will meet at least quarterly.

1. Subcommittees

A special subcommittee of the Student Affairs Committee will be present on each Medical College campus. Each subcommittee will consist of a faculty chair, appointed in the customary manner and four other teaching faculty members elected by the students. The Dean or the Dean’s designated representative shall be an ex-officio member. These committees will function as noted above and meet at least quarterly and report activity to the standing Student Affairs Committee.

L. Wellbeing Committee

1. Composition

- a. This standing committee shall consist of a chair and four members appointed by nomination of the Committee on Committees and approval of the Executive Committee of the Medical College of Georgia Faculty Senate. (Section III a. 3. a.). The committee will include representation from amongst the geographically separated campuses. The chief executive officer for Augusta University Medical Associates (AUMA), vice president and chief medical officer for Augusta University Health System (AUHS), associate dean for faculty affairs, and vice dean for academic affairs sit *ex-officio*, non-voting. The senior associate dean for graduate medical education, associate dean for curriculum, associate dean for student and multicultural affairs (Augusta and Athens),

and chief of staff of medical staff, sit *ex-officio* voting. Chairs of the subcommittees shall sit *ex-officio* voting.

- b. The chair shall have served for at least two years, in so far as possible, as a member of the committee and will serve for two consecutive years.
- c. There will be proportional representation of basic science and clinical faculty on the committee, in so far as possible.
- d. All at-large members of this committee shall serve for a term of two years, and may be subject to reappointment.
- e. A Wellbeing Committee Liaison shall serve on the committee *ex-officio* voting, and shall be appointed by the dean of the Medical College of Georgia or his designee. The position shall support and coordinate with the chair and subcommittee chairs in the capacity of subject matter expert, and provide consultation and relevant information in support of wellbeing initiatives.

2. Function

- a. The purpose of the Wellbeing Committee is to promote the wellbeing of Medical College of Georgia faculty, physicians and advanced provider practitioners, residents, and medical students on each of its campuses, and meet accreditation expectations of the Accreditation Council for Graduate Medical Education (ACGME), Liaison Committee on Medical Education (LCME). The committee shall support a coordinated, systematic, and sustained effort to assess, prevent and ameliorate burnout, and to promote positive psychological wellbeing.
- b. This standing committee shall meet at least semi-annually or more frequently as needed.
- c. This committee serves as advisor to the dean of the Medical College of Georgia.
- d. A report shall be given to the Executive Committee and the Medical College of Georgia Faculty Senate at least annually.

M. Diversity, Equity, and Inclusion (DEI) Committee

1. Background

The Medical College of Georgia (MCG) is committed to actively working to eradicate any racism, bias and/or discrimination within MCG, Augusta University (AU) and the AU healthcare system (AUHS). The MCG seeks to advance diversity, equity and inclusion through the development of goals and initiatives focused on this effort and by holding accountable, all who are involved in these efforts.

Moral or social justice asserts that each person has value to contribute, and that we must address barriers and historical factors that have led to unfair conditions for marginalized populations. Diverse teams leads to better outputs, or in healthcare, better outcomes. Diverse backgrounds and perspectives lead to better solutions to problems such as systemic healthcare disparities and implicit bias. Organizations that embrace diversity, equity and inclusion will better serve their customers (patients) if they reflect the diversity of the market base. Patients want to see themselves represented in the organizations that serve them.

Actively addressing the issues of diversity, equity and inclusion will enable MCG to create and contribute to an environment in which any individual or group can be, and feel, welcomed, respected, supported, and valued to fully participate.

2. Composition

- a. The MCG Faculty Senate recognized the need to address diversity, equity and inclusion within the College and has established the MCG Diversity, Equity and Inclusion (DEI) Committee. The DEI Committee membership should reflect the diversity of MCG faculty and the community that MCG and AUHS serves.
- b. The DEI Committee is a standing committee consisting of two (2) Co-chairs appointed by nomination of the Committee on Committees and approval of the Executive Committee of the MCG Faculty Senate. (Section III a. 3. a.). It is expected that one of the Co-chairs will be from an MCG-designated underrepresented in medicine group. The Co-chairs shall serve for two years. In so far as possible, the Co-chairs should have served on the committee prior to being elected as a Co-chair, to allow continuity of the functions of the committee.
- c. Committee Members (with vote) – there will be nine (9) members. Six (6), with two (2) from the AU/UGA Medical Partnership, will be nominated by the Committee on Committees and appointed by the MCG Faculty Senate Executive Committee. Three (3), ideally from amongst the MCG regional campuses, will be appointed by the Dean of the Medical College of Georgia. In so far as possible, there will be proportional representation of basic science and clinical faculty on the committee. All members of this committee shall serve for a term of two years, and may be subject to reappointment.
- d. Ex Officio Members (with vote) include the MCG associate dean for faculty affairs, vice dean for academic affairs, senior associate dean for graduate medical education, associate dean for curriculum, associate dean for student and multicultural affairs (Augusta and Athens), and chair of the wellbeing committee.
- e. DEI Committee Administrative Liaison (without vote) shall serve on the committee for a 2-year term, and shall be appointed by the MCG dean. The position shall support and coordinate with the Co-chairs in the capacity of a subject matter expert, and provide administrative support and relevant information in support of DEI Committee's initiatives.

3. Functions

- a. This standing committee of the MCG Faculty Senate shall meet at least semi-annually or more frequently as needed.
- b. The DEI Committee is advisory to the MCG Faculty Senate Executive Committee and thereby the dean of the Medical College of Georgia.
- c. The DEI Committee serves to promote diversity, equal opportunity and inclusivity for MCG faculty, staff and advanced provider practitioners on each of its campuses and provide resources related to gainful employment (recruitment, hiring),

leadership positions (career advancement), and financial reimbursement (salaries) equality.

- d. The DEI Committee should align its recommendations and any actions impacting the diversity, equity and inclusion of MCG learners and/or learning environments with the accreditation standards of the Accreditation Council for Graduate Medical Education (ACGME, for residents & fellows), Liaison Committee on Medical Education (LCME, for medical students).
- e. The DEI Committee shall also support coordinated, systematic, and sustained efforts at AU and AUHS to assess and ameliorate diversity related to race, gender, and sexual orientation, and to promote positive psychological well-being for all university and health system faculty.

4. Report

A report shall be given to the MCG Executive Committee and the MCG Faculty Senate at least annually.

Section IV – Quorum and Revision of By-Laws and Rules

A. Quorum

A quorum of the Medical College of Georgia Faculty Senate shall consist of those Members of the Faculty present at a meeting with a minimum of 20.

1. A meeting can occur once this quorum is met
2. To approve any business action requiring a vote shall require a quorum of 100 in attendance at the meeting
3. In absence of a quorum present at the meeting action requiring a vote will be done by electronic ballot requiring a quorum of votes returned of 25 percent of the total faculty.
4. A quorum of a committee shall consist of a majority of the voting members of that committee.

B. Revision of Rules

1. Any proposed change in the Rules shall be presented to the Medical College of Georgia Faculty Senate Executive Committee in writing at least two weeks in advance of a vote.
2. A copy of any proposed change in the Rules shall be distributed to all faculty members by e-mail. The proposed changes of the Rules shall be voted upon at the next Medical College of Georgia Faculty Senate meeting or by e-mail as the Executive Committee may direct in order to obtain a quorum.

3. Passage of a change of the Rules shall require a favorable vote by a simple majority (fifty percent plus one) of those members who vote in an electronic ballot of the whole Medical College of Georgia Faculty. The ballot will be opened for vote a period of time deemed appropriate by the MCG Faculty Senate Executive Committee, which will not be less than thirty days.

Bylaws Revised 2/2004, 6/2008, 3/2009, 1/2012, 4/2013, Updated to Conform to Current Administrative Structure 8/2013, 8/2015, 4/2016, 3/2021