

SCHOOL OF MEDICINE BYLAWS

Amended: 03/27/2000; 11/10/2009, 3/20/2012, 8/2/2017, 10/7/2025

Approved by SOM Faculty: 10/7/2025

PREAMBLE

These Bylaws set forth the operational rules by which the Faculty of the University of New Mexico (UNM) Health Sciences Center's School of Medicine may conduct the affairs of the School consistent with the authorities and responsibilities granted to it by state law, the Board of Regents, and by the UNM Faculty Handbook, including the Faculty Constitution.

PURPOSE

The purpose of these Bylaws is to provide a foundation for an educational and academic environment in which the faculty, students, and the administration of the School continuously strive to attain excellence in teaching, research, service, and patient care.

Consistent with the UNM Faculty Handbook, the following Bylaws are adopted by the UNM School of Medicine (SOM) Faculty (hereinafter "School of Medicine Faculty or SOM Faculty").

A. School of Medicine Faculty

- Membership
 - The School of Medicine Faculty shall consist of Tenured, Tenure-Track, Clinician Educator, Practitioner Educator, Flex Track, Lecturer, Instructor, Research, Temporary Part-time/Adjunct, Visiting, and Emeritus faculty. In addition, there are volunteer faculty who have an appointment with a Letter of Academic Title (LAT). Faculty holding the above appointments, except for Lecturer, may hold the professorial ranks of Assistant Professor, Associate Professor, or Full Professor.
 - Members of the School of Medicine Faculty who are eligible to vote, called the Voting Faculty, are defined in the Faculty Constitution and include all members of the School of Medicine Faculty at professorial ranks, clinician educators, and lecturers. Consistent with the Faculty Constitution, a general policy may be established, upon formal motion and majority approval, to extend voting privileges to faculty members holding temporary or part-time appointments.
 - Questions of eligibility for voting that may arise shall be settled by the Presiding Officer of the School of Medicine Faculty.

- Responsibilities

School of Medicine Faculty shall define and implement the mission and goals of the School of Medicine. Faculty shall have responsibilities consistent with the Faculty Constitution and shall have the right of review and action in regard to the following:

- Major changes to academic units as defined in the Faculty Handbook.
- Organizing and modifying the curricula.
- Setting requirements for student admission, promotion, and honors.
- Approving candidates for Associate, Bachelors, Masters, and Doctoral degrees.
- Providing an educational environment and guiding policies conducive to the professional and academic development of our students.
- Devising policies for faculty appointment, tenure, promotion, sabbaticals, and dismissal.
- Promoting the general ability of the faculty to serve as educators, scientists, and clinicians.
- Considering other matters brought to its attention by the Dean, the Dean's Advisory Committee (DAC), or members of the School of Medicine Faculty.

B. Administration

- The Dean

- The Dean is the senior leader across all missions of the school including education, research, service, and clinical missions.
- The Dean shall be the Presiding/Principal Officer of the School of Medicine and shall act as executive officer and representative of the School of Medicine Faculty.
- The Dean shall prepare plans for the consideration of the School of Medicine Faculty, shall carry into effect those plans that it adopts, and shall perform such other duties as properly fall within the scope of the office.
- The Dean shall advocate for partnerships, external funding, and philanthropic support that advance the School of Medicine's missions.

- The Dean or their designee shall oversee the design, implementation, and continuous improvement of all certificate and degree-granting programs integral to the mission of the School of Medicine. The Dean shall ensure compliance with all relevant accreditation standards.
- The Dean shall promote excellence in biomedical, clinical, translational, and population health research, and shall oversee the allocation of resources to support research infrastructure and strategic priorities.
- The Dean shall collaborate with the clinical enterprise to ensure integration of patient care with education and research missions.
- The Dean shall prepare and manage the School of Medicine's budget in coordination with the University's financial leadership, ensuring alignment with School of Medicine's missions.
- The Dean may also serve in a leadership role of SOM affiliated entities such as the UNM Medical Group.
- Creation of administrative structure and delegation of authority
 - The Dean shall designate other administrative officers after consultation with the DAC. This may include Senior Associate Deans, Associate Deans, Assistant Deans, and other administrative officers.
 - The Dean may delegate specific responsibilities to Senior Associate Deans, Department Chairs, or other designees while retaining ultimate accountability for the performance of the School of Medicine.
- Shared Governance
 - The Dean shall foster shared governance by consulting with the Faculty Senate or other faculty assemblies on matters affecting faculty, academic programs, and resource allocation.

- The Dean shall ensure regular communication with faculty, students, and staff regarding the School of Medicine's missions, policies, priorities, and performance.

C. Meetings of the School of Medicine Faculty

- The School of Medicine Faculty shall meet two times a year, or more often, when necessary, at a time and place determined by the Presiding Officer.
- The Dean of the School of Medicine shall be the Presiding Officer. In the Dean's absence, or when the Presiding Officer requests, or, when under Sturgis, Standard Code of Parliamentary Procedure, except as modified by Faculty Vote, the Presiding Officer wishes to speak from the floor, the Vice-Presiding Officer shall preside.
- The Vice-Presiding Officer shall be appointed by the Dean. The Vice-Presiding Officer may succeed himself/herself indefinitely.
- The Secretary shall record minutes and see to their timely distribution to the School of Medicine Faculty. The Secretary shall be appointed by the Dean.
- Ten percent (10%) of the Voting Faculty shall comprise a quorum for business.
- An agenda for each meeting will be prepared by the Secretary and distributed to the SOM Faculty no fewer than three (3) days before a regular meeting.
- Business shall be conducted according to Sturgis, Standard Code of Parliamentary Procedure, except as modified by Faculty Vote.
- Matters requiring a vote may be put to the School of Medicine Faculty at a duly convened meeting of the School of Medicine Faculty, by mail ballot and/or by electronic ballot. Adoption of a proposal shall require a Faculty Vote that constitutes an affirmative/favorable vote of at least fifty percent (50%) plus one (1) of the votes cast and that further constitutes the additional requirement that at least 10% of the Voting Faculty cast ballots.
- Special meetings may be called by the Presiding Officer at his/her discretion or whenever requested in writing by ten (10) voting members of the Voting Faculty.

D. Committees of the School of Medicine

- Dean's Advisory Committee (DAC)
 - There shall be a Dean's Advisory Committee consisting of the Chairpersons of the Departments of the University of New Mexico School of Medicine or their designates, one or more Faculty Representatives, and other School of Medicine leaders.
 - Department Chairpersons shall nominate a designee to serve in the case of their absence to ensure consistent representation of all departments. A single person may serve as chair designate, or multiple people may rotate through this role according to the needs of the department and at the discretion of each department Chairperson.
 - At least one Faculty Representative shall be selected by the Dean to serve on the DAC, chosen from faculty members already elected by their peers to serve on the Clinician Advisory Group (CAG), the Faculty Senate, or other elected positions.
 - Senior Associate Deans and other leaders at the School of Medicine may be members of the DAC at the discretion of the Dean.
 - The Dean of the School of Medicine shall be Chairperson of the DAC.
 - The DAC shall assist the Dean of the School of Medicine in the administration of the School of Medicine in all mission areas to ensure the highest academic standards. The DAC shall further share governance by bringing to the Dean's attention any matters deemed necessary by members of the School of Medicine Faculty.
- Standing Committees of the School of Medicine Faculty
 - General

Appointments to standing committees will be made by the Dean based on nominations from the faculty. Nominations to be a member of a standing committee can be raised by self-nomination, peer nomination, or other sources, unless otherwise stated below in the committee description. Nominations may require further recommendation by other School of Medicine leaders prior to

being appointed by the Dean or the Dean's delegate as stated below in the committee description.

Elections to be a member of a standing committee may be required, as stated below in the committee description. Prospective members who are elected or nominated may require further review prior to being appointed by the Dean as stated below in the committee description. The Dean may delegate the authority to appoint committee members, consistent with section B.

Members of a standing committee must recuse themselves from discussion or vote on issues whenever there is a perceived or actual conflict of interest. The committee chair may also identify perceived conflicts of interest and require recusal of a member. Some committees may require additional levels of recusal as stated below in the committee description. Standing committees shall maintain a committee-specific conflict of interest policy and recusal procedure and specify objective mechanisms to add new members or other representatives in special circumstances.

Standing committees may create subcommittees to further the work of the standing committee. These may include standing subcommittees and *ad hoc* subcommittees.

Standing committees shall report periodically and when necessary to the Dean, the DAC, and the School of Medicine Faculty.

- Standing committees of the School of Medicine shall be as follows:

- Committee on Admissions (M.D. degree)

- a. Charge

- The Committee on Admissions shall have full authority to select members of the medical school entering class. It shall also be the duty of this committee to review the requirements for admission and recommend revisions if necessary for review by the Senior Associate Dean of Education and approval by the Dean of the School of Medicine. With consultation from the Office of Education, Curriculum Committee and clerkship directors the Committee on Admissions also coordinates the transfer application process which students from other institutions must undertake to be considered for transfer.

The Committee on Admissions has three subcommittees: The Combined BA/MD Degree Program Admissions Committee, the MD/PhD Program Admissions Committee, and the Premedical Enrichment Program (PrEP) Review Committee. These subcommittees make recommendations to the Committee on Admissions and operate under the same membership nomination and confirmation processes as Committee on Admissions, but term limits may vary depending on the specific subcommittee.

b. Membership

The Committee on Admissions shall consist of a minimum of 25 members. It shall be predominantly composed of faculty members and shall include other members representing the communities of interest to the School of Medicine. Faculty members constitute the majority of voting members at all meetings. Nominations to the committee shall be made by faculty, department chairs, and other interested individuals. Faculty may be self-nominated. To be appointed to the Committee on Admissions, nominated members must be recommended by the Associate Dean for Admissions and confirmed by the Dean.

Committee Members are appointed for a term of three (3) years with an annual review and may be reappointed for an additional term.

Reappointments for further terms may be requested by the committee or subcommittee chairs, reviewed by the Associate Dean for Admissions, and confirmed by the Dean.

c. The Associate Dean for Admissions and the Assistant Dean for Admissions serve as nonvoting co-chairs of the Committee.

d. Quorum

The presence of a majority, or more than fifty percent (50%), of faculty committee members shall comprise a quorum for business. Faculty members must constitute the majority of voting members at all meetings.

e. Recusal

Committee members shall recuse themselves pursuant to the written procedures of the committee, and refrain from discussion or voting whenever there is a perceived or actual conflict of interest. Members of the Committee on Admissions who have a personal association with the applicant or direct association with members of the immediate family will not score the applicant, nor will they be present for any discussion of the

applicant. Additionally, members of the Committee of Admissions who have an immediate family member who is applying to the UNM SOM shall take a leave of absence from the committee during the admissions cycle in which the family member is applying.

➤ Curriculum Committee

a. Charge of Curriculum Committee

The Curriculum Committee has primary responsibility for overseeing the curriculum leading to the MD degree. It is responsible for the overall direction, design, management, integration, evaluation, and quality improvement of the four-year School of Medicine educational program leading to the Doctor of Medicine degree. It shall be the function of this committee to review and update the curriculum. The Curriculum Committee shall be responsible for horizontal and vertical integration of curriculum content throughout the training period. Major curricular transformations shall require approval by the SOM voting faculty and will be brought to the faculty for vote on recommendation of the Curriculum Committee.

There are no circumstances in which the Curriculum Committee decisions can be overruled by the Dean or other administrator. However, curricular changes that require significant financial investment must be reviewed by and coordinated with the Dean, the Senior Associate Dean for Education, and the Senior Associate Dean for Admissions or their designees.

b. Charge of Curriculum Subcommittees

The Curriculum Committee has two subcommittees: The Phase I (Foundational Sciences Block Chairs) Committee and the Phase II/III (Clinical Clerkship Directors) Committee. These subcommittees manage the day-to-day operations of their respective curricular phases and are charged with both the creation of proposals for curricular enhancement and implementing the decisions of the curriculum committee. These Subcommittees may also refer issues that arise in the implementation of the curriculum to the Curriculum Committee for discussion and direction. The Curriculum Committee is ultimately responsible for approval of proposals set forth by the subcommittees.

The charge to the Phase I Committee is to plan, schedule, and review the pre-clerkship content and plans for assessment of students. It is

responsible for the implementation, coordination, and integration of the pre-clerkship curriculum designed by the Curriculum Committee and the standardization of best practices across the phase.

The charge to the Phase II/III Committee is to plan, schedule, and review the clerkship content and plans for assessment of students. It is responsible for the implementation, coordination and integration of the clinical phase curriculum designed by the Curriculum Committee and the standardization of best practices across the phase.

c. Membership

The Curriculum Committee shall consist of Members of the School of Medicine Voting Faculty, medical students, residents, and non-voting representatives from educational leadership and education offices who provide perspectives from the different areas of the teaching program. All committee members are nominated or elected by their peers and then confirmed by the Dean.

There is a minimum of twenty-two (22) voting Faculty Members nominated or elected by their peers who are appointed for a term of three (3) years and may be reappointed for successive terms. There are a minimum of three (3) representatives from the basic sciences, a minimum of two (2) representatives from the core clerkships, and a minimum of three (3) representatives from the advanced clinical clerkships. There are nine (9) voting Student Members: two (2) Student Members are elected from each class and serve until graduation and one (1) student member who represents the MD PhD students. There are two (2) Resident-physician Members who also have voting privileges. There are a minimum of twelve (12) education administration or ex-officio members who are non-voting and provide input based on their experience and expertise.

d. Quorum

The presence of a majority, or more than fifty percent (50%), of the committee members shall comprise a quorum for business, with the additional requirement that Faculty Members shall constitute a majority of the committee members present when the committee is voting on matters before it.

e. Recusal

Committee members shall recuse themselves pursuant to the written procedures of the committee, and refrain from discussion or voting whenever there is a perceived or actual conflict of interest.

➤ Committee on Student Promotion and Evaluation

a. Charge

It shall be the function of the Committee on Student Promotion and Evaluation (CSPE) to review and certify that students have met requirements necessary for promotion to the next phase of the curriculum and for graduation. Additionally, the CSPE will evaluate students with academic and/or professionalism difficulty and fairly implement enforcement of, or exceptions to, the Student Promotion and Awarding of the MD Degree Policy. This shall include any determinations requiring remediation of a course or phase and any other adverse action including dismissal.

b. Membership

The CSPE shall consist of members of the School of Medicine Voting Faculty who represent different areas of the teaching program, as well as medical students from the second, third, and fourth years. There shall be eight (8) primary voting faculty members and a pool of six (6) alternate faculty members that shall attend meetings in place of primary members when they are absent. Alternate faculty are voting members when replacing a primary voting faculty member at a meeting. There shall be one voting student representative and one alternate representative from each phase of the curriculum. Student members are self-nominated or nominated by the Associate Dean of Student Affairs, who confirms that the nominee is in good academic standing. Nominees are then elected by their peers and confirmed by the Dean. Members are appointed for a term of three (3) years. Faculty members may be reappointed for a total of three (3) successive terms.

c. Quorum

The presence of a majority, or more than fifty percent (50%), of the committee members shall comprise a quorum for business, with the additional requirement that faculty members shall constitute a majority of the committee members present when the committee is voting on matters before it.

d. Recusal

Committee members shall recuse themselves pursuant to the written procedures of the committee, and refrain from discussion or voting whenever there is a perceived or actual conflict of interest. This includes recusal of any member with a family relationship with the student under consideration or relationship with a primary family member of the student. Additionally, a faculty member shall be recused and not present for any discussion or voting regarding a matter pertaining to a student with whom they have a healthcare provider relationship.

➤ Committees on Graduate Student Education

a. Charge

The function of the Committees on Graduate Student Education shall be to supervise and administer the various Masters and Doctoral programs sponsored by the School of Medicine Faculty. The committees shall also evaluate suggested new graduate degree programs to be sponsored by the School of Medicine and make recommendations to the School of Medicine Faculty as to their acceptability.

b. Membership

These committees shall consist of members of the School of Medicine Voting Faculty and students enrolled in the respective programs. Members are self-nominated, nominated by peers, or nominated by department chairs and other interested individuals. Nominees are reviewed by the applicable program director and Senior Associate Dean of Research and are then confirmed by the Dean.

c. Quorum

The presence of a majority, or more than fifty percent (50%), of the committee members shall comprise a quorum for business, with the additional requirement that Faculty Members shall constitute a majority of the committee members present when the committee is voting on matters before it.

d. Recusal

Committee members shall recuse themselves pursuant to the written procedures of the committee, and refrain from discussion or voting whenever there is a perceived or actual conflict of interest.

➤ Graduate Medical Education Committee

a. Charge

The Designated Institutional Official (DIO), in collaboration with the Graduate Medical Education Committee shall have the authority and responsibility for the oversight and administration of each UNM SOM ACGME-accredited program, as well as for ensuring compliance with the ACGME Institutional, Common, specialty-/subspecialty-specific Program, and Recognition Requirements.

b. Membership

This committee shall consist of the DIO, a minimum of two residents or fellows nominated by their peers, representative program directors nominated by the DIO, a Quality and Safety Representative, and other administrators. The Graduate Medical Education Committee nominates additional members as needed to fulfill the Committee's responsibilities. All nominations are confirmed by the Dean.

c. Quorum

Quorum is achieved when the DIO or at least one Assistant Dean of Graduate Medical Education, at least three program directors, and at least one trainee member (Resident or Fellow) are in attendance.

d. Recusal

Committee members shall recuse themselves pursuant to the written procedures of the committee, and refrain from discussion or voting whenever there is a perceived or actual conflict of interest.

➤ Promotion and Tenure Committee

a. Charge

The Promotion and Tenure Committee shall review and make a recommendation to the Dean as to the merits of the promotion to a senior faculty position. (See also recommendations for new appointments under Section F.) The Promotion and Tenure Committee shall be comprised of three permanent subcommittees as described below. The Promotion and Tenure Committee may establish additional *ad hoc* subcommittees to address business related to promotion and tenure decisions that may come before it.

Promotion to Associate Professor, Full Professor, Senior Lecturer, or Principal Lecturer will be initiated by the Department Chairperson as a recommendation to the Dean. The recommendation of the Department Chairperson to the Dean shall include all information in support of the candidate for a Senior Faculty position. The faculty member shall assist in the preparation of the tenure and/or promotion dossier. The Dean shall transmit all information pertinent to the candidate to the Promotion and Tenure Committee and shall act as its representative in the event that further information is needed from the Department Chairperson.

b. Charge to subcommittees

The subcommittee on Associate Professor promotions shall review promotion dossiers for faculty who are eligible for promotion to Associate Professor. The subcommittee shall prepare a recommendation for or against promotion to be transmitted to the Dean. This subcommittee shall also review dossiers for tenure-track faculty and probationary faculty for a recommendation on the granting of tenure at the Associate Professor rank. This recommendation for or against granting of tenure shall be transmitted to the Dean.

The subcommittee on Professor promotions shall review promotion dossiers for faculty who are eligible for promotion to Professor. The subcommittee shall prepare a recommendation for or against promotion to be transmitted to the Dean. The subcommittee shall also review dossiers for probationary tenure track faculty for a recommendation on the granting of tenure at the Professor rank. This recommendation for or against granting of tenure shall be transmitted to the Dean.

The subcommittee on Lecturer promotions shall review promotion dossiers for faculty who are eligible for promotion to Senior Lecturer or Principal Lecturer. The subcommittee shall prepare a recommendation for or against promotion to be transmitted to the Dean.

c. Membership

The Promotion and Tenure Advisory Committee is a standing committee with rotating membership. The Committee shall consist of no fewer than 9 faculty members at the ranks of associate professor (or above) and Senior Lecturer (or above). Each subcommittee shall consist of no fewer than three (3) faculty members at or above the faculty rank relevant to the business of that subcommittee. Members shall be appointed by the Dean, with new members being appointed from those faculty who were

promoted within the last three (3) years. Members shall serve for a term of three (3) years and may be reappointed to a second term. Each year, Committee Members shall select a Committee Chair from their membership.

d. Quorum

The presence of a majority, or more than fifty percent (50%), of the committee members shall comprise a quorum for business.

e. Recusal

Committee members shall recuse themselves pursuant to the written procedures of the committee, and refrain from discussion or voting whenever there is a perceived or actual conflict of interest. Members who have participated in review of a faculty member at a different stage of the Tenure and Review Process (including at the department or peer evaluation level) shall recuse themselves from voting or discussion on that faculty member.

○ *Ad Hoc* Committees

The Dean may create any *ad hoc* advisory committee deemed necessary to assist in the administration of the School of Medicine. *Ad hoc* committees may have voting members who are not faculty in the School of Medicine or in the University of New Mexico.

E. Departments of the School of Medicine

- The School of Medicine Faculty shall be organized into Departments and, in appropriate instances, into Divisions within the Departments.
- Departments shall be created or reorganized subject to the provisions of the University of New Mexico Faculty Handbook.
- Divisional Status: The establishment of divisions within a department shall be at the discretion of the Department Chairperson after consultation with at least the senior members of the Department and with the concurrence of the Dean after consulting with the DAC. In general, a division shall have no fewer than five (5) faculty members.

- Department Chairpersons: Departmental Chairpersons shall be appointed by the Dean. Such appointments shall be made after appropriate consultation with an *ad hoc* Selection Committee appointed by the Dean, the DAC, University officers, and members of the Department.
- All Departments shall be reviewed at appropriate intervals by *ad hoc* committees appointed by and reporting to the Dean. Reports generated may be made available to all Department members.

F. Contract Appointments, Promotions, Tenure, Sabbatical / Leave without Pay, and Retirement

- Contract Appointments
 - The Dean may recommend to the Executive Vice President (EVP), in consultation with Department Chairpersons, appointments of full time or part time faculty at the Assistant Professor level. Recommendations for appointments of full-time or part-time faculty to Senior Faculty Positions (Associate Professor and Full Professor) will follow the procedures outlined in the following section.
 - Recommendations for new appointments to Associate Professor, Full Professor, Senior Lecturer, or Principal Lecturer will be initiated by the Department Chairperson after intradepartmental peer review as a recommendation to the Dean. The recommendation of the Department Chairperson to the Dean shall include all the information in support of the candidate for a Senior Faculty position. The faculty member shall assist in the preparation of the dossier. The Dean shall appoint an *ad hoc* advisory committee of no fewer than three (3) senior faculty members to review and make a recommendation to the Dean as to the merits of the new appointment to a Senior Faculty position. The Dean shall transmit all information pertinent to the candidate to the *ad hoc* committee and shall act as its representative if further information is needed from the Department Chairperson.
- Promotions
 - The process for promotion to Associate Professor, Full Professor, Senior Lecturer, or Principal Lecturer is initiated by the faculty member with procedural support by the department. Promotions are reviewed by the standing Promotion and Tenure Advisory Committee as outlined in D.2 and recommendations are

transmitted to the Dean. Recommendation for promotion is established by a majority vote of the members of Committee who hold the same or higher rank for which a faculty member is being considered.

- The process for appointing or promoting an individual with a LAT to Associate Professor, Full Professor, Senior Lecturer, or Principal Lecturer is initiated by the Department Chair, who submits a formal application to the Dean through the Office of Faculty Affairs. Initial appointments or promotions at the Associate Professor or Professor level (or Senior Lecturer or Principal Lecturer) are made by the Dean after review by the Office of Faculty Affairs & Career Development. Reappointment is evaluated at the departmental level on a biennial basis in which the Chair sends a recommendation and supporting documentation to the Office of Faculty Affairs.
- Tenure
 - The Faculty of the School of Medicine shall follow the procedure of the Faculty Handbook of the University of New Mexico with respect to tenure, with modifications specified in the published SOM Tenure and Promotion Guidelines.
 - A department will initiate a faculty member's consideration for tenure. Tenure decisions are reviewed by the standing Promotion and Tenure Advisory Committee as outlined in section D and recommendations are transmitted to the Dean.
- Sabbatical / Leave without Pay
 - Sabbatical Leave, Leave from Assigned Duties (for Clinician Educators), and Principal Lecturer Academic Leave will be administered as stated in the Faculty Handbook together with any specific modifications that have been adopted by the School of Medicine for School of Medicine Faculty. The School of Medicine will follow the UNM Faculty Handbook in the granting of Leave Without Pay.
- Retirement
 - The School of Medicine Faculty shall follow the applicable UNM Faculty Handbook and University Administrative policies with respect to retirement.

G. Approving Candidates for Associate, Bachelors, Masters, and Doctoral Degrees

- Candidates for Associate, Bachelors, Masters, and Doctoral degrees shall be approved by a majority vote of the voting faculty present and voting. Candidates may be approved either at regular meetings of the Faculty or by electronic ballot.

H. General

- Amendments

These Bylaws may be amended by the following processes:

- Either the Dean or a petition signed by at least seven percent (7%) of the Voting Faculty may propose an amendment to these Bylaws.
- In the event that an amendment is proposed, the Dean shall appoint an *ad hoc* Bylaws Review Committee to review the proposed amendment and to report back to the Dean.
- If the Dean and the *ad hoc* Bylaws Review Committee find the amendment is consistent with the University Faculty Handbook, they shall provide their recommendations to the Voting Faculty. The proposed amendment shall be communicated in written or electronic form to the Voting Faculty.
- The proposed amendment shall be discussed at a regular or special Faculty Meeting. Modification, rejection or consent to move the proposed amendment forward may occur as a result of this Meeting.
- The proposed amendment in final form shall be communicated in written or electronic form to the Voting Faculty within one (1) week following the Faculty Meeting at which it was discussed.
- No less than three (3) weeks later, a Final Meeting will be held to debate the final proposed amendment.
- Following this Final Meeting, a mail or electronic ballot of the Voting Faculty shall be conducted. Adoption of the proposed amendment shall require an affirmative/favorable vote of at least two-thirds (2/3) of the votes cast, with the additional requirement that at least one-third (1/3) of the Voting Faculty cast ballots.

- Distribution: The Dean shall keep a copy of these Bylaws and, upon their amendment, shall distribute copies to all members of the School of Medicine and, thereafter, as new members join the School of Medicine Faculty.

Definitions:

“Major curricular transformations” are significant, intentional shifts in the curriculum’s structure, content, or philosophy rather than minor yearly adjustments. Examples of major curricular transformations would include moving from a 4-year to 3-year curriculum or moving to a completely pass/fail curriculum. Non-major changes would include lengthening or shortening current blocks by a week or updating current medical knowledge.

“Significant financial investment” is an investment that requires an allocation that has a meaningful impact on the School’s financial situation. Examples of a significant financial investment would include building new educational spaces or extensive training of personnel beyond current job descriptions.

“Major Changes” to academic units would include merger of two or more academic units, or dissolution of an academic unit.