# TABLE OF CONTENTS

PREAMBLE ................................................................................................................................. 5

## ARTICLE I

**Governance**
- Section 1: *Statutes of the Geisel School of Medicine at Dartmouth* ............... 5
- Section 2: *The Geisel School Handbook for Faculty* ........................................... 5
- Section 3: *Bylaws of the Geisel School* ............................................................... 6

## ARTICLE II

**Definition of Faculty**
- Section 1: Definition and Privileges of Faculty .................................................. 6
  - a. Definitions and Privileges of Faculty ............................................................ 6  
  - b. Officers of Academic Administration ........................................................... 6
- Section 2: Departments of the Geisel School ......................................................... 7
- Section 3: Assignments of the Faculty of the School of Medicine ....................... 7
- Section 4: Voting and Committee Assignments .................................................. 7
  - a. Appointment Process .................................................................................. 8
  - b. Non-reappointments, Dismissals and Terminations ..................................... 8

## ARTICLE III

**A. Meetings of the General Faculty of the Geisel School of Medicine**
- Section 1: Frequency ............................................................................................... 8
  - a. Regular Meetings ........................................................................................... 8
  - b. Special meetings ............................................................................................. 9
- Section 2: Quorum ..................................................................................................... 9
- Section 3: Chair .......................................................................................................... 9
- Section 4: Purposes .................................................................................................... 9
- Section 5: Agenda ...................................................................................................... 10
  - a. Faculty Meeting Agendas ............................................................................. 10
  - b. Submission of Agenda Items for Meetings of the Faculty .......................... 10
- Section 6: Rules of Operation .................................................................................. 10
  - a. Parliamentary Rules ...................................................................................... 10
  - b. Admission and Voting Principles ................................................................. 10
- Section 7: Minutes .................................................................................................... 11

## ARTICLE IV

**Meetings of the Faculty Council of the Geisel School of Medicine**
- Section 1: Frequency ............................................................................................... 11
  - a. Regular Meetings ........................................................................................... 11
  - b. Special Meetings ............................................................................................. 11
- Section 2: Quorum ..................................................................................................... 11
- Section 3: Chair .......................................................................................................... 11
Section 4: Purpose .......................................................... 11
Section 5: Agenda .......................................................... 12
Section 6: Rules of Operation ........................................ 12
   a. Parliamentary Rules ................................................. 12
   b. Admission and Voting Principles ............................... 13
Section 7: Minutes ....................................................... 13

ARTICLE V
Dean’s Academic Board
Section 1: Membership ............................................... 13
Section 2: Duties .......................................................... 13
Section 3: Presiding Officer ......................................... 13
Section 4: Meetings ..................................................... 13

ARTICLE VI
Departmental Faculties
Section 1: Duties .......................................................... 14
Section 2: Meetings ..................................................... 14
Section 3: Quorum ....................................................... 14

ARTICLE VII
Appointment of Department Chair
Section 1: Duties .......................................................... 14
Section 2: Appointment ................................................ 15
   a. Appointment of Chair ............................................. 15
   b. Appointment of Search Committee ......................... 15
   c. Functions of Search Committee ............................... 15
   d. Appointment of New Search Committee .................. 15
   e. Waiver of Search Committee .................................. 16

ARTICLE VIII
Appointment of the Dean
Section 1: Duties .......................................................... 16
Section 2: Appointment of the Dean’s Nominating Committee .. 16

ARTICLE IX
Standing and Other Committees
Section 1: General ..................................................... 16
Section 2: Designation of Standing and Working Committees ...... 17
Section 3: Appointment of Committee Members ................. 18
   a. Appointment of Committees .................................... 18
Section 4: Committee Chairs ......................................... 19
   a. Appointment .......................................................... 19
   b. Review of Performance of Committee Members ......... 19
Section 5: Duties .......................................................... 20
   a. Charge by the Dean ............................................... 20
b. Reporting of Activities ................................................................. 20
Section 6: Committee Meetings ....................................................... 20
Section 7: Committees .................................................................. 18
   a. Specifications of Standing Committees .................................... 21
      (1) Dean’s Academic Board ..................................................... 21
      (2) Faculty Council .................................................................. 21
      (3) Admissions Committee ........................................................... 21
      (4) Appointments, Promotions and Titles Committee ................. 21
      (5) Committee on Student Performance and Conduct .............. 21
      (6) Medical Education Committee ............................................. 21
      (7) Geisel School of Medicine Council on Diversity .................. 22
   b. Specifications of Working Committees ...................................... 22
      (1) Clerkship Committee ............................................................ 22
      (2) Graduate Medical Education Committee ............................ 22
      (3) Continuing Medical Education Committee .......................... 23
      (4) Biomedical Research Council ............................................. 23
      (5) Strategic Planning Executive Council ................................. 23
   c. Ad Hoc Committees .................................................................. 24

ARTICLE X
Performance Reviews
   Section 1: General ................................................................. 24
   Section 2: Faculty ................................................................. 24
   Section 3: Department Chairs ................................................. 24
   Section 4: Dean ................................................................. 24

ARTICLE XI
Important Documents ................................................................. 25

ARTICLE XII
Amendment Procedure
   Section 1: Procedure for Amendment of Bylaws ......................... 25
   Section 2: Initiation of Amendments ......................................... 25
   Section 3: Reconsideration of Rejected Amendments .................. 26

APPENDIX A
Departments of the School of Medicine ........................................ 27
OPERATIONS & GOVERNANCE OF THE GEISEL SCHOOL OF MEDICINE AT DARTMOUTH

PREAMBLE

This document is promulgated to facilitate an orderly process of governance operations of The Geisel School of Medicine at Dartmouth (Geisel). It describes an organizational framework within which the individual members of the Faculty and the Administration can serve meaningfully in the development of programs, policies and procedures in the highest common interest.

ARTICLE I

Governance

Section 1: Statutes of the Geisel School of Medicine

The Board of Trustees of Dartmouth College is the sole body that grants faculty titles and appoints senior administrative officers. Pursuant to authority delegated by the Board of Trustees, the President of Dartmouth College reviews and confirms the appointment of the Dean of the Medical School. The Dean, in turn, has the authority to appoint Associate and Assistant Deans without additional approval. Department Chairs are chosen by the Geisel Dean and confirmed by the Board of Trustees. Faculty appointments are made following procedures outlined in the documents, “Faculty Appointments, Promotions and Titles at the Geisel School of Medicine at Dartmouth”. While the authority to award faculty titles at The Geisel School of Medicine (Geisel) lies with the Trustees of Dartmouth College, the Trustees act upon recommendations made by the Appointments Promotions and Titles (APT) Committee, the Dean of the Medical School, the Dean’s Academic Board, and the Provost of Dartmouth College.

The Dartmouth College Board of Trustees has ultimate responsibility for the financial, administrative and academic affairs of The Geisel School of Medicine. A member of the Dartmouth Board of Trustees, as appointed yearly by the Board Chair, serves on the Geisel Board of Overseers.

The Geisel School of Medicine has a Board of Overseers that is advisory to the Geisel Administration. Appointments to the Board of Overseers are made by the Dean, subject to approval by the Dartmouth College Provost, President and Board of Trustees. Members of the Board of Overseers normally serve three-year terms, which may be renewed subject to approval as described.

Section 2: The Faculty of the Geisel School of Medicine at Dartmouth

Information on the governance of the Geisel School Faculty and those
documents of Dartmouth College that pertain to the Medical School are compiled within The Electronic Faculty Handbook for the Geisel School of Medicine (http://geiselmed.dartmouth.edu/faculty/fac_info/). These documents collectively define the organization of the Faculty and the relationship between The School of Medicine, The College and the Geisel Faculty. Documents within the Handbook also define procedures and criteria for faculty appointment, promotion, titles, tenure, non-reappointment, termination and dismissal; the organization of the Faculty Council; the rights, responsibilities, duties, and expectations for professional conduct of the Faculty; and the organization of standing committees on which Geisel Faculty serve. As individuals who comprise the Faculty of the Geisel School are members of the Faculty of Dartmouth College, they have attendant rights and responsibilities as outlined in the document “Organization of the Faculty of Dartmouth College” (OFDC). An abridged version of the OFDC with sections that pertain to Geisel Faculty is also contained within The Electronic Faculty Handbook. Rights of academic freedom are defined in the section “Agreement Concerning Academic Freedom, Tenure, and Responsibility of Faculty Members” (section 1.D.7 of the “OFDC”).

Section 3: Protocols and Policies Governing the The Geisel School of Medicine at Dartmouth

These Protocols and Policies of The Geisel School shall govern the daily operation of the Medical School under the authority of the Dean, subject to the limitations of Article I, Sections 1: and 2: of these Protocols and Policies. If any portion of these Protocols and Policies shall, at any time, be deemed illegal or unenforceable, the remainder shall remain in full force and effect.

ARTICLE II

Definition of Faculty

Section 1: Definition and Privileges of Faculty

a. Definitions and Privileges of the Faculty

Definitions and privileges of the Faculty, including the provisions of tenure at Geisel, and the processes and criteria for promotion, are described in documents in The Electronic Faculty Handbook.

b. Officers of Academic Administration

Faculty members may also hold positions that make them officers of the Academic Administration. In the School of Medicine these positions are:

(1) The Dean of the School of Medicine.
(2) The Chief Operations Officer.

(3) The Director of Finance.

(4) The Senior Associate, Associate and Assistant Deans of the Medical School or other qualifiers attached to the titles of Dean in the organizational structure of Geisel.

(5) The Chairs of each Department and Directors of each authorized Institute or Center within Geisel.

(6) The Director of the Health Sciences Library and Learning Resources Center.

(7) The Chief Information Officer.

Holding such an administrative title does not of itself grant faculty membership to the holder.

Section 2: Departments of the School of Medicine

Departments of the School of Medicine may be established, discontinued, combined, or reorganized by the Dean of the School of Medicine with the prior review and recommendation of the Provost of Dartmouth College subject to approval by the Dartmouth College Board of Trustees. The current listing of the Departments of the School of Medicine is appended to these Protocols and Policies (Appendix A).

Section 3: Assignments of the Faculty of the School of Medicine

All members of the Faculty of the School of Medicine shall be appointed to Departments, with each Faculty member having a primary Department designated by the Dean of the School of Medicine. Faculty members may also hold secondary and tertiary appointments in other Departments, Institutes or Schools. The non-primary Department(s) shall review appointments for continued appropriateness at the time of primary reappointment, although this may be done earlier at the discretion of the non-primary Department Chair. The Officers of The Academic Administration of the Medical School, if they also hold Faculty appointments, shall also be members of appropriate Departments.

Section 4: Voting and Committee Assignments

All voting members of the Regular Faculty, with the exception of Instructors, (as defined in the document, “Faculty Appointments, Promotions and Titles at the Geisel School of Medicine at Dartmouth”) may vote on all matters subject to election under these Protocols and Policies and may serve on committees that represent the Faculty in the governance of the School of Medicine.
Instructors, Emeritus/a, Clinical, Honorary and Adjunct Faculty members may vote and hold committee assignments under conditions as provided in Articles IV and VIII.

Section 5: Appointments, Promotion, Titles, Tenure, Non-Reappointment, Dismissal and Termination of Members of the Faculty

a. Appointment Process

All Faculty appointments and initial ranks shall be proposed by the Chair of the appropriate Department according to the standards and procedures established in the document “Faculty Appointments, Promotions and Titles at the Geisel School of Medicine at Dartmouth”. The authority to award faculty titles at Geisel lies with the Trustees of Dartmouth College. For appointments at the rank of Associate Professor and Professor, and for the awarding of tenure, the Trustees act upon recommendations made by the APT Committee, the Dean of the Medical School, and the Provost of the College.

b. Non-reappointments, Dismissals and Terminations

All non-reappointments, dismissals and terminations shall be initiated by the individual’s Chair or Institute Director or directly by the Dean of the Medical School. Such actions must be approved by the Dean, the Dean’s Academic Board and the Provost of Dartmouth College. Employment of faculty members employed by entities other than Dartmouth College (e.g., the Dartmouth Hitchcock Clinic, Mary Hitchcock Memorial Hospital or the White River Junction Veterans’ Affairs Hospital) is governed according to the policies of those institutions. However, all Geisel faculty members, regardless of employer, are entitled to one year’s notice of termination of their faculty status, except “for cause”. In addition, certain faculty termination and suspension actions require approval by the Board of Trustees, as set forth in the "Agreement Concerning Academic Freedom, Tenure and Responsibility of Faculty Members," as it may be amended from time to time.

ARTICLE III

Meetings of the General Faculty of the Geisel School of Medicine

Section 1: Frequency

a. Regular Meetings

Meetings of the General Faculty of the Geisel School of Medicine shall be held at least twice yearly in the Spring and the Fall. The Dean shall call the meetings of the General Faculty with advisement of the Faculty
Council. More frequent meetings may be held if requested by the Dean or the Faculty Council in consultation with the Dean (vide infra). Notification of such meetings must be made at least 14 days in advance of the meeting and disseminated to all Faculty Members (voting and non-voting). The venues of the meetings shall alternate to accommodate individuals on the two primary campuses of Geisel in Hanover and Lebanon.

A meeting of the Dartmouth College General Faculty shall be held at least once each academic year as defined in the document entitled, “Organization of the Faculty of Dartmouth College” (http://geiselmed.dartmouth.edu/faculty/fac_info/).

b. Special Meetings

Special Meetings of the Faculty may be called by the Dean of the School of Medicine, by the Executive Committee of the Faculty Council, or by petition of at least 15 members of the Faculty. Such requests shall clearly state the purpose of such meeting (Article III, Section 5:c). All Faculty members shall be notified of such meetings at least seven days prior to such meeting. Under extraordinary emergency conditions, a Special Meeting of the Faculty may be called at any time, provided an attempt has been made to notify all members of the voting Faculty at their place of business, or home, on record in the Office of the Dean of the School of Medicine. This notification may be oral or in writing, and shall include the time, place and purpose of the meeting.

Section 2: Quorum

A quorum shall consist of a minimum of 45 voting members of the Regular Faculty. Votes of the Faculty on certain initiatives may also be made electronically. In such electronic votes, measure shall carry if a) a majority of responding faculty approve or b) on initiatives where it is explicitly stated that the measure shall carry in the absence of dissent (e.g., approval of the graduating class), none is given.

Section 3: Chair

The Dean of the School of Medicine or, in the absence of the Dean, a Faculty Member designated by the Dean, shall preside at all meetings of the Faculty.

Section 4: Purposes

The purposes of meetings of the Faculty shall be:

(1) To provide a forum through which the Faculty can assist in identifying, clarifying, and recommending approaches to deal with matters affecting the several programs of the School of Medicine.
(2) To provide a forum whereby Faculty opinion can be expressed on specific issues or programs of the School of Medicine.

(3) To provide reports of progress in the development of programs bearing on the services of the School of Medicine.

(4) To inform the Faculty concerning activities of the School of Medicine, which bear directly or indirectly on their responsibilities, or which contribute to their understanding of operations of the School of Medicine.

Section 5: Agenda

a. Faculty Meeting Agendas

The agenda for Faculty meetings will be established by the Faculty Council in concert with the Dean. The Chairman of the Faculty Council will serve as convening officer for faculty meetings.

b. Submission of Agenda Items for Meetings of the Faculty

Faculty and Officers of the Academic Administration of the School of Medicine may submit agenda items for Faculty meetings. Students and House Staff should submit any desired items through a Faculty member or an Officer of Academic Administration of the School of Medicine. The agenda shall be finalized and distributed to the regular Faculty at least 14 days prior to the date of the meeting, with an announcement to students and staff via the Geisel list serve.

Section 6: Rules of Operation

a. Parliamentary Rules

At all meetings of the Faculty, the current edition of "Robert's Rules of Order" shall apply, except as modified by these Protocols and Policies.

b. Admission and Voting Principles

Generally, meetings of the Faculty shall be open to all members of the Geisel community (staff and students, included) unless the Faculty Council, the convening Administration Officer or a majority of voting members deem that it should be closed. All members of the Regular Faculty that hold the right to vote shall have the privilege of the floor. Only those members present may vote. A majority of the voting members present shall prevail, unless otherwise specified herein. Voting shall be by secret ballot if requested by any member present.
Section 7: Minutes

Minutes of meetings of the Faculty shall be taken by the Administrative Coordinator for Recruitment and Faculty Affairs of the Geisel School of Medicine and published on the Geisel web site. The minutes will be maintained in the Office of the Dean of the School of Medicine. These minutes shall include, but not necessarily be limited to, all business conducted by vote of the Faculty. Minutes shall be made available on request to any member of the Faculty, students or staff of Geisel.

ARTICLE IV

Meetings of the Faculty Council of the Geisel School of Medicine

Section 1: Frequency

a. Regular Meetings

The Faculty Council shall meet monthly.

b. Special Meetings

Special Meetings may be called upon request of the Dean, other Administration Officials, or individual Faculty Members. All such special meetings and the agenda of those meetings shall be scheduled through the Chair or the Vice Chair of the Faculty Council.

Section 2: Quorum

A majority of the members of the Faculty Council shall constitute a quorum. Non-voting (Clinical and Adjunct Faculty) are afforded voting privileges on the Faculty Council.

Section 3: Chair

The Faculty Council shall elect a Chair and a Vice Chair. Elected Officers shall serve for 3 years, and their term on the Council can be extended by a vote of the Council to accommodate the terms of their chairship.

Section 4: Purposes

a. The Faculty Council shall be the principal source of faculty input to the administration of The Geisel School of Medicine at Dartmouth and have regular meetings in between those of the entire faculty which should occur at least twice yearly.
b. The Faculty Council will directly report to the Faculty and to the Dean of Geisel and will serve as a means of communication from the Dean’s office to the faculty.

c. The Faculty Council should 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. Some issues must be referred for vote of the entire faculty.

d. In addition, the Faculty Council members are 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; and 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.

e. The Faculty Council is responsible for advising the Dean on 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.

f. The Faculty Council is responsible for establishing the mechanism by which the Faculty select representatives to the Medical Education Committee, the Committee on Student Performance and Conduct, the Admissions Committee, and other committees of the medical school that require elected faculty representation.

Section 5: Agenda

The Chair of the Faculty Council sets the agenda.

Section 6: Rules of Operation

a. Parliamentary Rules

At all meetings of the Faculty Council, the current edition of "Robert's Rules of Order" shall apply, except as modified by these Protocols and Policies.
b. Admission and Voting Principles

Valid election requires participation of a majority of the eligible constituency in a written or electronic ballot or at an election meeting in which votes are tabulated.

Section 7: Minutes

Minutes of meetings of the Faculty Council meetings shall be taken by the Administrative Coordinator for Recruitment and Faculty Affairs of the Geisel School of Medicine and published on the Geisel web site for the Faculty Council and on the general Geisel web site.

ARTICLE V

Dean’s Academic Board

Section 1: Membership

The Dean’s Academic Board shall be advisory to the Dean and will act on all Medical School appointments. In addition to the Dean, it will include the Vice President for Health Sciences (if not the same as the Dean), the President and CEO of Dartmouth Hitchcock, the Senior Associate Deans of the School of Medicine, the Chief Operations Officer of the Medical School, the Chief Development Officer of the Medical School, a representative of the White River Junction Veterans Administration Medical Center, the Department Chairs, Institute and Center Directors of the Medical School, and others who may be invited by the Dean. The Dean presides at meetings of the Dean’s Academic Board.

Section 2: Duties

The Dean’s Academic Board shall advise the Dean of the School of Medicine concerning all matters that relate to the internal academic affairs of the School of Medicine. These matters shall include Faculty appointments, dismissals, and advancements in rank; student admission policies and procedures; major curricular matters affecting the School of Medicine and the annual allocation and distribution of budgetary resources (exclusive of individual Faculty salary information).

Section 3: Presiding Officer

The Dean of the School of Medicine or his/her designee shall be the presiding officer of the Executive Committee.

Section 4: Meetings

The Dean’s Academic Board shall meet at least nine times annually,
generally on a monthly basis.

ARTICLE VI

Departmental Faculties

Section 1: Duties

All members of the Regular Faculty within each Department, including those holding secondary or tertiary appointments, shall participate in all academic and policy matters of the Department, exclusive of individual Faculty salaries and other issues excluded by these Protocols and Policies.

Section 2: Meetings

Meetings of the entire Department Faculty shall be held at least twice in the fall semester and twice in the spring semester, and shall be open to all members of the Department Faculty. Notification at least 7 days in advance shall be made by the Department Chair. Any Department Faculty member, or the House Staff representative, may place an item on the agenda of any regularly scheduled meeting. Other meetings may be called by the chair or by 50% or five members of the Department Faculty, whichever is the smaller. Minutes of all formal meetings shall be distributed to all Department Faculty. At any meeting the majority of voting members present may vote to conduct the meeting in closed session, except that voting members of the Department may not be excluded.

Section 3: Quorum

For Departments holding meetings of the entire Department Faculty, a quorum shall be twenty-five percent of the voting Faculty.

ARTICLE VII

Department Chair

Section 1: Duties

Each Department shall have a Chair, who shall be responsible to the Dean of the School of Medicine for departmental administration, policies, programs, procedures, and regulations. Policies, procedures, and programs shall normally be established and conducted in consultation and discussion with the Faculty of the Department. The Chair shall demonstrate leadership in encouraging excellence in teaching and service, and in the promotion of research in the department. The Chair shall supervise Faculty activities, assist the Dean of the School of Medicine in recruiting and developing faculty in the Department, and shall make
recommendations to the Dean of the School of Medicine concerning Faculty and Staff salaries, promotion, tenure, termination, and dismissal. Each Chair, with the concurrence of the Dean of the School of Medicine, may appoint a Vice Chair.

Section 2: Appointment

a. Appointment of Chair

The Dean of the School of Medicine shall appoint the Chair of each Department subject to approval by the DAB, the Provost and the Dartmouth College Board of Trustees. The appointment of Chairs shall ordinarily be reviewed every four years.

b. Appointment of the Chair Search Committee

Within four weeks of the announcement of a vacancy of a Department Chair, the Dean of the School of Medicine shall appoint a Search Committee of not fewer than five members. Ordinarily all the members, except as noted, should be full-time Faculty at the rank of Associate or Full Professor. Not more than two Faculty members shall be from the same Department and none should be from the Department in question. The Dean shall appoint the chair of the Search Committee. Input from the Department shall be solicited by the Search Committee as part of their deliberations and recommendations to the Dean.

c. Functions of the Chair Search Committee

This Committee shall seek, evaluate, and interview candidates. It shall be the duty of the Chair of the Search Committee to solicit a list of candidates from the members of the Department concerned and to accept nominations from other members of the Medical School. Following interview, input from faculty staff and students, and due diligence, the Search Committee shall provide a list of recommended candidates to the Dean of the School of Medicine. The Dean shall make a determination in the best interest of the Department and of The Medical School in proposing a candidate for Chair. This recommendation is passed to the Provost of the College, the President and the Board of Trustees for approval. When the Chair is in a Clinical Department, the selection of the candidate by the Dean shall be made in agreement with the Chief Executive Officer and President of Dartmouth-Hitchcock.

d. Appointment of New Search Committee

If after a thorough search process, the position has not been filled, the Search Committee may be disbanded and a new committee appointed by the Dean.
e. Waiver of Search Committee

Under extraordinary circumstances, and after consulting with the Dean’s Academic Board and the faculty of the concerned Department, the Dean of the School of Medicine may waive the procedures for a national search. Such waivers, if they constitute granting of a new faculty title and position, must be approved by The Office of Institutional Equity and Diversity of Dartmouth College.

ARTICLE VIII

Dean of the School of Medicine

Section 1: Duties

The Dean of the School of Medicine is the Chief Academic Officer of The Geisel School of Medicine. S/He shall exercise general executive responsibility for educational policies, programs, and procedures of the School of Medicine. The Dean shall receive the recommendations of the APT Committee and, after consultation of the Dean’s Academic Board, shall recommend to the Provost of Dartmouth College (and the Board of Trustees of Dartmouth College), all Faculty appointments, promotions, tenure decisions, non-reappointments, terminations, and dismissals. The Dean shall prepare the annual budgets and special and annual reports.

Section 2: Appointment of the Dean's Search Committee

The Dean of the Medical School shall be selected by the policies put forward by Dartmouth College. The President of the College shall appoint the Dean of the School of Medicine. The search committee charged with recommending a new Dean shall be convened by the Provost and composed of Faculty representative of the Medical School (e.g., both clinical and basic science), and other members of the Dartmouth Community (Faculty in Arts and Sciences, Thayer and Tuck; students and staff) as the Provost deems appropriate. The committee shall make its recommendations to the Provost of Dartmouth College, or to the President if so directed. Final appointment of the Dean of the Medical School shall be by the President of Dartmouth College subject to approval by the board of Trustees.

ARTICLE IX

Standing and Other Committees

Section 1: General

a. The existence of certain committees is desirable for the conduct of business of the School of Medicine. These committees are designated "Standing Committees" and are listed below. Faculty Members of the School
of Medicine may also serve on Standing Committees and Councils of Dartmouth College. Service on School of Medicine committees is considered an inherent responsibility associated with Faculty appointment. Individuals may serve on more than one committee. Members should be part of the Regular Faculty except as otherwise specified herein. The Dean of the School of Medicine shall be a member ex-officio non-voting of all Standing Committees of the Faculty of the School of Medicine, unless otherwise provided herein. The Dean of the School of Medicine shall also be empowered to form any advisory committees deemed desirable for the conduct of business. The Dean may establish these as *ad hoc* committees or Standing Committees. A committee, except those in Article VIII Section 2, may be established or dissolved by the Dean.

b. Ex Officio members of all committees are defined as non-voting unless specifically identified as “voting” for any given committee.

c. Clinical and Adjunct Faculty (not Regular) may serve on the Faculty Council.

d. Emeritus/a and Honorary Faculty Members may serve on the following committees:

   + Committee on Admissions
   + Medical Education Committee
   + Committee on Student Performance and Conduct
   + Committee on Continuing Medical Education

Emeritus/a and Honorary Faculty Members wishing to serve are to contact the respective committee chair. The committee chair will forward the request to the Dean for appointment. Such Faculty Members will begin their committee duties at the start of the academic year.

**Section 2: Designation of Standing and Working Committees**

The following Standing Committees are constituted:

   + Dean's Academic Board (Article IV; Section 7.a.1.)
   + Faculty Council (Section 7.a.2.)
   + Admissions Committee (Section 7.a.3.)
   + Appointments, Promotions and Titles Committee (Section 7.a.4.)
   + Committee on Student Performance and Conduct (Section 7.a.5.)
+ Medical Education Committee (Section 7.a.6.)
+ Geisel School of Medicine Council on Diversity (Section 7.a.7.)

The following Working Committees are constituted:

+ Clerkship Committee (Section 7.b.1.)
+ Graduate Medical Education Committee (Section 7.b.2.)
+ Continuing Medical Education Committee (Section 7.b.3.)
+ Biomedical Research Council (Section 7.b.4.)
+ Strategic Planning Executive Council (Section 7.b.5.)

**Section 3: Appointment of Committee Members**

**a. Appointment of Committees**

The Dean of the School of Medicine shall appoint all the members (other than ex-Officio members) of all Standing and ad hoc Committees, subject to the guidelines below. On those Standing Committees requiring elected faculty representation (including the Admissions Committee, the Committee on Student Performance and Conduct and the Medical Education Committee), faculty representatives will be nominated and selected by vote of the Faculty Council according to the Bylaws of the Faculty Council (Article VIII, Section 3.a.2).

(1) The following general principles shall be followed in committee appointments and elections, except as otherwise specified in these Bylaws.

(i) Outside of committees requiring elected faculty representation, appointments to any committee shall be made by the Dean with the guidance of the Faculty Council.

(ii) Appointments to Standing Committees are normally for three years or as otherwise specified in these Protocols and Policies, and these terms are renewable for one additional term. The terms of members of a committee should be staggered and if committee structures are changed, the Dean may make one-time use of one or two-year appointments to achieve such staggering.

(iii) Where the Dean of the School of Medicine considers it appropriate, s/he may appoint representatives of the student body to serve on committees, unless otherwise provided herein.
(iv) When there are student representatives, they shall be elected or appointed for one-year terms by Student Government.

(v) The Dean shall determine the number of members of each committee unless otherwise specified herein, and committees shall have a total membership of not fewer than four excluding the ex officio members.

(vi) Vacated unexpired terms shall be filled by appointment by the Dean except as otherwise provided herein. Vacancies in elected or appointed positions shall be filled only to complete the unexpired term. Vacancies occurring on or after 1 June of the last year of any term shall not be filled, unless otherwise provided herein.

(vii) A member who has been appointed to serve less than a full term on any committee may be reappointed or reelected to two full terms upon completion of the partial term, except as otherwise specified herein.

(viii) Appointments shall ordinarily be made, or elections held, in April of each year, except as otherwise provided herein.

(ix) Terms of committee members shall be 1 July through 30 June, except as otherwise provided herein. Committee members shall remain on the committee until a replacement is elected or appointed, or until terminated by the Dean.

(2) Elections for faculty representatives to those Standing Committees requiring elected faculty representatives shall be made by the Faculty Council normally in the spring, after soliciting nominations from the faculty. Elections for student representatives shall be made by the Student Government from amongst students who will be in years 2, 3 or 4 normally at the time of the last student government meeting of the year, after soliciting nominations from the student body.

Section 4: Committee Chairs

a. Appointment

Chairs of Standing Committees shall ordinarily be appointed in July of each year by the Dean of the School of Medicine for a one-year term, and may be reappointed for as long as they shall be eligible to serve on the Committee.

b. Review of Performance of Committee Members

At the end of each academic year, the chair of each committee shall furnish the Dean with a list of the members of the committee, the dates
of their appointments, and an evaluation of their effectiveness on the committee. The chair shall indicate expiration of terms of members of the committee. Chairs of committees shall report repeated unexcused absences from committee meetings to the Dean or his/her representative, who shall take appropriate action to ensure proper and active representation of the Faculty in the government of the School of Medicine. Committee Chairs shall report any improper or inappropriate behavior or activities of any committee member to the Dean of the School of Medicine.

Section 5: Duties

a. Charge by the Dean

The Dean of the School of Medicine shall charge each committee with its specific responsibilities, unless a specific charge is provided herein. The committees shall advise the Dean on matters contained within their charge.

b. Reporting of Activities

Committees shall report to the Dean, the Faculty Council, the DAB, and to the Faculty as a whole when these bodies request that they do so, or on request of the committee chairperson. The purposes of the reports to the Faculty Council and to the Faculty are to inform these bodies of recommendations being sent to the Dean of the School of Medicine, and to allow these bodies to reinforce such recommendations, or to provide the Dean with contrary recommendations. Minutes of all meetings shall be kept and forwarded to each committee member, and shall be filed in the Office of the Dean of the School of Medicine.

Section 6: Committee Meetings

At all committee meetings the current edition of "Roberts Rules of Order" shall apply, except as otherwise provided herein. All business shall be settled by a majority of the voting members present, unless otherwise specified herein. Only members present may vote, unless otherwise agreed to by the Committee as a whole. Voting shall be by secret ballot if requested by any members present. A quorum shall be 50% of the current voting membership of the committee, except as otherwise specified herein. All committee members shall be eligible to vote, except as otherwise provided herein. The committee chair shall develop the agenda. However, when applicable according to the by-laws of the Committee, any Faculty member, Officer of Academic Administration, or student may request consideration of any relevant item, and shall be permitted to appear before the committee on request.
Section 7: Committees

a. Specifications of Standing Committees

(1) Dean's Academic Board (DAB)

The structure and organization of the Dean’s Academic Board is defined in Article IV of the bylaws.

(2) Faculty Council

The Faculty Council is a body elected by departmental faculty to provide a direct avenue of communication both to the Administration and to the Faculty at large and to advise the Dean. The roles, responsibilities, policies and procedures and membership of the committee are set forth in the Bylaws of the Faculty Council found in the The Electronic Faculty Handbook:

http://geiselmed.dartmouth.edu/faculty/word/Faculty_Council.doc

(3) Admissions Committee

The Admissions Committee for Undergraduate Medical Education, in conjunction with the Geisel Admissions Office and the Chairman of the Admissions Committee, shall operate to select medical students who meet standards for academic achievement and who are expected to become empathetic, highly competent practitioners of the art and science of medicine, consistent with the mission statements of The Geisel School of Medicine. The committee membership and committee charge can be found in The Electronic Faculty Handbook:

http://geiselmed.dartmouth.edu/faculty/fac_info/

(4) Appointments, Promotion and Titles (APT) Committee

The APT Committee shall review all requests for appointments, promotions or changes in faculty titles for members of the regular Faculty at the rank of Associate Professor and Professor. The policies governing the membership of the APT Committee, as well as its procedures, are found in the The Electronic Faculty Handbook:


(5) Committee on Student Performance and Conduct (CSPC)
The membership of the CSPC Committee as well as its policies and procedures are found as part of the The Electronic Faculty Handbook:


(6) Medical Education Committee

The Medical Education Committee shall be responsible for defining and revising the goals, objectives, structure and content of the undergraduate medical curriculum. The roles, responsibilities and membership of the committee are set forth in the The Electronic Faculty Handbook:

http://geiselmed.dartmouth.edu/faculty/word/mec_charge.doc

(7) Geisel School of Medicine Council on Diversity

The Council on Diversity, in conjunction with the Geisel School of Medicine Office of Diversity, Multicultural Affairs and Community Engagement, and the Dartmouth College Office of Institutional Diversity and Equity, shall engage representatives to provide strategic advice on how to encourage and support diversity and to monitor effectiveness of Geisel's diversity initiatives in four areas: recruitment and retention of faculty, staff, and students from underrepresented groups; attention to diversity in the curriculum; inclusive climate; and significant programs that foster and sustain diversity.

b. Specifications of Working Committees

(1) Clerkship Committee

The clerkship committee is the working committee that is responsible for supervision of the clerkship experience under the general guidance of the Medical Education Committee. The chair of the committee is the Assistant Dean of Clinical Education and the membership consists of the clerkship directors of the required clerkships.

http://med.dartmouth-hitchcock.org/ccehs.html

(2) Graduate Medical Education Committee

The Graduate Medical Education Committee (GMEC) is responsible for monitoring and advising on all aspects of residency education. This committee comprises the Chairman of the GMEC and the directors of the residency programs. The duties of the
committee include but are not limited to: establish and implement policies regarding the quality of education and work environment for the house staff; establish and maintain appropriate oversight of the liaison with program directors; regularly review program ACGME RRC letters; conduct regular internal reviews of all programs; assure an educational environment in which residents may raise and resolve issues without fear of intimidation or retaliation; make recommendations to the Dean and DHMC leadership related to program and house staff support, benefits, and conditions of employment; and assure that each program provides a curriculum and an evaluation system to ensure that residents demonstrate competence in the ACGME Six Competencies (Patient Care, Medical Knowledge, Practice-Based Learning, Communication, Professionalism, and Systems-Based Practice.)

The policies and procedures applying to the GMEC can be found at:

http://gme.dartmouth-hitchcock.org/policies/about_gme.html

(3) Continuing Medical Education Committee

The Continuing Medical Education Committee is the working committee that oversees the functions of the Center for Continuing Education in the Health Sciences (CCEHS). The CME Committee is led by the Associate Dean for Continuing Medical Education. The CCEHS sponsors courses and conferences for physicians, nurses, and allied health professionals.

http://med.dartmouth-hitchcock.org/ccehs.html

(4) Biomedical Research Council

The Biomedical Research Council (BRC) is a faculty leadership committee that is advisory to the Dean and is chaired by the Senior Associate Dean for Research, with committee membership representing major research centers and departments, and the Director of Finance at Geisel. The goal of the BRC is to strategically advance biomedical research initiatives at Geisel.

(5) Strategic Planning Executive Council

The Strategic Planning Executive Council is a leadership committee that is advisory to the Dean that is responsible for reviewing, prioritizing, and revising the Strategic Plan of the Medical School. The Strategic Plan of Geisel may be found at:

https://geiselmed.dartmouth.edu/ecommons/strategic.shtml
c. Ad Hoc Committees

(1) Ad Hoc committees are formed at the discretion of the Dean for a specific purpose and for a time necessary to complete the task.

ARTICLE X

Performance Reviews

Section 1: General

In order that all members of the Faculty of the School of Medicine may have means for expressing their views concerning the functioning of the School of Medicine, there is established a process whereby the performance of all personnel is reviewed. Actions to be taken after review are reserved to the legally proper authority. More frequent reviews may be called for at any time by the Faculty member being reviewed, by the immediate superior of the Faculty member, or by two-thirds vote of the Faculty of the Department to which the faculty member is primarily assigned.

Section 2: Faculty

The Chair of the Department in which the Faculty member holds his/her primary appointment or the Dean shall review the performance of all members of the Faculty at least annually.

Section 3: Department Chairs

Performance reviews of the Department Chairs by the Dean shall be conducted at least once every four years. The Dean shall solicit input from the members of the department and chairs of other medical school departments. The results of this review will be discussed with the Department Chair and will form the basis for decisions regarding reappointment as Chair.

Section 4: Dean

A performance review of the Dean shall be conducted once every four years by the Provost of Dartmouth College. This should be conducted through evaluation of programmatic success and by broad consultation with faculty and leadership of Geisel and Dartmouth College. The recommendations of the Provost will be forwarded through the President to the Dartmouth College Board of Trustees, who will have ultimate authority for renewal of the appointment to the position of Dean.
ARTICLE XI

In addition to the documents already described, the following important documents (and others) relative to governance at Geisel may be found at the Electronic Faculty Handbook:

1. Code of Professional Conduct
2. Family Leave Policy for Geisel Faculty
3. Grievance Policies for Geisel Faculty
4. Standards of Conduct for Teacher-Learner Relations
5. Medical Student Policy Handbook
6. Policies on academic freedom as outlined in the Organization of the Faculty of Dartmouth College (the parts that are Geisel-specific)
7. The Conflict of Interest Policy for Dartmouth College (and the comparable policy for Dartmouth Hitchcock Clinic and Mary Hitchcock Memorial Hospital). Employees of D-HC and MHMH must adhere to both College and Clinic/Hospital policies.
8. Policy on Research Misconduct
9. Policy on Affirmative Action

http://geiselmed.dartmouth.edu/faculty/fac_info/

ARTICLE XII

Amendment Procedure

Section 1: Procedure for Amendment of Operations & Governance Protocols and Policies:

The provisions of these Protocols and Policies may be amended by affirmative vote of two-thirds of the voting members of the Faculty present at any Regular Meeting of the Faculty, or at any Special Meeting called for that purpose, or by an electronic vote provided that the specific wording of the proposed amendment is distributed to all voting members of the Faculty at least 14 days in advance of the meeting/vote at which the amendment is to be considered. Prior to a call for a vote, all proposed amendments to the Geisel Protocols and Policies should be reviewed by the Dean, the Chief Operations Officer of the Geisel School of Medicine and the Office of the General Counsel of Dartmouth College, and the results of their review should be distributed with the proposed amendment.

Section 2: Initiation of Amendments

Proposed amendments may be initiated by the Dean’s Academic Board, by the Dean of the School of Medicine, by the Faculty Council, or by petition signed by at least 15 members of the Faculty.
Section 3: Reconsideration of Rejected Amendments

An amendment, legally rejected by the Faculty at any duly called and constituted meeting of the Faculty, or by any electronic ballot, may not be reconsidered within one calendar year.
APPENDIX A

DEPARTMENTS OF THE SCHOOL OF MEDICINE (AY 2011-12)

Basic Science Departments

• Anatomy
• Biochemistry
• Genetics
• Microbiology and Immunology
• Pharmacology and Toxicology
• Physiology and Neurobiology

Clinical Departments

• Anesthesiology
• Community and Family Medicine
• Medicine
• Neurology
• Obstetrics and Gynecology
• Orthopaedics
• Pathology
• Pediatrics
• Psychiatry
• Radiology
• Surgery
• The Dartmouth Institute for Health Policy and Clinical Practice