



Virginia Tech Carilion
School of Medicine

FACULTY BYLAWS

Effective June 1, 2021

VTCSOM Faculty Bylaws March 1, 2021
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Article 1: STATEMENT OF PRINCIPLES AND GOVERNANCE

1.1 Mission and Statement of Principles

The mission of the Virginia Tech Carilion School of Medicine (VTCSOM) is to develop physician thought leaders through inquiry, research and discovery, using an innovative curriculum based upon adult learning methods in a patient-centered context. Our graduates are physicians with outstanding clinical skills and significantly enhanced research capabilities who will remain life-long learners. They have an understanding of the importance of health systems science and interprofessional practice to enable them to more effectively function as part of a modern healthcare team.

VTCSOM will accomplish these goals through the active engagement of students in a patient-centered curriculum and guided experiences in research and discovery; through the identification of faculty committed to teaching the VTCSOM vision of medical education; through the promotion of enlightened and professional patient care; through the recruitment, encouragement, and support of faculty engaged in research and scholarship in the biomedical sciences; and through the active participation of Virginia Tech and Carilion Clinic in the promotion of these goals.

1.2 Diversity

As part of Virginia Tech, VTCSOM is committed to a faculty with diversity. The School recognizes that a diverse faculty along with a diverse staff and a diverse student body will provide VTCSOM students with the opportunity to learn and experience the breadth of medical settings in preparation for medical practice. To that end, the School has a Chief Diversity Officer and has adopted a formal diversity policy that is consistent with the policy of the university. Further information about our diversity programs may be accessed through the Chief Diversity Officer and the Office of the Dean.

VTCSOM does not discriminate against employees, students or faculty applicants on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, political affiliation, race, religion, sexual orientation or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants; or any other basis protected by law.

1.3 Accreditation

The Liaison Committee on Medical Education (LCME) is the nationally recognized accrediting authority for medical education programs leading to the M.D. degree in the United States and Canada. The LCME is jointly sponsored by the Association of American Medical Colleges and the American Medical Association.

The Southern Association of Colleges and Schools (SACS) is one of the nation's six regional accrediting bodies, which is charged with quality assurance for educational institutions in the southern region. SACS, which accredits more than 13,000 public and private educational institutions ranging from preschool to post-college level in the southern United States, is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

VTCSOM is committed to continually meeting all accreditation standards of both the LCME and the SACS. We recognize and embrace these accreditation processes as a primary form of continuous quality improvement in medical education.

1.4 University Governance and Leadership

The Board of Visitors of Virginia Tech is the governing body of the University and all colleges therein. The board appoints the president of the university, who serves as the chief executive. The president may delegate authority to the executive vice president and provost and vice presidents.

The Board of Visitors is responsible for institutional policies except those under the direct jurisdiction of the Commonwealth of Virginia. The board's responsibilities are specified by state statute and are subject to the management agreement between the Commonwealth of Virginia and Virginia Tech. The board has full responsibility for management of Virginia Tech.

Further information about governance may be found in Chapter 1 of the Virginia Tech Faculty Handbook. The handbook is online here: <https://faculty.vt.edu/faculty-handbook.html>

Article 2: ADMINISTRATION

2.1 Dean/Chief Academic Officer of the Medical School

The Dean is the chief academic officer of the VTCSOM and is directly responsible to the Executive Vice President and Provost of Virginia Tech (VT) for the administration of the School. In accordance with LCME accreditation standards, the Dean shall:

- Be qualified by education, training, and experience to provide effective leadership in medical education, scholarly activity, patient care, and other missions of the medical school (LCME Standard 2.2).
- Have sufficient access to the university president or other institutional official charged with final responsibility for the medical education program (e.g., executive vice president and provost) and to other institutional officials in order to fulfill his or her responsibilities (LCME Standard 2.3).
- Enjoy the benefit of a clear definition of the dean's authority and responsibility for the medical education program.

The Dean shall have oversight of the academic activities of the VTC School of Medicine in accordance with university policies and procedures. These responsibilities include:

- Allocate and administer resources, including the oversight of department chairs, assistant/associate/senior deans, administrative personnel/staff
- Appoint and evaluate faculty and support staff, including negotiation of faculty contracts subject to Virginia Tech Board of Visitors approval.
- Hire all department chairs, associate/assistant deans, administrative personnel/staff in accordance with university policies and procedures, and (in the case of chairs of clinical departments) in collaboration with Carilion Clinic administration.
- Call meetings of the faculty at such times as the Dean and the Academic Committee may deem necessary, but not less frequently than once per year; preside at such meetings along with the Chair of the Academic Committee.
- Formulate and present policies to the Faculty for its consideration.
- Report to the Faculty on the work of the School.
- Oversee the admission and academic progress of the students in the School.
- Be responsible for the use and assignment of School space.
- Serve as spokesperson (in person or by proxy) for all official business of the School with School personnel and students, campus authorities and the public.
- Approve or make recommendations to the School APT Committee and the university on the appointment, re-appointment, non-reappointment, promotion, and tenure to title of faculty.
- Appoint and utilize such advisory committees as may be necessary.

- Develop annually, in consultation with School deans and appropriate support staff, the budget of the School including proposing the number of students to be admitted.
- Have signatory authority for all funds within the School, including Education and General budgets, Financial Assistance programs and Foundation funds.

The Dean is appointed by the provost and may be reappointed indefinitely. Periodic evaluations of the dean's effectiveness in this capacity occurs every five years.

2.2 Composition of the Office of the Dean

The Dean is the senior academic officer of the VTCSOM, and is responsible for the academic, scholarly, and service activities of the School. The Dean is assisted in these activities by the decanal staff, each of whom have specified areas of responsibility. The number and duties of these deans may vary as appropriate for the needs of the School. In addition to an annual performance evaluation, deans of the VTCSOM are subject to periodic evaluations every five years (for further details see VT Policy and Procedures, number 6105 section 3.5, dated October 2, 2013).

The decanal staff serving the Dean consists of:

- Vice Dean;
- Senior Dean for Academic Affairs;
- Senior Dean for Research;
- Senior Dean for Faculty Affairs;
- Senior Dean for Student Affairs;
- Associate Dean for Clinical Science, Years 1 and 2;
- Associate Dean for Clinical Science, Years 3 and 4;
- Associate Dean for Community and Culture;
- Associate Dean for Admissions;
- Assistant Dean for Faculty Development
- Assistant Dean for Research
- Assistant Dean for Assessment and Evaluation
- Assistant Dean for Clinical Skills Assessment and Education

2.3 Dean's Council on Advancement

The Dean's Council on Advancement is a diverse group of approximately 20 individuals who are committed to the success of the school. The council is made up of volunteers who are tasked with advancing the stature of the school by providing guidance, assistance, advocacy, and philanthropic investment in support of the school's strategic objectives. Further information about the Council may be viewed on the school's web site. The Council membership is appointed by the Dean and is updated periodically.

2.4 Academic Department Chairs

The chairs of the Department of Basic Science Education and the Department of Interprofessionalism are selected according to the processes outlined in university policy and the Virginia Tech Faculty Handbook. By affiliation agreement, VTCSOM, the university and Carilion Clinic work together to choose chairs for the clinical departments, with the chairs dually reporting to leadership of VTCSOM and Carilion Clinic. Department chairs are responsible for all employment and/or academic policies stipulated in the Virginia Tech faculty handbook and in other university and medical school policy documents pertaining to academic issues.

Chairs of departments at VTCSOM are not required to have fixed term appointments. In addition to an annual performance evaluation, department chairs are subject to periodic review every five years (for further details see VT Policy and Procedures, number 6100 section 3.3, dated October 2, 2013).

Responsibilities of department chairs include the following:

- overseeing all faculty activities and managing all academic initiatives of the department
- devoting adequate departmental faculty resources to the educational mission of VTCSOM
- developing the department educational programs
- encouraging, supporting and fostering the research training programs including interactions between department faculty, medical students, and other learners
- planning and development of departmental space for academic activities
- serving as a role model and advocate for the Teacher-Learner Standards of Ethical and Professional Conduct of VTCSOM
- working with the Dean in the development of long-range and strategic plans and directions, which support the mission of the faculty and VTCSOM.

2.5 Academic Department Vice-Chairs

Each department chair (in consultation with the Dean) will appoint a vice chair for VTCSOM to serve in the absence of the chair.

Article 3: FACULTY COMPOSITION, APPOINTMENTS AND PROMOTIONS

3.1 Composition of the Faculty

VTCSOM faculty have academic appointments with Virginia Tech for the purpose of medical education and are considered full-time. The commitment of time spent in educational/teaching activities by any given faculty member to VTCSOM varies, reflects the needs of the school and desire of the faculty member, and is negotiated with the department chair periodically.

3.2 General Guidelines

It is the intent of VTCSOM that all faculty with any but trivial contact with medical students, resident physicians and/or other health professions learners request appointment to VTCSOM. All faculty appointments are initiated through established procedures, culminating in a formal request from the department chair which is sent to the office of faculty affairs. Further approvals are required by the VTCSOM Dean and the Virginia Tech Provost, President and Board of Visitors. Appointments are not final until officially endorsed by the university. Additional guidelines and policies for faculty appointment are maintained within the Office of Faculty Affairs.

Individuals with appointment to the VTCSOM faculty are subject to all relevant and appropriate sections of the Virginia Tech Faculty Handbook and university policies, including Faculty Handbook section 2.11, Professional Responsibilities and Conduct; and section 3.6, Imposition of a Severe Sanction or Dismissal for Cause.

Procedures for preparing appointment packets for new faculty may be viewed online here: <https://medicine.vtc.vt.edu/faculty-affairs/applying-for-appointment.html>. These procedures are related to:

- Eligibility requirements
- Departmental role
- Candidate's role
- College/administration role
- Appointment vetting, recommendation and screening process

3.3 Faculty Appointment Categories

The composition of the VTCSOM faculty includes:

- Regular faculty
- Instructional faculty
- Special appointment faculty.

3.3.1 Regular Faculty

Regular faculty members are individuals with a primary appointment at VTCSOM. All regular faculty must have a doctoral degree in a field of immediate relevance to the mission of the medical school. Regular faculty with primary appointment to VTCSOM appointed at the ranks of Professor, Associate Professor and Assistant Professor:

- have a substantial commitment to the education mission of VTCSOM, regularly engage in teaching and service to VTCSOM, and pursue scholarly activities in medicine
- receive an initial appointment in either a tenure to title or a non-tenure track
- are eligible for promotion in rank as their experience and accomplishments warrant; if promotion is sought, the faculty member is expected to be active in all four domains of faculty activity (teaching; scholarly activity/research; service; and, if applicable, clinical care)
- in the tenure to title track are either eligible for and working toward tenure to title, or have achieved conferral of tenure to title
- may serve on VTCSOM faculty committees, vote on faculty governance issues, and be appointed by the Dean to serve on faculty committees

3.3.2 Instructional Faculty

Instructional faculty members have a commitment to the education mission of VTCSOM. These individuals may serve as basic science and/or clinical science teachers. These faculty members may have a basic science research focus or a clinical practice focus. Education of VTCSOM medical students is the common focus of these faculty members.

With the exception of visiting faculty, all instructional faculty may serve on faculty committees, vote on faculty governance issues and be appointed by the Dean to serve as a dean's designee on selected faculty committees (consistent with the policies pertaining to each particular committee). Instructional faculty members are encouraged, but not required, to engage in research/scholarly activity.

Categories of Instructional faculty include:

Adjunct Faculty:

- have a valued role in medical education but with a less substantial commitment than regular faculty
- will not hold a rank at VTCSOM with an Adjunct title that exceeds rank at the academic institution of their primary appointment (if applicable)
- are ineligible for tenure to title

Clinical Preceptors:

- teach VTCSOM medical students or other learners in a clinical setting and are limited to

- medical doctors with a MD, DO, MBBS, or equivalent degree
- focus on the clinical education of medical students or other learners
 - have no requirements for participation in research or scholarship, although such activities may be undertaken
 - are not eligible for promotion in rank and title, even with prolonged service
 - are ineligible for tenure to title
 - have no expectation of service to VTCSOM through faculty committees

Senior Instructors:

- have doctoral degrees and significant instructional roles with students
- have credentials appropriate to their assignment and consistent with accreditation standards
- may be community members or teachers who are chosen for their special expertise and significant commitment to the missions of VTCSOM
- are ineligible for tenure to title

Instructors:

- may or may not have doctoral level degrees, but have instructional roles with students
- will likely fit into the following categories:
 - hospital or community nurses, nurse clinicians/practitioners, physician assistants or similar practitioners who instruct students in medically oriented topics and/or settings
 - hospital or community skilled health care-related practitioners who instruct students in interprofessional or allied health skills
 - skilled or knowledgeable individuals at another academic institution who have a role in instruction at VTCSOM; or individuals not involved in health care who nonetheless have an instructional role
- are ineligible for tenure to title
- are only eligible for promotion in rank from Instructor to Senior Instructor

Visiting Faculty:

- are individuals who have initiated the faculty appointment process, either regular or instructional, but the opportunity to teach medical students is anticipated before the faculty appointment process is completed
- receive immediate faculty status to teach, evaluate, and assess VTCSOM medical students
- must provide appropriate teaching credentials for eventual granting of a regular or instructional faculty appointment

- receive one such appointment that is limited to no more than six months with no renewal
- are required to seek the more permanent appointment prior to the visiting faculty status ending
- do not engage in regular faculty activities, such as service on faculty committees or voting on faculty ballots

3.3.3. Other Categories of Faculty Appointment

VTCSOM faculty members may seek a co-appointment in a different department than the department of the primary appointment; may seek an initial appointment in a department other than specialty; or may be an international physician graduate. Procedures for these categories are found in the Office of Faculty Affairs administrative policies.

3.4 Track Changes for Regular Faculty

Regular faculty on the tenure to title track may apply to move, one time, to the non-tenure track. Regular faculty on the non-tenure track may apply to move, one time, to the tenure to title track. There would only be rare occasions in which a second move by regular faculty, in either direction, would be considered. Additional information about track changes may be viewed in the Office of Faculty Affairs administrative guidelines.

3.5 Track Changes for Instructional Faculty

There are circumstances whereby it is appropriate to consider a track change for instructional faculty. Depending on specific circumstances, the process may or may not require application for appointment to the relevant track as though this were a new appointment. Additional information related to track changes may be viewed in the Office of Faculty Affairs administrative guidelines.

3.6 Changing Academic Departments

A faculty member may find it appropriate to change academic departments, due to a change in career direction, in duty assignment, or other circumstances. A change in department need only require the consent of both department Chairs. To accomplish this change, each department chair would write a letter of endorsement, addressed to the Dean. Any change in department would ordinarily be accomplished without change in track or rank. If a change in rank is desired, this would be considered separately from the change in department and would follow the corresponding promotion guidelines (see section 3.9 of these bylaws).

3.7 Annual Academic Evaluation

To meet accreditation requirements as well as good human resource management practice, it is necessary to have a yearly academic performance evaluation of all faculty members. This yearly evaluation, whether done by the chair of the department or (in the case of larger clinical

departments) section chiefs, is a time that a discussion can be held with the faculty member about involvement in the VTCSOM mission and relevant components of progress toward promotion.

Consistent with university policy and school-specific procedures developed by the VTCSOM Dean and the Office of Faculty Affairs, the department chair or his/her designee will meet annually with each faculty member to complete the annual academic evaluation and, as applicable, the annual administrative evaluation. In those instances where section chiefs complete the annual academic evaluation, the department Chair shall ensure that all final evaluations have been signed by section chiefs or other designated personnel.

The department Chair will serve as the person who completes the annual performance evaluation for all faculty members who have tenure to title track appointments.

The department Chair is responsible and accountable to the Dean for the academic performance of the faculty.

3.8 Periodic Review of Faculty Progress Toward Promotion

All faculty with appointments in the regular faculty category with a primary appointment at VTCSOM may choose to work toward a promotion in rank. A faculty member seeking promotion must be academically engaged such that there is steady, recognizable evidence of academic contribution and steady progress toward promotion. Such contributions are expected to build upon those activities that constitute a minimum for maintenance of appointment.

It is the responsibility of the department chair and the departmental APRT committees to define and adhere to departmental promotion guidelines and expectations developed for that department.

Further information pertaining to periodic review is provided in Office of Faculty Affairs policy.

3.9 General Description of Promotion

Promotion in rank represents positive appraisal of high professional competence and accomplishment and recognition by VTCSOM that the faculty member has made, and is continuing to make, contributions to the education of medical students and/or other learners while engaging in the four areas of faculty activity.

Initial consideration of promotion in rank and possible conferral of tenure to title occurs at the department level by both the Chair and the department APRT committee, and subsequently by the school APT committee, the Dean, the Provost and the Board of Visitors. Additional guidelines on the promotion process for tenure to title, non-tenure to title and instructional categories and ranks, including timelines and evaluation criteria can be viewed in the Office of Faculty Affairs administrative guidelines.

Article 4: FACULTY RESPONSIBILITIES

4.1 Faculty Duties

1. Faculty members shall:
 - Carry out teaching, research, and other duties for such periods as agreed upon with their respective department chairs and the dean.
 - Remain in service throughout the year except for appropriate vacation periods.
 - Be responsible for VTCSOM's academic welfare.
 - Consider and take action upon the reports of its standing committees.
2. Annually, all faculty members shall forward to the department chair, or designee, a report of their academic activities using a format designated by the dean. Each faculty member will meet personally with their chair or designee, to discuss this annual academic activities report, and will acknowledge this review and formal feedback on their annual academic performance evaluation. Each faculty member shall also make any other reports as the dean may require.
3. The School is not responsible for expenditures made by any faculty member except through requisitions previously made and duly authorized in accordance with school and/or university policies.

4.2 Four Domains of Faculty Activity

There are four broad domains of activity in which VTCSOM faculty are expected to participate, depending upon the category of appointment and the desire for promotion in rank. These four areas are teaching, scholarly activity/research, clinical care (if applicable) and service. All VTCSOM faculty members who seek promotion in rank are expected to show current and continuing activity in these four domains. For consideration of promotion, faculty members must demonstrate significant progress or excellence over time within at least two of these domains of faculty activity.

Teaching: appointment as faculty to VTCSOM is a recognition of the desire of the applicant to share his/her knowledge and expertise in the education of medical students, residents, fellows, learners from other health professions, graduate students, post-doctoral trainees and/or other medical and research professionals. Since teaching is a core expectation of having a faculty appointment, each faculty member must be committed to fulfilling teaching responsibilities.

Patient care: high quality patient care is fundamental to the oath of all physicians and other clinicians. Innovation in clinical care is a time-honored extension of clinical practice and maximizes the educational benefit to learners. Clinical faculty members who desire promotion in rank based on this category should expect to be judged on their clinical capabilities, with emphasis on providing care in the presence of learners.

Scholarly Activity/Research: participation of faculty in scholarly activity/research is critical to the success of the medical school mission. It is expected that regular faculty members who seek promotion in rank will be productive scholars over their entire academic careers. Scholarship efforts must be persistent and result in regular dissemination in appropriate academic and scholarly outlets. Depending on the faculty member's duties, such activity may take many different forms. All such activity should adhere to the highest standards of ethical conduct of research; result in an identifiable product or output; be made public and available both within and outside the School; be subject to review and critique by other scholars in the field; and contribute to knowledge by being reproducible and progressive.

Service: All regular faculty members who seek promotion in rank are expected to engage in service to the academic medical center. Assignments may include chairing or participating in one or more committees. Faculty members are also expected to involve themselves fully in the intellectual life of the medical school, such as by participating in seminars, assisting colleagues with their research, supplying assistance where needed to student organizations and programs, and by participating in other VTCSOM and/or academic medical center functions. VTCSOM's mission also includes service to the profession and the community through participation in local, state, national or international healthcare-related or charitable activities. Service activities are intrinsically valuable and contribute to the academic career of faculty members.

4.3 Academic Freedom

The VTC School of Medicine is committed to the definition of academic freedom contained in the *American Association of University Professors' 1940 statement of Principles on Academic Freedom and Tenure* as found online (<https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>) and in print (*AAUP Bulletin*, September 1970, pp. 323-326).

VTCSOM endorses and encourages the rights and obligations of its faculty with regard to academic freedom. Academic freedom in the discourse between teachers and students is essential to the pursuit of knowledge and truth. Faculty members, trainees, and staff are entitled to the free pursuit of scholarship and research, including publication, within the confines of legal and regulatory constraints and school policy. Faculty also have the freedom to express their personal ideas and opinions in public forums as long as there is the clear representation that the ideas and opinions do not necessarily reflect those of the VTC School of Medicine, Virginia Tech, or Carilion Clinic.

4.4 Faculty Conflict of Interest

All faculty members must be committed to conducting themselves in accordance with the highest standards of integrity and ethics, described in "Professional Responsibilities and Conduct" in the Faculty Handbook as well as in other university policies, including University Policy 13010 Virginia Tech's "Individual Conflicts of Interest and Commitment" policy.

VTCSOM faculty will follow a code of conduct which avoids any conflict of interest, or appearance of conflict of interest, between the performance of the faculty's academic duties and any outside personal interests. Conflicts of private interest may include, but are not limited to, personal activities, appearances, scheduled visits, or absences that interfere with the faculty member's ability to fulfill his/her teaching, facilitating, clinical oversight, research oversight, mentorship or other VTCSOM academic responsibilities. Similarly, a conflict of private interest may occur when a faculty member has financial, political, religious, ethnic, or other obligations that interfere with the ability to fulfill VTCSOM academic responsibilities.

Occasions may arise in which a faculty member has direct supervision over a student in matters of assessment (grades) and/or promotion and in which there may be a potential conflict of interest in this role. The conflict may arise as a consequence of any of a number of situations such as:

- The student may be a relative through lineage, marriage, or other relationships.
- The student may have a close personal relationship through settings such as places of worship, civic organization, sports, recreation, or other social settings.
- The student may be a patient in the practice of a clinical faculty member.
- Or other relationships identified by the faculty member or student.

The nature of the conflict need not be disclosed. When such a conflict is recognized by the faculty member, it is the responsibility of the faculty member to notify the VTCSOM Office of Faculty Affairs. If a conflict of interest is identified, the student schedule will be modified to avoid assessment of the student by the faculty member. The same action, modification of the student schedule, would occur if the student identifies a conflict whether the faculty member also identifies the conflict or not. Similarly, the faculty member would also be asked to recuse him/herself from decisions regarding assessment and/or promotion of the student.

The VTCSOM Office of Faculty Affairs requires all faculty members to complete a conflict of interest form regarding this issue on a yearly basis.

Article 5: FACULTY GOVERNANCE

5.1 Preamble

The bylaws of the School of Medicine are designed to enable the faculty and administration to work together to achieve the goals of the School of Medicine. These bylaws do not constitute a contract with Virginia Tech or the School of Medicine, either expressed or implied. Nothing in these bylaws should be read or construed to alter, amend, supersede or eliminate any provision or policy of Virginia Tech. These bylaws may be amended at any time, in accordance with School of Medicine and University policies and procedures.

The powers and duties of faculty are defined in relationship to the administration and the Board of Visitors and in the Virginia Tech Faculty Senate Constitution. According to these documents, "It is a guiding principle of the shared governance recognized by the Board of Visitors that the faculty and the administration shall collaborate in major decisions affecting the academic welfare of the university. The nature of that collaboration, shared as appropriate with students and staff, varies according to the nature of the discussion in question. The faculty takes the lead in decisions concerning selection of faculty, educational policy related to teaching, curriculum, research, academic ethics and other academic matters. The administration takes the lead in matters of internal operations and external relations of the university." Additionally, the faculty shall collaborate with the campus and system administrations and shall act jointly with the administration to make recommendations to the President or Board of Visitors in such areas as the evaluation of faculty, review of budget policies and plans for resource allocation, review of new academic degree program proposals and "in the making of other policy concerning the general academic welfare of the university."

The Liaison Committee for Medical Education, the accrediting body for the Virginia Tech Carilion School of Medicine program, also outlines several important principles governing curriculum development and oversight. According to the LCME, "There must be a faculty committee that oversees the medical program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum." Further, "the faculty of a medical education program must be responsible for the detailed design and implementation of the components of the curriculum."

5.2 Faculty Association

The faculty association is composed of all regular and instructional faculty. This includes faculty with a primary appointment to VTCSOM of any rank on the tenure to title track and non-tenure track, and faculty with an instructional appointment at any rank (adjunct, clinical preceptors, senior instructors, instructors). Visiting faculty holding temporary appointments of six months or less duration are not voting members of the faculty association, but may attend faculty association meetings and join in discussions.

5.2.1 Quorum and Voting

A quorum for a faculty association meeting consists of the majority of the faculty members present who respond to the call for meeting. Only faculty members present may vote. There are no proxy votes. It is acceptable for a vote to be by acclamation, but secret ballots will be distributed if any member calls for a secret ballot. VTCSOM faculty members in good standing with appointments in the regular or instructional category shall be accorded voting rights.

5.2.2 Meetings

The faculty association meets at least one time each academic year (normally in late February or early March). The annual meeting is preceded by e-mail notice of time and place, along with a written agenda. The notice and agenda shall precede the annual meeting by at least two (2) weeks. Other faculty association meetings may be called by the Chair of the Academic Committee; such called meetings may be held to respond to issues raised by the Chair, by recommendation of one of the Standing Committees, or by constituent faculty members. While faculty are encouraged to attend all faculty association meetings, there is no penalty for non-attendance. A faculty member's presence at the faculty association meeting is not necessary for that person to be elected to a faculty committee or other activity.

On occasion, the Chair of the faculty association may determine that certain faculty activity may be accomplished by e-mail. Any e-mail interchange must include a description of the issue involved, any relevant attachments, and an indication that a response shall be made within one (1) week. There is no requirement for a quorum through an email meeting or vote. If a vote on an item is taken by e-mail, the item would pass or fail by a majority of the votes cast.

5.2.3 Duties

The faculty association is the legislative body of the faculty. Through the faculty association come the rules and processes by which the faculty governs itself, consistent with the policies and procedures of the Faculty Handbook at Virginia Tech. The primary tasks of the faculty association are:

- Consideration and approval of an annual “state of the school” address by the dean
- Consideration and approval of reports from faculty committees and VTCSOM leadership
- Consideration of and vote upon any proposed changes to the faculty bylaws, which is the principle governance document for faculty at VTCSOM
- Consideration and vote upon other matters of concern to the governance of the faculty

5.3 Faculty Committees and Responsibilities

The Academic Committee and Standing Committees are constituted to accomplish the work of the faculty. Faculty members are either elected or appointed to the various medical school committees, and can only run for elected office representing the department of his/her primary VTCSOM appointment. Policies and procedures adopted by committees shall be consistent with Virginia Tech policies and procedures. Special and/or ad hoc faculty committees may be established from time to time by the Dean, Academic Committee, or Faculty Association to consider matters either not within the jurisdiction of any other committee or which cannot be accomplished as part of the regular business of another committee.

Detailed procedures outlining the specific membership and how faculty are either elected or appointed to each committee are located in the Office of Faculty Affairs policy.

5.3.1 University Committees

Faculty members of VTCSOM with a regular appointment are eligible to serve on committees, commissions and/or other groups as described in the Virginia Tech Faculty Handbook. Interested faculty must meet the requirements of Virginia Tech and be elected to serve in accordance with procedures stated in the VT Faculty Handbook.

5.3.2 VTCSOM Academic Committee

The Academic Committee is the chief oversight faculty committee and serves as the executive committee of the faculty association. The purpose of the Academic Committee is to ensure that all standing committees carry out their functions in a timely, thorough and proper manner, and serves as a means of ensuring that all committees follow the proper policies and procedures in carrying out their work. All standing faculty committees present a formal report of their activities twice per year to the Academic Committee. Policy recommendations from standing faculty committees are submitted to the Academic Committee for discussion and feedback, and the Academic Committee may request additional information or meet with a committee and/or its chair as needed. The Academic Committee also serves as the committee that reviews “honorific” types of designations for VTCSOM faculty members. Examples may include honorary degrees conferred, emeritus/emerita faculty status and/or similar designations. The Dean serves as Advisor to the Academic Committee.

5.3.3 Medical Student Admissions Committee (MSAC)

The Medical Student Admissions Committee (MSAC) is responsible for all activities and policies related to the admissions process and makes the final decisions regarding acceptance of applicants. The Dean advisors to the MSAC are the Assistant Dean for Admissions, Senior Dean for Academic Affairs, Senior Dean for Research, and the Chief Diversity Officer.

5.3.4 VTCSOM Appointment, Promotion and Tenure Committee (APT)

The Appointment, Promotion and Tenure (APT) Committee is responsible for the oversight of all faculty appointments; for promotion within the categories, tracks and ranks of faculty; and for overseeing the maintenance of appointment process (though the actual process is administered by the Office of Faculty Affairs). The Dean Advisors to the APT Committee are the Senior Dean for Faculty Affairs and the Chief Diversity Officer.

5.3.5 Departmental Appointment, Promotion, Review and Tenure Committees (APRTs)

Each department is expected to constitute an Appointment, Promotion, Retention, and Tenure (APRT) committee. Details of election by department faculty or selection by the Chair can be determined by each department. The department chair cannot serve on the departmental APRT Committee. Duties of the APRT committee include making recommendations on issues of faculty appointment as requested by the department chair; faculty promotion and tenure to title; progress towards tenure to title and/or promotion; and maintenance of appointment and other issues relevant to retention of faculty in their track and rank. Each departmental APRT committee is expected to develop and update explicit promotion and tenure guidelines (i.e., procedures) and expectations (i.e., standards) relevant to that specialty.

5.3.6 Medical Curriculum Committee (MCC)

In accordance with LCME accreditation standards, the Medical Curriculum Committee is responsible for the overall design, management, supervision, monitoring of content taught in each discipline and evaluation of the curriculum.

The MCC will periodically assign duties to four subcommittees as required; each subcommittee will make recommendations to the MCC for subsequent consideration and action. The subcommittees are:

- Block Integration 1 Committee (years one and two)
- Block Integration 2 Committee (years three and four)
- Student assessment subcommittee
- Program evaluation subcommittee

The Dean serves as the chief academic/medical officer of VTCSOM, with ultimate responsibility for the design and management of the medical education program as a whole. The Dean Advisors to the MCC include the Senior Dean for Academic Affairs, Assistant Dean for Faculty Development, Assistant Dean for Assessment and Evaluation, Assistant Dean for Clinical Skills Assessment and Education, and the Senior Director of Institutional Effectiveness.

5.3.7 Medical Student Performance and Promotion Committee (MSPPC)

The Medical Student Performance and Promotion Committee (MSPPC) is responsible for monitoring the academic achievement of all VTCSOM students. In this role, this committee is responsible for developing and overseeing policy regarding standards for advancement, and policy concerning possible dismissal. This committee will periodically ascertain that adequate progress towards the medical degree is being achieved by each student in each year. Formal recognition of completion of one year's study and passage to the next year will be sent to the student and the Dean. Towards the conclusion of the student's academic program at VTCSOM, following the advice of the Senior Dean for Student Affairs and Senior Dean for Academic Affairs, the committee will recommend appropriate candidates to the Dean for the conferral of the Doctor of Medicine degree. The Dean advisor to this committee is the Senior Dean for Student Affairs.

5.3.8 Faculty Governance Committee

The Faculty Governance Committee proposes, develops, implements, and evaluates standards relevant to the academic activities of all faculty members. The Faculty Governance Committee must approve any revisions of the faculty bylaws before consideration by the Academic Committee and final vote at the Faculty Assembly. Issues and concerns related to the bylaws can come from this committee or come as requests from faculty, administration, students or other sources. The Committee also functions as a Nominating Committee for the annual committee election/selection process. This committee will put out a call to all faculty members interested in seeking election to committees, identify candidates for each open position, and oversee the committee election process. The Dean Advisor to the Faculty Governance Committee is the Senior Dean for Faculty Affairs.

5.3.9 Learning Environment and Advocacy Committee (LEAC)

(Note: the LEAC is a Standing Committee, not an elected Faculty Committee.)

The Learning Environment Advocacy Committee (LEAC) is charged with promoting a positive learning environment at all teaching sites associated with VTCSOM. To that end, the environment should be engaging and trustful, free from student mistreatment, coercion, undue influence or other behaviors that detract from the ability of students to learn and perform their best. LEAC is charged with promoting a positive environment, at all the sites of teaching and learning associated with VTCSOM. Advisors to the LEAC include: Vice Dean; Senior Dean for Academic Affairs; Senior Dean for Faculty Affairs; Senior Dean for Student Affairs; Associate Dean for Clinical Science 3 and 4; and Chief Diversity Officer.

5.3.10 Faculty Vitality and Professional Well-Being Committee (FVC)-

(Note: the FVPWBC is a Standing Committee, not an elected Faculty Committee.)

The purpose of the Faculty Vitality and Physician Well Being Committee (FVC) is to serve as a resource for a comprehensive program intended to improve the work life and well-being of physicians, faculty, and other clinicians. The Committee develops, implements, coordinates, and provides guidance for workplace well-being activities including education, intervention, prevention, monitoring, and research. The work of this committee will be one tangible demonstration of our school's commitment toward advancing the 4th Aim and fostering an environment in which all faculty members can thrive. The Committee is jointly sponsored by the Dean of the Medical School and the Chief Medical Officer of Carilion Clinic.

5.3.11 VTCSOM Honor Board

(Note: the VTCSOM Honor Board is a Standing Committee, not an elected Faculty Committee.)

The purpose of the VTCSOM Honor Board is to implement the MD Honor Code. The functions of the VTCSOM Honor Board are:

- To promote honesty and ethical behavior in all academic pursuits, including, but not limited to, study, course work, research, and clinical rotations.
- To disseminate information concerning the MD Honor Code to all new students, faculty, and other relevant parties.
- To investigate suspected violations of the MD Honor Code in an impartial, thorough, and unbiased manner.
- To hear cases involving potential academic infractions of the MD Honor Code brought before the VTCSOM Honor Board.
- To assure that the rights of all involved parties are protected and assure due process in all proceedings.

The advisor to the VTCSOM Honor Board is the Senior Dean for Student Affairs.

5.3.12 General Protocols for All Committees

All committees follow these general protocols:

- Committee chair election takes place at the first meeting of the new academic year
- A quorum of a committee shall be a simple majority of the faculty members unless otherwise noted

- At any time a vote is taken on any issue, a simple majority of the voting members present shall be required to approve the measure. Committee chairs vote only in the event of a tie.
- Faculty members can only run for elected office representing the department of his/her primary regular VTCSOM appointment.

If a faculty member, for whatever reason, cannot serve the entire committee term, the Dean may appoint another faculty member to serve out the remainder of the unfilled term. Regardless of time served by the replacement faculty, this would not count as a "full" term. Committees should have faculty member elections/appointments such that, as much as possible, terms are staggered.

If a faculty member changes department (e.g., from a basic science to a clinical department) or is promoted (e.g., from Associate Professor to Professor), and this change would unbalance committee membership requirements, there would be no committee impact and the faculty member would continue to serve the remainder of the term. However, if there was a desire to run for a second term, the faculty member would run representing the new, primary department or rank.

No student may serve on more than one faculty standing or ad hoc committee. Being on a faculty committee does not limit participation by the student on student governance committees.

Article Six – FACULTY GRIEVANCE POLICIES AND PROCEDURES

6.1 Nature of Grievance

A grievance is defined as a complaint by a faculty member alleging a violation, misinterpretation, or incorrect application of a policy, procedure, or practice of the school directly affecting the grievant. Some examples of valid issues for filing a grievance are:

- improperly or unfairly determined decisions that resulted in unsatisfactory formal periodic review or maintenance of appointment
- excessive teaching assignments
- substantive violations of promotion and tenure to title procedures or substantive violations of promotion and maintenance of appointment procedures
- reprisals
- substantive error in the application of policy
- matters relating to academic freedom

While most faculty disputes with VTCSOM administration may be dealt with by VTCSOM procedures, the following issues may not be made the subject of a grievance:

- determination of policy appropriately promulgated by the VTCSOM administration or the VTCSOM governance system
- those items falling within the jurisdiction of other VTCSOM policies and procedures (e.g., complaints of unlawful discrimination or harassment; an appeal related to the merits of a promotion and/or tenure to title decision)
- contents of personnel policies, procedures, rules, regulations, ordinances, and statutes
- The routine assignment of VTCSOM resources (e.g., space, operating funds, parking)
- normal actions taken, or recommendations made, by administrators or committee members acting in an official capacity in the grievance process
- denial of an initial faculty appointment by the APT Committee and/or Dean;
- termination of appointment by removal for just cause, non- reappointment, or abolition of position
- allegations of misconduct in scholarly activities

6.2 Procedures and Process

Detailed procedures outlining the grievance process and associated timeline are located in section 3.7 of the Virginia Tech faculty handbook, and in Office of Faculty Affairs policies and procedures.

Department heads or chairs, associate deans, directors, and other administrative faculty will

cooperate with the grievant in processing the grievance, but the grievant alone is responsible for preparation of his or her case. Faculty who wish to activate the grievance process shall follow established procedures as stipulated in university policy.