Virginia Tech Carilion
School of Medicine

FACULTY BYLAWS

Effective July 1, 2023

VTCSOM Faculty Bylaws July 1, 2023
Table of Contents

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 prepare physician thought leaders through innovations in medical education and cutting-edge discovery to improve the health of our communities and transform health care. 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. More information about the vision and core values of VTCSOM is available on the school's website.

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 and diversity-focused action plan that are 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 status 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 in accordance with university policies. A list of the decanal staff serving the Dean may be found on the school's web site.

2.3 Dean's Council on Advancement

The Dean's Council on Advancement is a diverse group of 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 Health Systems and Implementation Science 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 clinical 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 in accordance with university policies.

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 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

All VTCSOM faculty members have academic appointments with Virginia Tech and are considered full-time. The commitment of time spent in various activities by any given faculty member 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 sections concerning **Professional Responsibilities and Conduct** and **Imposition of a Severe Sanction or Dismissal for Cause**.

Procedures for preparing appointment packets for new faculty may be viewed online at the VTCSOM Office of Faculty Affairs web page. 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 Tracks and Ranks

VTCSOM faculty have appointments in the following tracks and, within each track, one of the specified ranks:

- Tenure track (Virginia Tech employed faculty only)
  - Ranks of Assistant Professor, Associate Professor or Professor

- Tenure to title track (non-Virginia Tech employed faculty)
  - Ranks of Assistant Professor, Associate Professor or Professor

- Non-tenure track

    - o Ranks of Assistant Professor, Associate Professor, Professor OR
    - o Ranks of Clinical Preceptor, Senior Instructor, Instructor, Visiting Faculty

VTCSOM faculty members may seek a co-appointment in a different department than the department of the primary appointment; or may seek an initial appointment in a department other than specialty. Faculty may also seek a change to appointment track; or a change in primary departmental affiliation.

An additional category of appointment is that of Emeritus/Emerita faculty. An appointment in this category must meet criteria found within the Virginia Tech faculty handbook.

Special guidelines for potential faculty appointments for international physician graduates are also in place and must be strictly followed.

Administrative guidelines and policies for all faculty appointments and changes to an appointment are maintained by the Office of Faculty Affairs.

3.4 Annual Academic Evaluation

The department chair is responsible for and accountable to the Dean for the academic performance of the faculty. To meet accreditation requirements as well as good human resource management practice, and consistent with university policy, it is necessary to have a yearly academic performance evaluation of all faculty members. These evaluations will be completed as specified in the Office of Faculty Affairs administrative policies.

3.5 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 mission of VTCSOM while engaging in the four areas of faculty activity.

Initial consideration of promotion in rank and possible conferral of tenure or 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 information on the promotion process for all faculty, including timelines and evaluation criteria, can be viewed in the Office of Faculty Affairs promotion guidelines.

Article 4: FACULTY RESPONSIBILITIES

4.1 Faculty Duties

1. Faculty members shall:
    - Carry out assigned 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. 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 type 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; see VTCSOM Office of Faculty Affairs promotion guidelines for further information.

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.

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 faculty. Visiting faculty members 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 current appointments shall be accorded voting rights.

5.2.2 Meetings

The faculty association meets at least one time each academic year. 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 principal 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 primary department of his/her 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.

Each faculty committee is assigned one or more non-voting dean advisors. The purpose of dean advisors is consultative in nature, serving as a mechanism for current knowledge of school and/or university policy, analysis of issues and non-binding advice to committee members. Dean advisors may also work closely with committee chairs in preparing meeting agendas and providing administrative support/follow-up on committee actions.

Detailed information concerning the functions of faculty committees, committee membership and how faculty are either elected or appointed to each committee is found in the Office of Faculty Affairs policy.

5.3.1 Virginia Tech University Committees

Faculty members of VTCSOM (except visiting faculty) 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 Virginia Tech University Faculty Senate

In accordance with policy and procedures established by the university senate, VTCSOM will select faculty members to represent a given department and/or VTCSOM on the university faculty senate. Terms of office for senators are staggered, and the selection process for senators may change periodically. Additional information concerning faculty senate representation is available through the VTCSOM Office of Faculty Affairs.

5.3.3 VTCSOM Committees

Faculty members of VTCSOM (except visiting faculty) are eligible to serve VTCSOM committees as described in the Office of Faculty Affairs administrative guidelines and policies. Interested faculty must meet the requirements of Virginia Tech and/or VTCSOM to be elected to serve.

The following committees are standing committees of VTCSOM:

- Academic Committee (chief oversight committee/executive committee of the faculty association)
- Medical Student Admissions Committee (MSAC)
- Appointment, Promotion and Tenure Committee (APT)
- Departmental Appointment, Promotion, Review and Tenure Committees (APRT)
- Medical Curriculum Committee (MCC)
- Medical Student Performance and Promotion Committee (MSPPC)

- Faculty Governance Committee (FGC)
- Learning Environment and Advocacy Committee (LEAC)
- Faculty Vitality and Professional Well-Being Committee (FVPWBC)
- VTCSOM Honor Board

5.3.4 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 primary department of 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 immediate 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.

<h1 style="text-align:center">Article Six – FACULTY GRIEVANCE POLICIES AND PROCEDURES</h1>

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/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 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.