

FACULTY COUNCIL BYLAWS

1. DUTIES AND FUNCTIONS

- 1.1 The Faculty Council shall be the principal source of faculty input to the administration of The Geisel School of Medicine at Dartmouth.
- 1.2 The Faculty Council shall directly report to the Faculty and to the Dean of Geisel. It shall serve as a means of communication from the Dean's office to the faculty and from the faculty to the Dean's office. As part of this responsibility it shall organize and conduct regular meetings for the entire faculty, which should occur at least twice yearly.
- 1.3 The Faculty Council shall review all topics that, in the opinion of the Council or the Dean, require direct faculty input, including major curricular revisions, general faculty representation on standing Geisel committees, graduation requirements, and new programs. Issues deemed sufficiently important to be considered by a vote of the entire faculty will be determined by any one of the following:
 - A. by the Dean,
 - B. by the Faculty Council,
 - C. or by petition of at least 5% of the members of the faculty. If a matter is deemed to require the vote of the entire faculty this will be done through a least one meeting open to the entire faculty followed by an electronic voting procedure within two weeks after the faculty meeting. The outcome will be decided by the majority of those voting through an electronic ballot.
- 1.4 In addition, the Faculty Council members shall be responsible for investigating matters of interest and concern to the faculty and presenting these issues to the administration; requesting and accepting from their constituencies suggestions for matters to be considered by the Council and opinions regarding matters of concern to the Faculty; maintaining effective faculty participation at Geisel; reporting the activities of the Council to their constituencies, particularly those that will have a significant impact on the institution; receiving regular reports from the Dean and other members of the administration on matters of relevance to the faculty; serving as a consultant to the Dean and ascertaining faculty opinion on matters that the Dean chooses to bring before it. These duties are facilitated by regular attendance at Council meetings and through regular consultation with constituencies.
- 1.5 The Faculty Council shall be responsible for setting the agenda and calling the meeting for at least twice-yearly general faculty meetings (fall and spring). More frequent general faculty meetings may occur as needed.

For all meetings of the general faculty the Dean shall be consulted to ascertain if there are topics that the Dean would like to have included in the agenda. The final agenda will be prepared by the Faculty Council.
- 1.6 The minutes of each meeting will be made available to the full faculty in a timely fashion, e.g., within a month following the meeting. However, discussion and voting by members (not including presentations by guests) shall be recorded without identifying individuals by name or otherwise including information that identifies the speaker(s).

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2. MEMBERSHIP

- 2.1 The voting population of the Council shall consist of two members elected from each department or constituency and one member from the major section of each department of the medical school. The definition of a major section will be determined by the Faculty Council. The general guideline for determining what is considered a major section will be that this section has departmental status in at least 50% of US Medical Schools.
- 2.2 To the extent possible one member from each department shall be a faculty member at a senior rank; the second shall be at a junior rank, but this division is not mandatory
- 2.3 Terms shall be for three years and staggered.

A. Departments

- Anesthesiology
- Biochemistry
- Biomedical Data Science
- Community and Family Medicine
- Epidemiology
- Medical Education
- Medicine
 - Specific sections each with an additional member:
 - Cardiology
 - Radiation Oncology
 - Hematology/Oncology
- Microbiology and Immunology
- Molecular and Systems Biology
- Neurology
- Obstetrics and Gynecology
- Orthopedics
- Pathology
- Pediatrics
- Psychiatry
- Radiology
- Surgery
 - Specific sections each with an additional member:
 - Dermatology
 - Neurosurgery
 - Ophthalmology
 - Otolaryngology
 - Urology
- The Dartmouth Institute

- B. There shall be two members elected to represent the community preceptors, two to represent the VA, and one to represent active emeritus faculty.

- 2.4 At least one member from each department shall be expected to attend every Council meeting.

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- 2.5 The past Chairs of the Council shall also remain as voting *ex* members for a period of 3 years after their term as chair ends.
- 2.6 Department chairs, and assistant, associate and senior associate deans may not serve as faculty council members. Any serving faculty council member promoted to one of these positions will immediately rescind their faculty council position on the first official day in their new position.

3. SUFFRAGE AND QUALIFICATIONS FOR OFFICE

- 3.1 Faculty with regular appointments at the rank of Instructor or above, except as noted in paragraph 3.2., shall be eligible to vote for departmental representatives and to serve as members of the Council.
- 3.2 Individuals holding a faculty appointment as Instructor, but enrolled in graduate training programs, shall be eligible to vote but shall not be eligible for membership in the Council.
- 3.3 The Council shall be the sole judge of qualifications and eligibility of its members.

4. ELECTION AND TENURE

- 4.1 Members and alternates shall be elected by the faculty of their respective departments in May for a term of three years beginning in July.
- 4.2 No member shall serve more than two three year terms (total of 6 years) without an intervening period of at least two years.
The community preceptor and VA representatives shall serve for three years.
- 4.3 The council shall elect one member as Chair and an alternate to serve as Vice Chair to run meetings if the chair cannot be present.
- 4.4 An administrator shall be selected by the chair to act as the recorder of the meetings, to distribute minutes and agendas and perform other functions in support of the Faculty Council. The financial support for the administrative coordinator shall be provided by the central administration for an appropriate fractional FTE.
- 4.5 If a Member is elected as Chair or alternate chair of the Council, membership on the Council may be extended for enough years to allow fulfillment of the term as an officer.
- 4.6 If a member is unable to fulfill his/her term, an alternate shall complete the term, to be elected by a process determined by the department, the community preceptor board or the VA.
- 4.7 Valid election of a representative to the Faculty Council by a constituency shall be by a majority of the votes of the participating eligible constituency in a written or electronic ballot or at an election meeting in which votes are tabulated.
- 4.8 If a Council member is unable to attend to the duties of office, including regular attendance at meetings, the Council may determine that a vacancy exists. Absence

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from three consecutive meetings within an academic year and without explanation or substitution will be sufficient reason for establishing a vacancy.

- 4.9 The Council shall resolve and decide any issues that arise regarding the conduct of elections by a constituency.

5. OFFICERS

5.1 The Council shall have the following officers: Chair, Vice-Chair, and Secretary.

5.2 Officers shall serve for a term of three years. Officers will be elected at the May meeting of the Council and elected officers will begin their terms in July. Election shall be by a majority of voting members present. The Council may make regulations concerning nominations of Officers.

5.3 At the end of his or her term, the Chair shall remain as a voting Member of the Council for a period of three years. He or she will be designated as a Senior Councillor.

5.4 A Steering Committee shall consist of the Officers, the past Chair of the Faculty Council, and two ad hoc members. The Council shall fill any mid-term vacancy among the Officers or Steering Committee at the next Regular Session, in accordance with the nominating regulations.

5.5 Duties of Officers:

A. The Chair shall be the Representative of the General Faculty Council to the DAB. If the chair is not able to attend, a member of the Steering Committee shall attend.

B. The Chair presides at meetings; may call special meetings of the Council; may, after consultation with Council and Faculty Members, appoint and charge committees; may serve as an *ex officio* member of the committees of the Council, and shall perform other appropriate duties as determined by the Council.

C. The Vice-Chair shall perform the duties of the Chair in the Chair's absence, may serve as an *ex officio* member of Committees of the Council and such other appropriate duties determined by the Council.

D. The Secretary shall record the minutes of the meeting for review and modifications by the chair. The modified minutes will be circulated to the faculty council for comments and suggestions. The final minutes of the Faculty Council shall generally be distributed to the full faculty for their information.

E. The Steering Committee shall prepare the agenda for each Session of the Council. All Council members shall have the capacity to introduce items to the agenda, by contacting either a member of the Steering Committee or the Administrative Coordinator assigned to the Council. Agenda items submitted by Council members shall be addressed by the Council within two meetings from the time of submission.

6. COMMITTEES

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- 6.1 Without prejudice to the Standing and *ad hoc* Committees of The Geisel School of Medicine at Dartmouth and Dartmouth College, appointed by the Officers of Administration, the Council may create committees for the discharge of any function within its jurisdiction.
- 6.2 The Chair may appoint members to the committees of the Council (5.6.B), which may include faculty members or students who are not members of the Council. Council members who have not been appointed to a committee, but are interested in the issue that is being examined by that committee will not be excluded from the committee's review process.

7. MEETINGS

- 7.1 The Council shall meet in regular session monthly at a time and place determined by the Council.
- 7.2 Special sessions of the Council may be called by the Chair or the steering committee or by request of five members or by request of the Dean.
- 7.3 A quorum shall be 25% of the voting faculty members of the Faculty Council.
- 7.4 Each voting member present shall have one vote.
- 7.5 The Council shall make provisions for the widest possible publicity of its proceedings to the Faculty.

8. ACTION THROUGH ELECTRONIC BALLOT

- 8.1 At the discretion of the Council Chair, the Council may take an action without a meeting through an electronic ballot. If three or more members object to having a vote as proposed, the matter will be deferred to the next meeting of the Council. Actions by electronic ballot instead of a meeting may not include:
 - A. amendments to the bylaws,
 - B. and approvals of Geisel-wide policies.
- 8.2 An electronic ballot item requires ratification by the Council in a meeting should any two voting Council members submit a request for discussion and ratification. Such request must be submitted in writing within 30 days of the closing date of the electronic voting period. Such requests for ratification of electronic ballot actions should be directed to the attention of the Council Chair.

9. AMENDMENTS

- 9.1 The Faculty Council may amend sections 1-8 of this document.
- 9.2 The Dean or his/her designate may recommend amendments to sections 2-8 of this document.
- 9.3 Amendments to these bylaws shall be by affirmative vote of two-thirds of the voting membership at a regular session following the session at which the proposed amendment is presented and debated.