

**BYLAWS FOR THE GOVERNANCE OF THE
UNIVERSITY OF THE VIRGIN ISLANDS SCHOOL OF MEDICINE**

Preamble	1
Article I Construction and Application	1
Section 1 Construction	1
Section 2 Application	1
Article II Administrative Organization	1
Section 1 The Dean	1
Section 2 Subordinate Administrative Officers	3
Section 3 The Departments	3
Section 4 Centers and Institutes	5
Article III Organization of the Faculty and General Faculty	5
Academic Freedom and Academic Responsibility	5
Section 1 The Faculty	6
Section 2 The General Faculty	8
Section 3 The Executive Council	8
Section 4 The Committees of the Faculty	9
Article IV Appointment, Reappoint, and Promotion of Faculty	14
Section 1 Definition Full-time and Part-time Faculty appointments	14
Section 2 Approved Titles	15
Section 3 Determination of Academic Title	16
Section 4 General Provisions	16
Section 5 Eligibility for Full Academic Rank	17
Section 6 Qualified Academic Rank	18
Section 7 Procedures and Criteria for Appointments and Promotions	19
Article V Leaves of Absences	19
Section 1 Faculty Renewal Programs	19
Section 2 Other Leaves	20
Article VI Termination of Services	20
Section 1 Termination at Will	20
Section 2 Automatic Termination	20
Section 3 Termination for Cause	20
Article VII Amendments	21
Section 1 Amendments Initiated by the UVISOM	21
Section 2 Amendments Initiated by the Board of Trustees	21

***BYLAWS FOR THE GOVERNANCE OF THE
UNIVERSITY OF THE VIRGIN ISLANDS SCHOOL OF MEDICINE***

Preamble: These Bylaws identify basic policies, governing principles and standing rules of the UVI School of Medicine [hereafter referred to as “UVISOM”] to fulfill this mission.

UVISOM seeks full accreditation from the Liaison Committee on Medical Education.

The vision of UVISOM is to improve the health care of the people of the Territory and wider Caribbean community and to address pressing national and international health issues in support of the global community.

The mission of UVISOM is to educate students, from the diverse communities of the U.S. Virgin Islands, the wider Caribbean and the continental US, as physicians dedicated to the health and well-being of their communities. These physicians will be prepared through innovative pedagogy that will result in physicians who are life-long learners, solution finders, team players and leaders of the 21st Century.

ARTICLE I CONSTRUCTION AND APPLICATION

Section 1 - Construction

1.1 - These Bylaws shall constitute the standing rules for the governance of UVISOM as an educational unit of the University of the Virgin Islands (UVI). Nothing in these Bylaws shall contravene any provision of the bylaws governing UVI, nor shall they be construed as an infringement upon the powers and authority of the Board of Trustees of UVI (“the Board”), or upon the powers and authority of the President as delegated by the Board. Where the Faculty and Administration exercise their authority under these Bylaws to establish policy and procedures, they shall be consistent with established policy of the UVI Board of Trustees.

1.2 - As an underlying principle of these Bylaws, the policies of the UVISOM have been developed through consultation and discussion with appropriate groups, for example, the Faculty and General Faculty?, University administration, and the UVI Board of Trustees.

1.3- The terms “he, his, him” are used generically in these Bylaws to refer to females as well as males.

Section 2 - Application

2.1 - These Bylaws shall apply to all the Faculty and General Faculty (as defined in Article III). All programs of the hospitals and health care facilities affiliated with the UVISOM, as they involve academic standards and policies, shall be deemed to be under the jurisdiction of these Bylaws. These Bylaws shall conform to the provisions of the UVI Bylaws, be reviewed and approved by the Board of Trustees.

ARTICLE II ADMINISTRATIVE ORGANIZATION

Section 1 - The Dean

1.1 - Under the Provost, the Dean shall be the chief academic and administrative officer

of the UVISOM, with primary responsibility for implementing the mission of the UVISOM. The Dean's duties and powers shall include the following:

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

1.1.2 Design, implementation, evaluation, and revision of curricula;

1.1.3 Supervision of the members of the academic and non-academic staff of the UVISOM;

1.1.4 Recommendation to the Provost and President of appointment, reappointment, and promotion of the Faculty of the UVISOM;

1.1.5 Recommendation to the Provost and President of appointment, reappointment and promotion of qualified individuals to serve as administrators of the UVISOM;

1.1.6 Oversight of a system of career development for the Faculty and General Faculty;

1.1.7 Development and implementation of a system of review of the effectiveness of performance of the Faculty and General Faculty;

1.1.8 Preparation and recommendation of the annual budget;

1.1.9 Review and approval of the expenditure of funds allocated to the UVISOM;

1.1.10 Assignment of space within the UVISOM;

1.1.11 Oversight and management of the simulation center;

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

1.1.13 Submission of reports and recommendations to the University Provost and President concerning the operation, plans and development of the UVISOM;

1.1.14 Responsibility for implementing the Bylaws of the UVISOM.

1.2- The Dean shall be appointed only by the President upon nomination by the Provost from among a slate of nominees provided by a Dean's Search Committee.

The members of the Search Committee shall be appointed by the President and Provost; the majority shall be from a list of individuals selected by UVISOM Faculty Council

(see Article III, 1.5.3). The Committee shall consult student representatives, alumni representatives and representatives of the community in the UVISOM's service area. The Founding Dean shall be appointed by the University President and the UVI Board of Trustees.

1.3 - The Dean shall serve at the pleasure of the Provost and the University President.

1.4 - If for any reason the Dean's Office becomes vacant, the Provost and President, with the advice of the Executive Council of the UVISOM (Article 3), may appoint an Acting or Interim Dean.

1.5 - Commencing when the school opens, there shall be a periodic review of the UVISOM and the stewardship of the Dean at least once every three (3) years. The Provost shall appoint a committee to conduct the review, and to report its findings and recommendations to the Provost who will recommend appropriate action to the President. The committee shall include, or consult with, at least one individual with suitable professional background from outside the UVISOM. 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 - Subordinate Administrative Officers

The Dean may, after consultation with the Executive Council and with the approval of the Provost and President, appoint and delegate authority and/or responsibility to such subordinate administrative officers as may be deemed necessary for effective administration. All appointees shall serve at the pleasure of the Dean.

Section 3 - The Departments

3-1 – The UVISOM may be subdivided into departments in a manner consistent with its missions and goals, on the recommendation of the Dean and with the approval of the Provost and President. Each department shall have a chairperson who serves at the pleasure of the Dean. The Executive Council may advise the Dean as to the formation or dissolution of a department. The Executive Council shall make all such recommendations to the Dean based on the mission of the UVISOM.

3.2 - Under the Dean, a department Chairperson shall have general administrative responsibility for, as well as participate in, the educational, research, health care and service programs of the department.

3.3 - Commencing when the school opens, there shall be a periodic review and evaluation of the department and its Chair's stewardship at least once every three (3) years. The Dean shall appoint a committee to conduct the review and to report its findings and recommendations to the Dean. The committee shall include, or consult with, at least one individual with suitable professional background from outside the UVISOM.

3.4 - The Chairperson's duties shall include the following (to commence when the school opens):

- 3.4.1 Development and operation of departmental programs;
- 3.4.2 Supervision of departmental Faculty and General Faculty and staff;
- 3.4.3 Annual evaluation (commencing at the end of the 1st year of the individual teaching) of all departmental Faculty and General Faculty and review of those evaluations delegated to division, section or program heads;
- 3.4.4 Establishment of annual goals and objectives with individual Faculty members and review of those delegated to division, section or program heads;
- 3.4.5 Establishment of a career development program and counseling and training concerning progress and career development for individual members of the paid Faculty;
- 3.4.6 Making recommendations to the Dean regarding all issues of concern to the department;
- 3.4.7 Review of the budget and program plans with the Faculty and General Faculty members of the Department;
- 3.4.8 Recommendations to the Dean regarding the department's annual budget;
- 3.4.9 In consultation with the Faculty Committee of Appointments, Retention, and Promotion, make recommendations regarding appointments, reappointments, promotions, changes in status, leaves, dismissals and acceptance of resignations. However, until the committee is established, the Dean and Provost will have these responsibilities. When appropriate, the Executive Council will be consulted;
- 3.4.10 Evaluation of the department's educational, research, service and, where appropriate, health care programs;
- 3.4.11 Maintenance of accreditation with appropriate groups and agencies;
- 3.4.12 Preparation and submission of an annual report to the Dean regarding instructional activities, research and service accomplishments, performance and progress of the Faculty and General Faculty and financial management within the department. The annual report shall include a description of the process used for consultation with the Faculty per Article III, 3.4.7 and 3.4.9 of these Bylaws. The annual report shall be shared with the Faculty and General Faculty of the Department.

3.5- Prior to the recruitment of an initial department chairperson, or in the event of a vacancy in a chairperson position, the above mentioned duties and powers may be borne by the appropriate Associate/Assistant Dean or by an Interim/Acting Chairperson, selected from among the Faculty of the department, as assigned by the Dean. This selection shall follow consultation by the Dean with the Faculty of the department holding appointments as Associate Professor and above.

3.6- The initial appointment of department Chairpersons will be made by the Dean upon agreement of the Provost and after consultation with the Executive Council. When the school opens, each Chairperson may be appointed only by the Dean, after consultation with the Provost and President, from among a slate of two or more nominees provided by a search committee as provided by these Bylaws. The Dean reserves the right to reject the initial nominees provided by a search committee. The Dean shall appoint a search committee that shall include, the Associate Dean for Faculty and Academic Affairs, one chairperson nominated by the Executive Council, at least one Faculty member and General Faculty member from within the department, and at least one Faculty member from a related department. Furthermore, these individuals must be full-time Faculty members possessing full academic rank. For the purposes of this section, “related” shall mean related clinical or related basic science departments.

3.7 - The Chairperson shall serve at the pleasure of the Dean.

3.8- Divisions or sections may be formed within a department on the recommendation of the Chair and with the approval of the Dean, the Provost, and the President. A division, section or program head may be appointed upon the recommendations of the Chair and the Dean and consultation with the Provost and President, and shall serve at the pleasure of the Chair. There shall be a periodic review and evaluation of the division, section or program and its head’s stewardship at least once every five (5) years. The findings of such review and evaluation shall be reported to the Chair and to the Dean.

Section 4 – Centers and Institutes

Centers and Institutes are formed from time to time to recognize unique concentrations of research, teaching, patient care or community service expertise. The terms “Center” and “Institute” may be used interchangeably, and can be chosen to fit the needs of the UVISOM, or the requirements of external sponsors. Centers/Institutes may exist completely within an academic department, or may be interdepartmental within a School/College, or may involve the collaboration of two or more Schools, or the collaboration or partnership with external institutions that share some element of UVI’s mission. The establishment of Centers and Institutes shall be in accordance with UVI policy.

ARTICLE III ORGANIZATION OF THE FACULTY AND GENERAL FACULTY

Academic Freedom and Academic Responsibility

UVISOM maintains and encourages full academic freedom. Such freedom applies to teaching, research/creative activities, assigned service, and other activities. Further descriptions of academic freedom appear in the most recent American Association of University (AAUP) guidelines.

It is the policy of the UVISOM to foster and maintain full freedom of discussion, inquiry, teaching and research. It is the policy of the UVISOM to foster and maintain standards of professional conduct and public morals. Every member of the General Faculty of the UVISOM is entitled to discuss relevant subjects freely in the classroom. In research and publication, each member is entitled to discuss freely those subjects with which the member is competent to deal, to pursue inquiry thereunto, and to present

and endeavor to maintain the opinion and conclusions relevant thereunto.

While free to express those ideas which seem justified by the facts, each member is expected to maintain standards of sound scholarship and competent teaching. Every member of the Faculty of the UVISOM is obliged by the member's position and professional standards to work for the betterment of the UVISOM, and should provide his or her advice and expertise as may be required. To support a strong and collegial community, each faculty member should undertake a fair share of the burdens of organization, legislation and deliberation, within the University, the UVISOM and his or her department. Every member of the General Faculty, outside of the fields of instruction, research and publication, should act in a manner that is neither reprehensible nor yielding of discredit to the UVISOM and the University. When speaking or writing as a citizen, the member shall clearly indicate, when necessary, that he or she is not speaking for the institution.

Section 1 - The Faculty

1.1 - Composition

The Faculty comprise individuals who make a significant contribution to the education, clinical, and/or research missions of UVISOM. Furthermore, their income, is derived, in whole or in part, from UVISOM or an affiliated institution. In addition, at the discretion of the Dean and the Provost, individuals who volunteer their time to teach either medical sciences, or in the clinical setting, hold administrative roles or serve on standing committees and that are considered essential to UVISOM, may be appointed to the Faculty.

Full academic rank is held by those members of the Faculty of the UVISOM having the title of professor, associate professor, assistant professor or instructor. There is no tenure in the UVISOM.

All faculty appointments are co-terminus with their contract at UVI or affiliated clinical institution. A clinician, who voluntarily does not renew his/her contract with an affiliated clinical institution, can apply to the Dean for continuation of his/her faculty appointment or to move to the General Faculty.

Prior to the opening of the school, documents needing approval by the Faculty will be reviewed by those appointed Faculty who hold current, specific assignments in the education program, or who serve on UVISOM Committees. This decision was approved by the Executive Council and Faculty Council in January/February 2016.

1.2- Duties and Powers

Under the Dean, the Provost and the President, the Faculty of the UVISOM shall have the following duties and powers with regard to academic matters:

1.2.1 Design, implementation, evaluation and revision of the curriculum;

1.2.2 Formulation of the policies and procedures for, and delivering the instructional, research and service programs of the UVISOM;

1.2.3 Establishment and promulgation of the academic calendar;

1.2.4 Encouragement of research activities by General Faculty members and

students;

1.2.5 Establishment of standards for examinations, grading, academic standing, and attendance;

1.2.6 Via the Admissions Committee, Executive Council, establishment of requirements for admissions; development of criteria and procedures for selection of students; and, recommendation of students for admission;

1.2.7 Via the Executive Council, establishment of requirements for degrees and certificates;

1.2.8 Recommendation, through the Dean and the Provost, to the President, of those candidates who have fulfilled the requirements for degrees and certificates;

1.2.9 Establishment of regulations and procedures under which the General Faculty operates;

1.2.10 Make recommendations through the Executive Council to the President and Board of Trustees of amendments to these Bylaws.

1.3- Procedures

1.3.1 Regular meetings of the Faculty shall be held at least three times during each academic year. The Dean or his designee shall be the presiding officer of the Faculty. The presiding officer may vote only in the case of a tie. The Dean or any other Faculty member may place items on the agenda. Notice of a meeting with the agenda shall be circulated at least one calendar week in advance of a meeting. Extraordinary meetings may be convened by the President or the Dean. Such meetings shall also be convened upon written request of at least five percent of the Faculty.

1.3.1.2 The Faculty Council can call for a special meeting of the Faculty and or the General Faculty without the Dean and or the UVISOM administration. Ordinarily, communications between the Faculty and General Faculty and the Provost regarding issues of importance to the Faculty or the UVISOM shall be through the Dean. However, when appropriate or necessary, the Faculty may communicate directly with the President or Provost.

1.3.2 Resolutions shall be passed by a majority of those present, a quorum being met, except if the resolution is to be submitted as a mail ballot as described below. A quorum shall consist of 15% of the Faculty. At the discretion of the Dean or his/her designee presiding, or, on the request of at least five percent of the Faculty present at a meeting at which there is a quorum, or in situations where there is no quorum, resolutions shall be submitted to the entire Faculty by mail ballot (including secure, anonymous electronic communication). Unless otherwise specifically provided, the ballot must be returned within 30 calendar days of mailing. In this case, a majority vote of the entire Faculty shall be required for passage.

1.3.3 Robert's Rules of Order shall be the basis for all parliamentary

procedures unless otherwise directed by these Bylaws.

Section 2 - General Faculty

1.3.4 General faculty shall consist of those members of Faculty, primarily in programs involving patient care, who are not employed by UVISOM or affiliated institutions.

1.3.5 General Faculty participating primarily in programs involving patient care shall be designated, from 2019, by the titles clinical professor, clinical associate professor, clinical assistant professor and clinical instructor. Until 2019, titles will not include the modifier clinical. From 2019, General Faculty of the UVISOM may also have the title preceded by the designation adjunct or visiting lecturer, or associate.

1.3.6 General Faculty Duties and Powers

The General Faculty may make recommendations to the UVISOM Dean, the Executive Council, the Faculty, and the Faculty Council concerning any phase of activity of the UVISOM.

1.3.7 The General Faculty shall meet at least once a year, concurrent with one of the Faculty meetings. All other policies described above for Faculty Meetings apply to General Faculty meetings.

Section 3 - Executive Council

3.1 The Executive Council shall be composed of the Dean, who shall be the presiding officer; the university provost; associate dean for clinical affairs, associate dean for faculty and academic affairs, associate dean for student affairs and admissions; the chair or acting chair of the department of medical sciences and 3 of the clinical chairs alternating every year with the other 3 clinical chairs; the directors of the UVISOM centers or institutes who report directly to the dean; the chairpersons of the UVISOM standing committees; and two at-large members elected by and from the Faculty Assembly, at least one from clinical faculty and at least one from the medical sciences faculty with the rank of assistant, associate or full professor. The chief executive officers, or their designees, of the UVISOM's affiliate hospitals, shall be ex-officio members without vote. Where a department does not have a chairperson, one member of the department shall be elected by the members of that department and shall have one vote. The Dean may only vote in case of a tie.

An interim Executive Council, with a modified membership, was established by the Dean in advance of the school opening. Within two years of the school opening, the roster of members on this committee will be consistent with the by-laws.

3.2 Duties and Powers of the Executive Council

It shall be the responsibility of the Executive Council to advise the Dean in all matters affecting the operation and policies of the UVISOM. The minutes of the Executive Council shall be available to the Faculty members. The Executive Council shall act for the Faculty with regard to the duties and powers of the Faculty

enumerated in Article III, Section 1.2 of these Bylaws.

3.2.1 The right of the Faculty to review and to accept or reject decisions of the Executive Council shall not be abridged.

3.2.2 The Executive Council may, upon request or upon its own initiative, express concerns of the faculty and general faculty directly to the Dean. If so requested by the Executive Council, the Dean shall take these concerns to the UVI provost or the president.

3.2.3 The Executive Council may advise the Dean as to the formation or dissolution of a department, Center or Institute. The Executive Council shall make all such recommendations to the Dean based on the mission of the UVISOM.

Section 4 - The Committees of the Faculty

The standing committees of the Faculty, which shall act for the Faculty, subject to review by the Faculty, shall be:

1. Faculty Council
2. Curriculum Committee
3. Admissions Committee
4. Faculty Committee on Appointment, Promotion, and Retention
5. Research Committee
6. Committee on Student Progress

Prior to the opening of the school, the Dean, by necessity, may delay constituting the following committees (4 and 5). Interim standing committees, with a modified membership, were established by Founding Dean Benjamin Sachs in advance of the school opening. Within two years of the school opening, the roster of members on these committees will be consistent with the by-laws.

4.1 There shall be representation from the medical sciences and clinical sciences departments on all committees. Each standing committee will include members of the Faculty Assembly elected by the Faculty Assembly. The terms of office shall be three years and shall be staggered so that each year no more than one third of the membership is replaced. Each committee shall formulate its own rules of procedure. A majority of committee members shall constitute a quorum. Unless otherwise specified, resolutions shall be passed by a majority of those present at meetings, quorum being met.

4.2 Ad-hoc Committees may be appointed by the Dean or the Executive Council.

4.3 The Faculty Council shall consist of seven members holding appointments as Associate Professor or above, including the Faculty Chair, Faculty Vice-Chair, and 5 additional faculty. At least three faculty members must come from the medical sciences department and at least three faculty members from clinical departments (public health/FQHCs, specialty care, and primary care).

The chair of the UVISOM Faculty Council shall be elected by a majority vote of

the UVISOM Faculty at a meeting where a quorum (at least 15%) is present, or by a majority of the membership of the UVISOM Faculty Council (51%), if a mail ballot is used. The term of office shall be two years. The voting must include at least two candidates, and the candidate receiving the second-highest number of votes will serve as vice-chair. If the chair is unable to attend a particular meeting, he may ask the vice-chair to temporarily act as chair. If the chair resigns, the vice-chair will become chair for the remainder of the term. The initial chair will be elected by the Faculty Council.

This Committee shall have the responsibility of advising the Dean on all issues related to faculty, and is responsible for review and revision of the Faculty Handbook and Bylaws. This council will be elected at the last faculty meeting of the year for the upcoming year. The Founding Faculty Council will be appointed by the Department Chair of Medical Sciences and approved by the Executive Council.

The Faculty Assembly of the UVISOM shall comprise all the members of the Faculty, as described in Article III 1.1, except those holding administrative titles of Dean or Associate/Assistant Deans.

The UVISOM Faculty Assembly shall meet regularly to provide a forum for the free exchange of information and ideas among its members. To promote efficient use of faculty members' time, a regular meeting of the UVISOM Faculty Assembly should occur immediately after each regular meeting of the UVISOM Faculty. The meetings of the Faculty Assembly shall be conducted according to the same guidelines specified for Faculty meetings in Article III, 1.3, except that the role played by the Dean in Faculty meetings would be played by the chair in Faculty Assembly meetings. The chair of the UVISOM Faculty Assembly may bring issues identified by the UVISOM Faculty Assembly to the attention of the Dean and may request a formal response from the Dean. If for some reason, the time following a regular faculty meeting is not sufficient or convenient for the conduct of a Faculty Assembly meeting and there are pressing issues, the chair could call for a Special Faculty Assembly meeting at some other time, but it is hoped that this would be a rare occurrence.

4.4 The Curriculum Committee shall have the responsibility of advising the Faculty in the following areas: educational objectives, content of courses, methodology of teaching, and evaluation of courses. In fulfilling this responsibility, the Committee shall offer recommendations as to curricula, examinations, and the scheduling of courses and examinations. The Committee shall also make recommendations concerning criteria defining academic progress. The Curriculum Committee will meet monthly during the academic year. A review of each individual course will occur annually until the charter class has graduated. Thereafter, reviews will be conducted at least every two years.

The Curriculum Committee reviews all proposals for new educational programs and substantial changes of existing, previously approved programs. These proposals are brought to the Curriculum Committee after review by the relevant Working Group (M-1/M-2 or M-3/M-4).

The goals and objectives of the Curriculum Committee are listed below:

- To learn and become familiar with current concepts in medical curriculum development and innovation, as well as the latest technology and evidence-based educational methods.
- To assure that the curriculum is in accord with the standards of the Liaison Committee on Medical Education and curricula of accredited U.S. medical schools by:
 - Reviewing and evaluating the M.D. degree program curriculum against available objective standards and measuring curricular outcomes on a continuing basis;
 - Recommending changes to the curriculum based upon the results of objective internal reviews, and external course and departmental reviews;
 - Reviewing and evaluating proposed new educational offerings and curriculum changes from the faculty;
 - Assessing student performance on internal and external examinations and evaluating if anticipated outcomes are achieved.
- To report findings and recommendations to the Dean, and the faculty.
- To implement curricular additions and changes under the direction of the Dean.
- To address curricular concerns of students, faculty, administrators, and external review bodies through a transparent process to assure all concerns about elements of the curriculum are impartially evaluated and objectively reviewed.
- To monitor, coordinate, and assure the implementation of horizontal and vertical integration of the M.D. degree program curriculum.
- To optimize the efficiency and effectiveness of undergraduate medical education by using planned redundancy and integration, and focusing on key concepts needed in the future practice of medicine.

Business of the Curriculum Committee may be conducted by electronic means when appropriate. A quorum is defined as one-half of the voting members present physically, electronically, or by proxy; votes must pass by a majority of those present. Proposals that involve substantive curricular change, as defined by the Liaison Committee on Medical Education, must be approved by the Dean. The Dean shares his or her plan for implementing curricular changes with the appropriate Chairperson.

The Program Evaluation Subcommittee reviews the currency, efficiency, and effectiveness of the medical curriculum by monitoring the assessments for the overall program and individual modules and clerkships. It is responsible for gathering information and reporting to the Curriculum Committee. Each year, it will review the module and clerkship director reports, including student performance on summative exams and external (NBME, USMLE Steps 1 & 2) exam. This data allows examination of student performance on each module and clerkship objective, which are mapped to the overall program objectives.

The M-1/M-2 and M-3/M-4 Working Groups facilitate communication among the education program leaders with regard to the undergraduate medical curriculum. These Working Groups review their educational programs or modules for their educational objectives, content, pedagogy/delivery method, scheduling, and

student assessment. The Working Groups review proposals for new undergraduate SOM medical education curriculum or experiences, or for significant modifications of existing programs offered within their respective academic years. Suggestions from the Working Groups may be forwarded the Curriculum Committee for a recommendation to the Dean of the School of Medicine.

4.4.1 The Curriculum Committee shall consist of (by the end of the second academic year of the school) the associate dean for faculty and academic affairs, the associate dean for clinical affairs, the chair of medical Sciences, three representatives from the clinical faculty and three representatives from the medical sciences faculty; and a faculty representative from the longitudinal curriculum. Faculty members of the Curriculum committee are to be elected from and by the Faculty Assembly. Clinical members will represent the major affiliated sites for training of medical students. The committee membership will also include four students as voting members (by the 4th year of the school), one student representative from each class. Ex officio members, without vote, include the associate dean for student affairs and admissions, UVI provost, dean of the UVI College of Science and Mathematics, and SOM directors of faculty development, assessment, and medical librarian.

The associate dean of faculty and academic affairs will serve as the chair of the Curriculum Committee. The position of vice chair, who will advise the chair, and assume the duties of the chair in his/her absence, will be filled by the chair of medical sciences.

The Curriculum Committee will have one subcommittee and two Working Groups:

The two Working Groups represent years M-1/M-2 and M-3/M-4. Working Group M-1/M-2 (to be established in the 1st year of the school) will be composed of the directors of each of the curriculum modules (including Practice of Medicine and Longitudinal Curricular Themes) and students from M-1 and M-2. Working Group M-3/M-4 (to be established in the 3rd year of the school) will be composed of the clinical chairs from St. Thomas and St. Croix, a member from the clinical skills and simulation center, and students from M-3 and M-4. The Program Evaluation Subcommittee will be composed of the two Working Groups representing years (M-1/M-2 and M-3/M-4). The chair of the Curriculum Committee and the director of assessment will serve as non-voting members.

4.5 The Admissions Committee shall have the responsibility of recommending to the Faculty the requirements, policies and procedures for admission to the UVISOM and of deciding which candidates meeting these requirements shall be admitted. The Admissions Committee has the final say as to which candidates are granted an interview and which candidates are accepted to UVISOM.

The Admissions Committee shall consist of not less than ten elected faculty members elected by and from the Faculty Assembly, with five of the faculty being clinical faculty (with one MD representing both Districts) and five faculty being medical sciences faculty. The Dean shall appoint one of the elected faculty members as chair of the Admissions Committee. Faculty members shall serve

three year terms but may serve unlimited number of terms. The associate dean for student affairs and admissions may appoint up to 3 student members, with vote. These student members must have successfully completed the first year of the curriculum prior to appointment to the committee and each student member serves a one year term, with the option to be appointed for more than one term. Members of the Admissions Committee from outside of UVI shall include the president or designate of the VI Medical Society, the president of VI Equicare, and a civic leader alternating from St. Croix and St. Thomas, who shall be appointed by the associate dean for student affairs and admissions in consultation with the UVI president and the UVISOM Dean. Ex-officio members without vote of the Admissions Committee include the director of student affairs and admissions or assistant director of student affairs and admissions and the associate dean for student affairs and admissions (or her/his designee).

At the discretion of the chair, the quorum requirement may be waived with respect to decisions on the admissions of individual applicants, provided that Faculty comprise a majority of those committee members present and voting.

4.6 Faculty Committee on Appointment, Promotion, and Retention: The Faculty Assembly will elect the membership of the Committee on Appointment, Retention, and Promotion (F-CARP) in the first year the school is open. This committee will advise the Dean on all appointments, retention, promotion, leaves of absence, and retirement for general faculty above the rank of Instructor. The committee will be chaired by the associate dean for academic and faculty affairs. The committee will be comprised of three faculty members from the department of medical sciences and three faculty members from the department of clinical sciences, each holding rank of associate or full professor.

4.7 The Research Committee shall consist of seven members, with a minimum of three members from the Basic Science department and three members from different clinical departments, elected from and by the Faculty Assembly. This Committee shall have responsibility for the general overview of research and plans sponsored by the UVISOM. It shall assist the Faculty in long-range planning and identifying those resources which would strengthen and expand the research potential of the UVISOM. The assistant director for research, (or his designee) shall be an *ex officio* member, with vote and will chair this committee.

4.8 The voting members of the Committee on Student Progress will, by Year 4 of the UVISOM and thereafter, consist of two faculty representatives from both the medical sciences department and clinical faculty as elected by the faculty assembly. Prior to matriculation of the charter class of the UVISOM, two medical sciences faculty members will be elected to the committee; in Year 3 two clinical faculty will be elected to the committee. Faculty members will be elected by and from the faculty assembly. All faculty members will serve three year terms. In addition to the faculty members, the directors of modules and clerkships serve as ex-officio, voting members on the Committee. In Years 1 and 2 of the medical school, only module directors (not clerkship directors) will serve on the Committee on Student Progress. The Dean will appoint one of the committee members as the Chair. The UVISOM registrar and the director or assistant director for student affairs and admissions support the committee; all are

ex-officio, non-voting members of the committee. The UVISOM legal office and UVISOM general counsel's office provide legal support.

The purpose of the Committee on Student Progress is to systematically review the academic and clinical progress of each student within that curriculum year and make recommendations regarding advancement, graduation, probation, dismissal, remediation, leaves of absence, and re-admission. The Committee also considers conduct and professional issues that may impact a student's academic progress or advancement.

This Committee shall be responsible for recommendations regarding student performance. Adoption of such regulations and recommendations and any subsequent modifications shall require approval of the Faculty. The Committee also shall determine whether students have met the criteria established by the Faculty on the recommendation of the Curriculum Committee for promotion and graduation.

The Committee shall make recommendations on student promotion and present them to the Dean for action. The faculty shall be informed of all actions taken by the dean upon recommendation of this Committee. The Committee's recommendations for graduation shall be presented to the faculty for approval.

ARTICLE IV APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY

Section 1 - Definition Full-time and Part-time Faculty appointments.

1.1 The Liaison Committee on Medical Education (LCME) defines *Full-time faculty* as all faculty members who are considered by the medical school to be full-time, whether funded by the medical school or University of the Virgin Islands directly or supported by affiliated institutions and organizations. Full-time faculty members include those who meet the preceding definition and who are based in affiliated hospitals, Federally Qualified Health Centers, VI Department of Health. This excludes residents and clinical fellows or faculty members who do not receive full-time remuneration from institutional sources (i.e., medical school, Parent University, or an affiliated hospital or healthcare organization).

This LCME definition of Full-time faculty does not imply that the faculty will necessarily have a full-time assignment within the UVI SOM, nor does this imply Full-time status regarding eligibility for employment benefits at UVI.

Part-time General Faculty are those members of the General Faculty of the UVISOM who have agreed to abide by all the rules and regulations of the UVISOM and whose professional careers are only partially committed to the UVISOM or its affiliates. They may participate in research, clinical service or teaching programs and in general the UVISOM services.

1.2 Joint Appointments in School of Medicine and College of Science and Mathematics.

The UVI undergraduate faculty that will teach in the UVISOM will hold joint

appointments between the College of Science and Mathematics and the UVISOM. The specific terms will be delineated in the individual contracts. Faculty members who hold tenured appointments in the College of Science and Mathematics will not hold tenured appointments in the UVISOM. By agreement, whenever possible, the respective deans, the academic rank will be the same in both schools.

1.3 All faculty members must comply with the policies and procedures of UVISOM and University, and also with any local, state, and federal laws and regulations.

Section 2- Approved Titles

The following academic titles are approved for use in the UVISOM: distinguished professor, emeritus professor, emeritus associate professor, professor, associate professor, assistant professor, instructor, clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, visiting professor, visiting associate professor, visiting assistant professor, lecturer, adjunct, and associate.

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

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

2.3- The title of associate or adjunct may be used when other academic titles are judged not to be appropriate.

2.4 - Emeritus Faculty are those members of the UVISOM faculty who, by virtue of retirement, have been relieved of regularly assigned teaching and administrative responsibilities, and as such they shall be entitled to attend, (without vote), meetings of the faculty, to march in a position of honor in academic processions, to receive official UVISOM and University mailings, to avail themselves of the library and other facilities offered to the UVISOM Faculty members, to represent the UVISOM or the University on appointment at academic ceremonies of other institutions, and to take part with the faculties in all social and ceremonial functions of the UVISOM and the University. Designation as Emeritus Faculty should be based upon significant contributions in teaching, research, or clinical or administrative service.

Upon the positive recommendations of the department Chair, the Faculty Affairs Committee, the Dean, the Provost, and the President, designations of Emeritus Faculty shall be considered by the Board of Trustees. Designations of Emeritus Faculty shall be made only by the Board of Trustees after reviewing the recommendations of the Chair, the Faculty Affairs Committee, the Dean, the Provost, and the President. Such recommendations should be based upon significant contributions in teaching, research or clinical or administrative services.

2.5 - 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 UVISOM and the University. The distinguished professor may have, for a stipulated period of time, supplemental funds for research, educational or clinical activities, as well as other perquisites to be determined by the Dean.

Designations of Distinguished Professors shall be made only by the Board of Trustees after reviewing the positive recommendations of the Department Chair, the UVISOM Faculty Affairs Committee, the Dean, the Provost, and the President.

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 and the UVISOM.

At the discretion of the Dean and the Provost, individuals who volunteer their time to teach either medical sciences or in the clinical setting, that are considered essential to UVISOM, may be appointed to the faculty.

Exceptions to the following policies on faculty rank, prior to AY19, may be made by the Dean in consultation with the Executive Council. Evaluation of rank for Founding Faculty prior to AY15 was made by the Dean and Provost.

Section 4 - General Provisions

4.1- Until a Chairperson is initially appointed to a department the Dean shall recommend to the Provost all academic appointments to that department from among the slate of candidates proposed by a search committee from the relevant academic discipline.

4.2- 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 year, whichever is closer to the effective date of the appointment.

4.3- The terms and conditions of appointment 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 may be considered valid.

4.4- In computing consecutive years of service, the following will be included: periods of vacation leave, periods of sick leave with full salary, and periods of leave under the Faculty Renewal Program. Periods of unpaid leave of absence

shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

4.5- Written notice that a term appointment is not to be renewed upon expiration is to be given to the appointee by the Dean or his designee in accordance with the requirements of the University Bylaws and applicable policies.

Section 5 - Eligibility for Full Academic Rank

5.1 – Faculty members, as defined in these Bylaws and subject to the provisions and guidelines governing academic appointments as set forth in these Bylaws, 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 and track.

5.1.1 Academic administrators within the UVISOM who qualify for Faculty appointments may be appointed to full academic rank. Academic administrators appointed to full academic rank under this section may be awarded Faculty appointments which shall be contemporaneous with the administrative appointment.

5.1.2. There shall be separate sets of written criteria and procedures for appointment and promotion for Faculty members whose efforts are focused on (1) teaching and education leadership (2) scholarship, (3) clinical expertise and innovation. These criteria shall take into consideration those Faculty members who have significant responsibilities in more than one mission-related area, service and administration. The Dean shall assure that Faculty members are informed of these criteria and procedures.

5.1.3 Contemporaneous Full-Time Faculty at affiliated institutions of the UVISOM or at another school or college of the University who qualify as full time as defined in Article IV, Section 1 of these Bylaws may be appointed to full academic rank. Academic appointments given under this Section shall be contemporaneous with the expiration or termination of the Faculty member's contract with the affiliated institution or with the other school or college of the University. Financial responsibility for such appointments shall rest with the affiliated institution or with the other school or college of the University.

5.1.4 - Upon the positive recommendations of the department Chair, the Dean, and the Provost appointments of instructors shall be considered by the President. Instructors shall be appointed by the Provost after reviewing the recommendations of the Chair, the Dean.

5.1.5 - Upon the positive recommendations of the department Chair, the Faculty Committee on Appointment, Retention and Promotion, the Dean, and the Provost, appointments of assistant professors, associate professors, and professors shall be considered by the President.

5.1.6- Reappointment. The process for reappointment shall be the same as for initial appointment except that no action is required by the Faculty Committee on Appointment, Retention and Promotion.

5.1.7 - Term of Appointment. Faculty may be appointed for terms of one to five years and may be reappointed for additional terms of one to five years.

5.1.8 - Process of Promotion. 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, and a positive recommendation by the Faculty Committee on Appointment, Retention and Promotion shall require consideration by the President or by the Provost, regardless of negative recommendations of the Chair and/or the Dean.

Section 6 - Qualified Academic Rank

6.1- Faculty as defined in Article III, 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.

6.2 - General Faculty as defined in Article III, and subject to the provisions and guidelines governing academic appointments set forth in Article IV, are eligible for appointment to positions of qualified academic rank at the UVISOM. 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.

6.3 Appointment and promotion of General 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.

6.4 Upon the positive recommendations of the department Chair, the Dean and the Provost, appointments to the qualified academic rank of instructor shall be considered by the President.

6.5 Upon the positive recommendations of the department Chair, the Faculty Committee on Appointment, Retention and Promotion, the Dean, and the Provost, appointments to the qualified academic rank of assistant professor and above shall be considered by the President, after reviewing the recommendations of the Chair and the Dean.

6.6 Reappointment. The process for reappointment shall be the same as for initial appointment except that no action is required by the Faculty Committee on Appointment, Retention and Promotion.

6.7 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.

6.8 Process of Promotion. The process for promotion shall be the same as for initial

appointment to each qualified rank.

Section 7 - Procedures and Criteria for Appointments and Promotions

7.1- The Faculty Committee on Appointment, Retention and Promotion of the UVISOM shall specify procedures for nomination of individuals for appointment and promotion as well as procedures by which a member of the Faculty may enter a formal request to be considered for promotion. These procedures, and any changes in the procedures for the nomination of individuals for appointment and promotion, must be approved by the Executive Council and submitted to the Faculty for ratification.

7.2- There shall be separate sets of written criteria and procedures for appointment and promotion for Faculty whose efforts are focused on (1) clinical expertise and innovation, on (2) investigation, (3) teaching and education leadership. In recommending such criteria, the Faculty Committee on Appointment, Retention and Promotion shall take into consideration those Faculty members who have significant responsibilities in more than one mission-related area. In addition, service will be considered for each focus area.

7.3 - Promotion. Each year, the Promotion Guide is to be updated by the UVISOM Office of Faculty Affairs. A comprehensive description of the criteria for the School of Medicine appears in the Faculty Handbook.

ARTICLE V LEAVES OF ABSENCE

Section 1 - Faculty Renewal Program

1.1 - Policy and Purpose

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

1.2- Faculty who have completed at least six consecutive years of service within the UVISOM shall be eligible to be granted leave under this program. Consecutive years of service shall be computed as provided in section 3.4 of Article IV, Section 3. An individual granted leave under this program shall be ineligible for additional leave under this program until an additional six consecutive years of service have been accumulated. Faculty members with joint appointments in other UVI Colleges or Schools must file a written application for sabbatical leave with both Colleges/Schools that would be affected.

1.3- Leave under this program may be granted only by the President upon considering the recommendations of the Chairperson of the department, the Dean, and the Provost.

Section 2 - Other Leaves

2.1 - Sick leave, annual leave, injury or work-related illness regulations are managed by UVI human resources and are detailed in the UVI Faculty Policy Manual, Faculty members with joint appointments in other UVI Colleges or Schools must file a written application for sabbatical leave with both Colleges/Schools that would be affected.

Upon the recommendations of the Chairperson of the department and the Dean, the Provost may approve other leaves of absence by members of the Faculty 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.

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

ARTICLE VI TERMINATION OF SERVICE

Section 1 - Termination at Will

The service of individuals in any qualified rank may be terminated at will by the President, in consultation with the provost and on recommendation by the Dean.

Section 2 - Automatic Termination

Term appointments may not be extended. The service of Faculty and General Faculty members having term appointments shall cease automatically at the end of their specified terms and such automatic cessation shall not be considered termination for cause.

Section 3 - Termination for Cause

Termination of service for cause of Faculty with full academic rank shall be governed by the provisions of the UVISOM Faculty Handbook.

Termination of Appointment: Policies/Procedures on separation or termination from the university are described in the UVI Faculty Policy Manual. Circumstances and procedures describing layoffs are governed by the regulation described in the UVI Human Resources Policy Manual:

An employee who resigns, or is terminated from employment should meet with their supervisor for an exit interview.

ARTICLE VII AMENDMENTS

Section 1 - Amendments Initiated by the UVISOM

Amendments to these Bylaws may be initiated by action of the UVISOM Faculty, the Executive Council, or the Dean. Proposals for amendments shall be presented to the Executive Council for transmission to the Faculty. To become effective, such proposed amendments shall require approval by two-third majority of the ballots cast in a poll by e-mail of the Faculty members of the UVISOM holding full academic rank, the

recommendation of the Dean, the recommendation of the President, and approval by the Board of Trustees.

Section 2 - Amendments Initiated by the Board of Trustees

Amendments to these Bylaws may be initiated and adopted by the Board of Trustees, provided, however, that no such Amendment shall be adopted without sixty (60) days written notice thereof,

A copy of the proposed amendment has been provided to the salaried and full-title Faculty,

An opportunity is granted to the Faculty to present their views to the Board of Trustees within sixty (60) day period and further provided that no such amendment shall adversely affect any contract then existing between the University and the General Faculty or any rights of the General Faculty under law.

Adopted:
Amended

November 2014
March 2016