

Bylaws of the Stanford University School of Medicine Faculty Senate

Preamble

The faculty of the Stanford University School of Medicine does establish a Faculty Senate according to these Bylaws, and subject to the provisions of the Articles of Organization of the Academic Council of Stanford University and to the authority of the Stanford University Board of Trustees. The Senate shall represent and serve as a voice for the faculty in the School of Medicine. The Senate shall also provide a forum for discussion and communication and shall collaborate with and advise the Dean on matters related to the Senate's responsibilities and on other matters related to the well-being and future of the School of Medicine as well as its faculty and students as desired by the Dean and/or the faculty. The Senate will report to and be accountable to the faculty and will carry out its responsibilities in collaboration with the Dean of the School of Medicine and the academic leadership of the School.

Article I. Responsibilities and Functions of the Faculty Senate

Section 1. Academic Programs

- (1) For the degree of Doctor of Medicine (MD), the Senate shall collaborate with and advise the Dean to: determine the requirements for admission of candidates; define and evaluate the curriculum; establish criteria for student performance assessment, standing and promotion; determine awards for medical student research fellowships; and oversee the performance and achievements of the Medical Student Scholarly Concentration requirement.
- (2) The Senate shall advise on matters concerning the Doctor of Philosophy and Master of Science graduate degree programs.
- (3) The Senate shall advise on the role and training of residents and clinical fellows in the Stanford Hospital and Clinics and the Lucile Packard Children's Hospital and their affiliated hospitals, the Palo Alto Veterans Administration Health Care System, the Santa Clara Valley Medical Center, and in the School of Medicine.
- (4) The Senate shall advise on academic matters of postdoctoral scholars in the School of Medicine.

Section 2. School of Medicine and its faculty

The Senate shall give its advice on any other matters it deems relevant to the general welfare of the School, including the roles, responsibilities and welfare of its faculty, its medical students, graduate students, postdoctoral scholars, and its residents and clinical fellows.

Article II. Composition of the Senate and Responsibilities of Senators

Section 1. Senate membership

- (1) The electorate shall consist of all those in the School of Medicine holding an appointment in the Academic Council, the Medical Center Line, the Clinician/Educator line, or other designated line.
- (2) As set forth in Appendix 1, the Senate shall be composed of the following, each of whom shall have one vote:
 - (i) Departmental representatives and ten Senators-at-Large, as set forth in Section 2 and 4 below.
 - (ii) Representatives of each of the Interdepartmental Degree Programs (IDPs) and the Stanford Institutes of Medicine (SIMs), as set forth in Section 3 below.
 - (iii) Ex-officio members, with vote:
 - Dean of the School of Medicine
 - Chairs of the Standing Committees
 - President of the Stanford Medical Student Association (SMSA)
 - President of the graduate student association (BIOMASS)
 - Chair of the Stanford University Postdoctoral Scholars Association
 - Chief of Staff of Stanford Hospital and Clinics
 - Chief of Staff of the LPCH Hospital and Clinics
 - President of the Stanford Medical School Alumni Association or a designee
 - Representative of the Adjunct Clinical Faculty
 - Representative of the housestaff

Section 2. Departmental Senators and Alternates

- (1) Representatives of the electorate shall be elected in each department in the School of Medicine, with eligibility as defined in Section 1(1) above, in accordance with the election procedure in Appendix 3(A).
- (2) Departments of the School of Medicine are noted in Appendix 1. The number of Senators in each department is determined by the number of members in the Department as follows:
 - Departments containing one to twenty members shall elect one Senator.
 - Departments containing twenty-one to forty members shall elect two Senators.
 - Departments containing more than forty members shall elect three Senators.
- (3) Departments shall elect Alternate Senators equal in number to the number of departmental Senators and shall report the names to the Senate Secretary by June 30 each year. Alternate Senators serve one-year terms.

- (4) Department chairs shall call upon an Alternate Senator in the same department to serve in place of a Senator whenever that may be necessary by virtue of that Senator's inability to serve.

Section 3. IDP and SIM Senators and Alternates

Each Interdepartmental Program (IDP) and Stanford Institute of Medicine (SIM) as specified in Appendix 1 shall elect one representative and one alternate, with eligibility as defined in Section 1(1) above, in accordance with the election procedure as set forth in Appendix 3(A).

Section 4. Senators-at-Large and Alternates

Ten (10) eligible members of the electorate shall be elected from any of the departments of the School of Medicine in a school-wide process as set forth in Appendix 3(B). Two alternates shall also be elected through this same process.

Section 5. Roles and responsibilities of Departmental Senators, IDP and SIM Senators, and Senators-at-Large

- (1) Serve a minimum three-year term, with eligibility for election to a second term, for a maximum of six years of consecutive service;
- (2) Attend, or arrange for an alternate representative to attend, a minimum of 8 out of 10 monthly Faculty Senate meetings per academic year;
- (3) At meetings, represent the will and opinion of the members of the Senator's constituency;
- (4) Review the minutes of the meetings on the Faculty Senate web site;
- (5) Provide information to members of the Senator's constituency about key Faculty Senate discussions and/or decisions;
- (6) Understand the role and work of the standing committees of the Faculty Senate;
- (7) Provide input at Faculty Senate meetings or to the Senate Executive Committee on matters deemed relevant to the general welfare of the School and to the roles, responsibilities and welfare of its faculty, medical students, graduate students, postdoctoral scholars, residents and clinical fellows.

Article III. Governance of the Senate

Section 1. Senate Executive Committee (SEC) and Senate Steering Committee (SSC)

- (1) The Senate shall establish a Senate Executive Committee and a Steering Committee as follows:

Senate Executive Committee (SEC)

Chair of the Faculty Senate, who also serves as Chair of the Senate Executive Committee and of the Senate Steering Committee
 Two elected Senators from the Basic Science Unit
 Two elected Senators of the Clinical Unit

Senate Steering Committee (SSC)

Chair and members of the Senate Executive Committee (SEC)
 Dean of the School of Medicine
 Senior Associate Dean for Medical Education (or designee)
 Senior Associate Dean for Graduate Medical Education (or designee)
 Senior Associate Dean for Graduate Education (or designee)
 Chairs of the Senate standing committees

- (2) The Senate Steering Committee shall meet upon request of the Chair, and the presence of five members shall constitute a quorum for a meeting. Except as otherwise noted in these Bylaws, decisions shall be reached by majority vote of those present at a meeting of the Senate Steering Committee.
- (3) In matters of extreme urgency or to address significant policy or procedural matters, the Chair of the Senate may convene the Senate Executive Committee (SEC), with immediate communication of recommendations to the Senate Steering Committee. The SEC also convenes to conduct its responsibilities in cases of Suitability for the Practice of Medicine as referred to it by the Senior Associate Dean for Medical Education.
- (4) The Senate Steering Committee shall appoint an Executive Secretary of the Senate who shall serve a three-year term that may be renewed indefinitely at the pleasure of the Steering Committee. That appointment may be granted to an eligible member of the electorate as defined in Article II Section 1(1) or to a member of the Dean's staff deemed qualified to act in the role of Executive Secretary. Compensation for this function shall come from a yearly discretionary budget negotiated with the Dean of the School of Medicine by the Steering Committee. The Executive Secretary serves as an ex-officio nonvoting member of the Steering Committee. Duties of the Executive Secretary include assuring that Senate administration and business is conducted in accordance with the Bylaws, preparing agendas in conjunction with the Chair, preparing Senate minutes and overseeing their distribution, assuring that the Senate archive is maintained, and other duties as directed by the Steering Committee.

- (5) The Chair of the Senate or a designate from among the four elected members of the SEC shall be a voting ex-officio member of the Executive Committee of the School of Medicine.

Section 2. Setting of agendas

- (1) The Chair of the Faculty Senate shall preside over the meetings of the Senate, the Senate Steering Committee and the Senate Executive Committee. With the exception of those items specified in (2) below, agenda items for consideration by the Steering Committee and/or the Senate shall be determined by the Chair of the Faculty Senate in collaboration with the Dean of the School of Medicine. In addition, any member of the Steering Committee may recommend agenda items to the Chair of the Faculty Senate and/or the Dean of the School of Medicine.
- (2) The following shall be presented to the Steering Committee and the Faculty Senate for review, discussion, and vote of support:
 - (i) Change in the number or composition of medical students in the entering class;
 - (ii) Changes to the operating procedures of the standing committees (see Appendix 2);
 - (iii) Changes to the MD program graduation requirements;
 - (iv) Changes to performance assessment for the MD program;
 - (v) New programs granting the Doctor of Philosophy or MS degree.

Section 3. Conduct of Senate meetings

- (1) The Senate shall assemble for regular meetings each month from September through June. The Senate may decide at any meeting to omit the next regularly scheduled meeting except that of September.
- (2) Agendas for regular meetings of the Senate shall be posted to the web site, with notice to the membership, at least one week prior to the date of the meeting. The agenda for each regular meeting of the Senate shall provide opportunity for reports from the Steering Committee and the Dean. Any representative to the Senate or any other member of the electorate may present reports to the Faculty Senate after submitting a request to do so to the Steering Committee at least two weeks prior to the meeting date.
- (3) Quorum is established as 33% of the membership of the Senate (see Appendix 1). Except as restricted elsewhere in these Bylaws, all actions of the Senate shall be by a majority of those in attendance and eligible to vote.
- (4) The Chair of the Senate may call special meetings of the Senate at any time. Special meetings may also be called by petition of twenty percent of the members to the Chair, by decision of the Senate Steering Committee or the Senate Executive Committee, or by request of the Dean of the School to the Chair. The Chair of the Senate shall call and hold all special meetings within one week after receipt of the request. Agendas for special meetings must be distributed prior to or at the time of the meeting.

- (5) If the Chair is unable to preside over a scheduled meeting of the Senate, he or she should select a designate from the Steering Committee to chair the meeting.
- (6) Members of the electorate have the right to attend meetings of the Senate. Others may also attend unless the Senate decides otherwise on a particular occasion. Except for the voting members of the Senate as specified in Article II, Section 2, no one may participate in discussion unless by permission of the Chair.
- (7) Minutes of each meeting of the Senate shall be posted on the Faculty Senate website within two weeks after the meeting.
- (8) The Senate may determine the rules of its proceedings except as restricted in these Bylaws.

Article IV. Committees of the Senate

Section 1. Standing committees on MD education

- (1) The Senate delegates responsibility for the following matters pertaining to the MD degree to the following standing committees, which have faculty and student representation: admissions, curriculum development and evaluation, student performance assessment and advising, medical student research and scholarship:
 - (i) A Committee on MD Admissions (CA)
 - (ii) A Committee on MD Courses and Curriculum (CCC)
 - (iii) A Committee on MD Performance Assessment and Advising (CPAA)
 - (iv) A Committee on MD Medical Student Scholarship (CMSS)
- (2) Standing committees for the MD program are established as the working committees of the Faculty Senate and the designated dean(s) and take action in collaboration with the deans.
- (3) A Committee on MD Student Performance (CSP) with faculty representation shall be charged to determine action on matters of medical student standing and promotion.

Section 2. Conduct of MD standing committees

- (1) Agenda items for standing committees shall be determined by the chair of the standing committee in collaboration with the designated dean(s) and/or the Steering Committee of the Senate.
- (2) Each standing committee shall provide any revisions to its Operating Procedures document on an annual basis to the Steering Committee at its first meeting in September, to be approved by the Steering Committee and maintained as an

Appendix to these Bylaws.

- (3) The chair of each of the standing committees shall deliver to the Faculty Senate an annual report summarizing the activities of the committee during the preceding academic year and the goals for the upcoming year.
- (4) Standing committees may establish subcommittees and ad hoc committees, as determined by the chair and designated dean.
- (5) As a general matter, each standing committee (with the exception of the Committee on Student Performance) shall archive its agendas, minutes, and other documents on the Faculty Senate web site in an area designated for archiving this committee's proceedings.

Section 3. Membership of MD standing committees

- (1) Chairs of the standing committees shall be recommended by members of the Senate Steering Committee or the designated dean and approved by the Senate Steering Committee, subject to confirmation by the Senate.
- (2) Faculty members of the standing committees other than the chairs shall be recommended to the Senate Steering Committee by the committee chairs in consultation with the designated dean(s), subject to confirmation by the Senate. All members of the standing committees shall receive formal notice of appointment from the Dean and serve three year terms that are renewable.
- (3) Medical students serving on CA, CCC, or CPAA shall be chosen yearly by the Stanford Medical Student Association through a process established by the Office of Student Affairs.
- (4) The Senate may, by two-thirds majority vote of a quorum, remove any or all members of a standing committee, including the chair.

Section 4. Ad hoc committees of the Senate

- (1) The Senate Steering Committee may establish ad hoc committees for any purpose it deems desirable, subject to confirmation by the Senate. The Steering Committee shall transmit to each ad hoc committee a written charge, representing the will of the Senate, and including a date by which a report is expected. A copy of each such charge shall be communicated to the Senate and included in the proceedings of the Senate.
- (2) Ad hoc committees, in general, shall consist of three to five members of the electorate appointed by the Senate Steering Committee, but the Senate may, at its discretion, establish a larger committee in a given instance. Chairs of the ad hoc committees of the Senate are appointed by the Steering Committee and serve at the pleasure of that Committee. When appropriate to the charge of an ad hoc committee, the Steering Committee may appoint to such committee a person other than a member of the electorate. Each ad hoc committee shall seek all appropriate consultation concerning the matters it is charged to study. Ad hoc committees shall report their findings and recommendations to the Senate. An ad

hoc committee is not necessarily dissolved at the end of the academic year in which formed, but continues its work until discharged by the Senate.

Article V. The Relationship between the Senate and the Graduate Programs

- (1) The Senate and the Dean shall charge the Senior Associate Dean responsible for graduate education with the responsibility for creating and implementing policies and mechanisms for monitoring the progress of students in the Ph.D. and M.Sc. programs. The Associate Dean and Senior Associate Dean for Graduate Education will make an annual report to the Senate on this and any other aspects of the graduate programs of interest to the Senate.
- (2) The Committee on Graduate Admissions and Policy (CGAP) shall review and make final decisions on the admission of applicants to the graduate programs in the School of Medicine. Each program shall make decisions on the admission of applicants, using standards equivalent to or higher than those set by the Committee on Graduate Studies, a standing committee of the University Senate.
- (3) The CGAP shall be composed of a minimum of seventeen voting members (including its chairperson). At least thirteen shall be members of the electorate from each of the graduate programs in the School of Medicine, with two others from Biological Sciences and Biophysics. Two voting members shall be graduate students without current academic deficiency who have completed at least their first year of graduate studies, and of these one shall be a member of the Biological Sciences or Biophysics programs. Each faculty representative will be selected by the respective home program. The Associate Dean and the Senior Associate Dean responsible for graduate education will serve as ex-officio members.
- (4) The CGAP may enlist individual consultants or establish advisory panels to assist in the admissions process. These may include persons not members of the electorate and may be designated by each of the graduate programs.
- (5) Nine members of the CGAP shall constitute a quorum for any meeting of this committee.

Article VI. Revision of the Bylaws

- (1) These Bylaws may be amended with the exception of those items noted in paragraph (2) below by a majority vote of the Senate.
- (2) In all matters relating to the role of the Dean or the Dean's designates or to the relationship of the Senate to the Executive Committee of the School of Medicine or to a change in the powers and function of the Senate, specifically the Preamble and Article I, any proposed amendments to these Bylaws shall be endorsed by the membership of the Executive Committee of the School. Such amendments shall take effect upon approval by the President of the University and the Board of Trustees.

Appendices to the Bylaws of the Medical School Faculty Senate.

Provisions regarding governance of the Senate and its standing committees which do not require amendment of the Bylaws may be incorporated into these Appendices.

Appendix 1. Composition and number of voting members

Appendix 2. Operating Procedures for the MD Program Standing Committees

- (A) Committee on Admissions
- (B) Committee on Courses and Curriculum
- (C) Committee on Performance Assessment and Advising
- (D) Committee on Medical Student Scholarship
- (E) Committee on Student Performance

Appendix 3. Election Procedures

- (A) Departmental Senators, IDP and SIM Senators
- (B) Senators-at-Large
- (C) Steering Committee: Chair of the Senate and departmental members

Appendix 4. Procedure for preference voting

APPENDIX 1. Composition and Number of Voting Members

**Departmental Senators: Number of eligible faculty members
and Senators by Unit and Department**

Determination of number of Senators per department:		
eligible faculty from one to 20	1	
twenty-one to forty	2	
more than 40	3	
<u>CLINICAL UNIT</u>	No. Faculty	No. Senators
Anesthesia	88	3
Cardiothoracic Surgery	22	2
Comparative Medicine	9	1
Dermatology	13	1
Medicine	178	3
Neurology and Neurological Sciences	30	2
Neurosurgery	28	2
Obstetrics and Gynecology	30	2
Ophthalmology	16	1
Orthopedics	24	2
Otolaryngology	12	1
Pediatrics	162	3
Psychiatry	85	3
Radiation Oncology	21	2
Radiology	81	3
Surgery	71	3
Urology	16	1
		35
<u>BASIC SCIENCE UNIT</u>		
Bioengineering		1
Biochemistry	10	1
Chemical and Systems Biology	8	1
Developmental Biology	11	1
Genetics	14	1
Health Research & Policy	14	1
Microbiology Immunology	15	1
Molecular and Cellular Physiology	8	1
Neurobiology	9	1
Pathology	62	3
Structural Biology	8	1
		13
Total Departmental Senators		48
Interdepartmental Programs		6
Biomedical Informatics, Cancer Biology, Epidemiology, Health Services Research, Immunology, Neurosciences		
Stanford Institutes of Medicine		5
Stanford Comprehensive Cancer Center; Stanford Institute for Stem Cell Biology and Regenerative Medicine; Stanford Cardiovascular Institute; The Neuroscience Institute at Stanford; Stanford Institute for Immunity, Transplantation and Infection		
Senators at Large:		10
Ex-officio voting members:		14
TOTAL VOTING MEMBERS		83

APPENDIX 2. Operating Procedures for Standing Committees

COMMITTEE ON MD ADMISSIONS (CA)

- (1) The Committee on Medical Student Admissions (CA) shall recommend to the Senate policies governing the admission of medical students, and together with the Dean and the Executive Committee of the School shall implement those policies adopted by the Senate. The CA shall make final decisions on the admission of applicants.
- (2) The CA shall be composed of twelve voting members (including its chairperson). Ten shall be members (or emeriti members) of the electorate. Two members shall be medical students without current academic deficiency who have completed at least three clinical clerkships and who are eligible to fill a full term of service
- (3) The CA may enlist individual consultants or establish advisory panels to assist in the admissions process. These may include persons not members of the electorate.
- (4) Six members of the CA shall constitute a quorum for any meeting of this committee.

COMMITTEE ON MD COURSES AND CURRICULUM (CCC)

- (1) The Committee on Courses and Curriculum (CCC) shall develop or recommend policies concerning the curriculum for the MD degree program, including structure of the curriculum and requirements for graduation, design and evaluation of courses and clerkships, adherence to LCME guidelines, and evaluation of program effectiveness. It shall be the responsibility of the CCC, together with the Dean and the Executive Committee of the School, to implement those policies recommended by the CCC and adopted by the Senate.
- (2) The CCC shall be composed of twelve voting members. Four shall be members of the electorate from the BMS Unit, four shall be members of the electorate from the Clinical Unit. The ninth shall be the Chairperson, from either Unit. The tenth and eleventh shall be medical students with one alternate, all without current academic deficiency. One student should be in his/her second year, and one must have completed at least two months of clinical clerkships. Terms of service for each student is two years and the terms are staggered. The twelfth shall be the Senior Associate Dean for Medical Education.
- (3) The CCC may establish ad hoc advisory subcommittees to study particular issues. These may include students enrolled in the School, and other persons not members of the electorate.
- (4) Seven members of the CCC shall constitute a quorum for any meeting of this committee.

COMMITTEE ON MD PERFORMANCE ASSESSMENT AND ADVISING (CPAA)

- (1) The Committee on Performance Assessment and Advising (CPAA) shall consider and take action on matters that pertain to the assessment of medical student academic performance in required courses, clerkships, and scholarly concentrations. The CPAA shall advise on and recommend to the Senate changes in academic policy that affect performance assessment and advising. It shall be the responsibility of the CPAA, together with the Dean and the Executive Committee of the School, to implement those policies recommended by the CPAA and adopted by the Senate.
- (2) The CPAA shall review and advise the Dean's Office on the format and content of the Medical Student Performance Evaluation (MSPE, a.k.a., the Dean's Letter), and the structure and operation of the medical student advising and mentorship programs.
- (3) The CPAA shall be composed of 12 voting members, including its chairperson. Voting members are the chair, two faculty members from the Basic Science unit, two faculty members from the Clinical unit, one faculty leader from a scholarly concentration, one director of a required clerkship, one preclinical and two clinical medical students, the Senior Associate Dean for Medical Education, and the Associate Dean for Advising. The Assistant Dean for Student Affairs, one Assistant Dean for Advising, and the Director of the Office of Medical Education serve as ex-officio non-voting members.
- (4) The CPAA may establish ad hoc advisory subcommittees to study particular issues. These may include students enrolled in the School, and other persons not members of the electorate.
- (5) Seven members of the CPAA shall constitute a quorum for any meeting of this committee.

COMMITTEE ON MD STUDENT PERFORMANCE (CSP)

- (1) The Committee on Student Performance (CSP) shall consider and take action on matters that pertain to the meeting of the requirements for the MD degree by students in the MD program, according to the policies adopted by the Senate and the criteria recommended by the CCC and adopted by the Senate; and it may also advise the CCC and the Senate concerning the criteria for student standing and promotion.
- (2) The CSP shall be composed of five voting members, including its chairperson. The Assistant and Associate Deans for Student Affairs shall serve as ex officio nonvoting members. Voting members shall be members of the faculty of the School who have been members of the Faculty Council of the School of Medicine for at least the previous three years. Department chairpersons will be ineligible. An effort shall be made to have each department represented periodically. Three of the five members of the CSP shall be members of the Clinical Unit.
- (3) The CSP shall formulate guidelines governing its procedures, and shall publish these in the School of Medicine Catalog. All changes shall be communicated to the Committee of Five before implementation. If, in the judgment of the Committee of

Five, a proposed change is significant enough to require approval by the Senate, implementation shall be withheld pending Senate approval. Changes considered not to require Senate approval shall nevertheless be communicated to the Senate at its next meeting.

- (4) An affected student may appeal to the Dean from a final decision of the CSP. The Dean may affirm or overturn the decision of the CSP, or may refer the case back to the CSP for reconsideration.

COMMITTEE ON MEDICAL STUDENT SCHOLARSHIP (CMSS)

- (1) The Committee on Medical Student Scholarship (CMSS) shall oversee the performance and achievements of the Medical Student Scholarly Concentrations and Medical Student Research Fellowships. The CMSS shall make final decisions on the approval and disapproval of research fellowships awards to students, and on Scholarly Concentration criteria for assessment, completion, and evaluation. The CMSS, the Dean, and the Executive Committee of the School are responsible for implementing those policies recommended by the CMSS and adopted by the Senate.
- (2) The CMSS shall be composed of the Scholarly Concentration Directors and ex-officio members including the Senior Associate Dean for Medical Education and the Associate Dean for Medical Student Research and Scholarship.
- (3) Each Scholarly Concentration Director of the CMSS shall establish a subcommittee to review medical student research proposals in their area of expertise.
- (4) Two-thirds of the membership will constitute a quorum for meetings of the CMSS.

APPENDIX 3. Election Procedures

- (A) Departmental Senators, Interdepartmental Program (IDP) Senators, and Stanford Institutes of Medicine (SIM) Senators
- (B) Senators-at-Large
- (C) Senate Executive Committee: Chair of the Senate and departmental members

(A) Election of Faculty Senate departmental, IDP, and SIM representatives

- (1) Departmental, IDP, and SIM representatives to the Faculty Senate serve three-year terms, renewable once. Alternate Senators serve one-year terms. Each department, IDP, and SIM conducts an annual election for Senators whose terms are expiring (and alternate Senators), or for alternate Senators only.
- (2) Departmental, IDP, or SIM representatives to the Faculty Senate must be members of the electorate as defined in Article II, Section 1(1), who are not also members of the Dean's Office. Senators completing their second consecutive three-year term of service are ineligible for reelection for a period of one year, unless permission is granted by the Steering Committee.
- (3) Each department elects from one to three Senators depending on department size as shown in **Appendix 1**. Each IDP and SIM elects one representative. Each Department, IDP, and SIM elects a number of alternates equal to the number of Senator positions. New representatives begin their terms the following September.
- (4) In March, the Steering Committee reports to the department chairs, IDP directors, and SIM directors the names of Senators whose terms are expiring, indicating whether or not they are eligible for reelection. Chairs and directors complete the election process and report the names of elected representatives and alternates by the end of April.
- (5) Process for election of departmental, IDP, and SIM Senators and alternates:
 - (i) Department chairs, IDP and SIM directors shall construct a list of the members of the electorate in the Department, IDP, or SIM, excluding all continuing Senators, Senators completing their second consecutive three-year term, and other members who for whatever reason shall be unable to perform the duties of Senator or alternate in the upcoming year.
 - (ii) The members of the Departmental, IDP, and SIM electorate shall vote by secret ballot for nominees, casting as many votes for Senators as there are open positions in the Department, IDP, or SIM.

(B) Procedure for election of Senators-at-Large

- (1) Following completion of the departmental elections, Senators-At-Large and three Alternate Senators-at-Large shall then be elected in a school-wide election process. Alternate Senators-at-Large serve one-year terms. The Senate Secretary shall identify the (N) number of open positions. (N+3) shall be the number of Senators-at-Large to be elected to include three alternates.
- (2) Senators-at-Large who have completed one three-year term of service are eligible for reelection and will have their names included on the ballot if they choose to run again.
- (3) Call for nominations: Members of the electorate may self-nominate or nominate another member of the electorate. To facilitate this process, a list of eligible members of the electorate will be available on the website, indicating members of the electorate who are Senators completing two consecutive years of service, or by leave of absence, sabbatical, or otherwise are unable to perform the duties of Senator.
- (4) If there are 12 names or fewer on the list of nominees who agree to serve, the election will be a one-step process accomplished through preference voting (see Appendix 4).
- (5) If there more than 12 nominees, the election will be a two-step process, with the second ballot consisting of the top ranking nominees but no more than 12 names to be ranked through preference voting.
- (6) If a person who has been elected as a departmental Alternate is then elected Senator- at-Large, the department shall elect a replacement Alternate.

(C) Procedure for election of the Senate Executive Committee: Senate Chair and Departmental Representatives

- (1) Prior to the first meeting of the new Senate year, a Chair of the Senate and the departmental members who constitute the Senate Executive Committee (SEC) shall be elected by mail ballot.
- (2) The Chair of the Faculty Senate is a member of the electorate as defined in Article II, Section 1(1), elected from either the BMS or Clinical unit, who is not a member of the Dean's Office. The Chair is elected for a term of two years and begins his or her Office the September prior to the first regular meeting of the Senate.
- (3) Departmental representatives of the Faculty Senate are elected to the Senate Executive Committee by the members of the Senate in their corresponding electoral unit. There shall be two representatives the Basic Medical Science (BMS) unit and two representatives of the Clinical unit. The departments of the BMS Unit and the Clinical Unit, as defined for the purposes of the Faculty Senate, are listed in Appendix 1. Departmental members of the Senate Executive Committee serve two-year terms and may be reelected as long as they are members of the Senate.

- (4) At the end of the term of service of a Chair, departmental representatives of the Faculty Senate will be given an opportunity to express their interest in serving as Chair. In addition, [Senators who are retiring from the Senate, having completed two terms, are eligible to run for Chair of the Faculty Senate, and shall have their terms of service extended for two years in the event they are elected.](#) A mail ballot shall be constructed containing the names of all Senators who have indicated their interest, to include the name of the current Chair if eligible for reelection. The ballot shall be sent to all voting members of the Senate, containing the names of the candidates in alphabetical order, to be ranked in accordance with the procedure for preference voting (see Appendix 4). In the event that there are more than six candidates, a two-stage process of preference voting shall be employed.
- (5) The faculty member receiving the highest total preference score shall be declared the new Chair of the Medical School Faculty Senate. The Chair may be eligible for reelection and may be reelected as long as he or she continues to be a member of the Senate. If the term of service on the Faculty Senate for the elected Chair will be completed in less than two years, the term is automatically extended with a notation of "special status" to allow the Chair to complete the term of service.
- (6) In the same manner, departmental and Senator-at-Large representatives of the Faculty Senate in the Basic Science and Clinical units will be given the opportunity to express their interest in serving on the Steering Committee of the Senate. Members of the BMS unit will elect two representatives to the Steering Committee; similarly the Clinical unit will elect two representatives. The ballots containing names of the candidates in alphabetical order shall be sent to all voting members within the BMS and Clinical units, with the candidates to be ranked in accordance with the procedure for preference voting (Appendix 4).
- (7) The BMS Unit Senators receiving the highest total preference score and the Clinical Unit Senators receiving the highest total preference score shall be declared elected to the Steering Committee. If the term of service on the Faculty Senate for an elected member of the Steering Committee will be completed in less than two years, the term shall be automatically extended with a notation of "special status" to allow the Steering Committee member to complete the term of service.
- (8) The Chair of the Senate of the preceding year, if not reelected to the Steering Committee, shall be a consultant member of that Committee, without vote, serving in addition to the elected members.
- (9) If the Chair of the Senate is unable to serve out his or her two-year term, the Senate shall elect a new Chair from the remaining four elected members of the Senate Executive Committee.

Appendix 4. Procedure for preference voting

- (a) This method shall be used for the mail ballot to Senators-At-Large and three alternates, the Chairperson of the Senate, and the remaining members of the Senate Executive Committee.
- (b) Each voter shall rank, in order of preference, a specified number of names. If the specified number is called N, then the highest preference shall be indicated by a preference score equal to N, and lower preferences by sequentially lower preference scores. If a voter fails to rank exactly N names, that ballot shall be disqualified.
- (c) In counting the ballots, each candidate's total preference score is tabulated, and all names are then arranged according to total preference score. The positions shall be filled, in descending order, from the top of this preference list.