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ARTICLE I.
DESIGNATION AND TITLE OF PROGRAM

The University of Illinois College of Medicine at Urbana-Champaign (UICOM-UC) is a component of the University of Illinois College of Medicine (UICOM) and functions as though it were a school within a college as described in the Statutes of the University and as specified in the “Revised College of Medicine Reorganization Plan” adopted by the Board of Trustees of the University in February 1982 and in the “Operational Procedures for the Implementation of Medical Education at the Urbana-Champaign Campus” approved in June 1982 by the President of the University. For purposes of these bylaws and for day-to-day operation of its programs, UICOM-UC will be referred to as “the school.”

At the time of the latest revision of these bylaws, UICOM-UC consists of the following departments: Biochemistry, Cell and Structural Biology, Family Medicine, Internal Medicine, Medical Information Science, Microbiology, Molecular and Integrative Physiology, Obstetrics and Gynecology, Pathology, Pediatrics, Pharmacology, Psychiatry, and Surgery. Biochemistry, Cell and Structural Biology, Microbiology, and Molecular and Integrative Physiology are departments of the College of Liberal Arts and Sciences of the University of Illinois at Urbana-Champaign that are shared by UICOM-UC. The Medical Humanities and Social Sciences Program is also part of the UICOM-UC.

ARTICLE II.
THE FACULTY

Section 1. Membership and Voting Privileges

a. The faculty consists of the Regional Dean, who is the chief administrative officer of UICOM-UC; associate and assistant deans of the school; and all those in the school with academic rank or title who are tenured or are receiving probationary credit. The Regional Dean of the school, on the advice of the school Executive Committee, may add to the faculty a representative of any other department or group as may be entitled to representation by virtue of participation in the program of instruction in the school. The Executive Committee of the school shall determine the faculty membership and voting rights of the academic staff in the school who are not tenured or receiving probationary credit and who hold the rank of professor, associate professor, assistant professor, or instructor.

b. The terms “research,” “adjunct,” “clinical,” “visiting,” and “emeritus” may be used in conjunction with academic ranks or titles (e.g., “research professor,” “adjunct assistant professor,” “clinical associate professor,” “visiting professor”). Other academic ranks recognized within the academic staff are: (1) lecturer; (2) teaching associate, research associate, and clinical associate; (3) teaching assistant, research assistant, and clinical assistant.

c. All voting members shall have one full vote.

d. There shall not be proxy votes.

Section 2. Faculty Appointments and Promotions

a. All faculty appointments and promotions will be in accord with University Statutes, the “Operational Procedures for the Implementation of Medical Education at the Urbana-Champaign Campus” (adopted June 1982), and College of Medicine policy.

b. Faculty and other academic appointments and promotions shall be initiated in a department or analogous organized instructional unit where such exists in the school or in other units of the Urbana-Champaign campus. Otherwise, appointments to the faculty at large will be initiated by the officer of administration or the individual in charge of the work concerned.

Section 3. Faculty Responsibility

a. The school shall be governed in its internal administration by its faculty.

b. All faculty members will have responsibility for teaching, research, and/or service, or a combination of each commensurate with the nature of their appointments.

Section 4. Faculty Meetings

a. There shall be at least two regularly scheduled faculty meetings per academic year, generally in the spring and fall. The Regional Dean shall chair the faculty meeting. For all meetings, at least two weeks advanced notice, accompanied by an agenda, will be given.

b. Special meetings may be called by the Regional Dean, the Executive Committee, or by petition of not fewer than ten faculty members. At any special meeting, only such business may be transacted as has been specified in the notification for the meeting.
c. Twenty voting members shall constitute a quorum at all meetings.

d. Persons with visiting, adjunct, and/or emeritus appointments with the ranks specified in Article II.1 shall be
accorded voice, but not vote, at faculty meetings.

e. Passage of any measure (with the exception of amendments to or revisions of these bylaws) will require a
simple majority of those present and voting.

f. A majority of those faculty members present at a meeting may ask for a mail ballot.

g. At regular and special meetings, a majority of faculty present may determine that any item on the agenda
shall be considered in “executive session.” Only voting members shall be present in “executive session.”

Section 5. Secretary of the Faculty

a. A secretary of the faculty shall be nominated biennially for a two-year term by the Committee on Committees
from among the faculty and may serve successive terms. The faculty shall be notified of the name of the
candidate at least one week before the spring faculty meeting, at which time additional nominations may be
received from the floor. The secretary shall serve until a successor is elected by the faculty.

b. The functions and responsibilities of the secretary of the faculty will be to: (1) distribute notices and agenda
of all faculty meetings and to keep and distribute minutes of such meetings; (2) maintain such files and
minute books as are necessary for recording proceedings of the faculty committees; and (3) conduct balloting
and report the results to the faculty of all nominating procedures and elections.

ARTICLE III.
STANDING COMMITTEES

Section 1. Standing Committees - General Considerations

a. The members of the standing committees, with the exception of student representatives and of the Basic
Science Discipline Coordinators on the Basic Science Subcommittee of the Educational Policy Committee,
will be elected annually by the faculty at the spring faculty meeting and shall serve one-year terms unless
otherwise noted in these bylaws. Basic Science Discipline Coordinators will serve on the Basic Science
Subcommittee by virtue of their position. The term for committee service shall begin with the commencement
of the UICOM-UC M-1 academic year. Wherever the phrase, “primary and significant teaching
responsibilities,” occurs in these bylaws, it should be interpreted as including direct teaching or educational
administrative responsibilities.

b. Vacancies on standing committees will be filled as indicated in Article IV.3.g. A member whose committee
term has expired shall serve, if possible, until a replacement is elected.

c. Standing committees will meet regularly and report their actions and recommendations to the Executive
Committee and to the faculty at their regular meetings.

d. Standing committees may create subcommittees with membership from the general voting faculty.

e. Each standing committee will establish its own rules of procedure and, except for the Executive Committee
(which is chaired by the Regional Dean), the Graduate Medical Education Committee and the Continuing
Medical Education Committee (which are chaired by the Regional Dean or his/her designate), will elect its
chair.

f. Except where a lesser number is otherwise specifically provided, there will be a minimum of five members on
each standing committee. In addition, there will be student members on the Educational Policy Committee
and its subcommittees, the Student Progress and Promotions Committee, and such other committees as the
Executive Committee may designate. The student members, who must be in good academic standing and
who must be making normal progress as determined by the Student Progress and Promotions Committee,
shall be elected by the Urbana Medical Student Government.

g. A quorum, unless otherwise specified in these bylaws, at any regularly scheduled meeting of a standing
committee, for which written notice has been provided at least two weeks in advance, shall consist of three
voting members at the scheduled time of the meeting.

A quorum for meetings of standing committees other than the regularly scheduled meetings shall consist of a
simple majority of the members of the Committee.

h. The secretary of the faculty shall maintain the records of committee reports and recommendations.

i. The Regional Dean is an ex officio member without vote of all standing committees and subcommittees
except for the Executive Committee and the Graduate and Continuing Medical Education Committees, of
which he/she is a full voting member. The Regional Dean may designate associate and assistant deans as *ex officio* members without vote on standing committees and subcommittees.

j. Unless specified to the contrary, members of committees, if reelected, may serve consecutive terms.

k. A standing committee may, after consultation with the member concerned, recommend to the Regional Dean the replacement of that member if the record demonstrates a consistent lack of attendance at meetings of the Committee. Replacement will occur through the same procedure as used when a vacancy occurs.

Section 2. The Following Standing Committees Shall Be Elected:

a. The Executive Committee

b. The Committee on Committees

c. The Educational Policy Committee

d. The Student Progress and Promotions Committee

e. The Committee on Appointments, Reappointments, and Promotions

f. The Committee on Research

g. The Faculty Appeals and Grievances Committee

h. The Graduate and Continuing Medical Education Committees

i. The Committee on Capricious Grading

ARTICLE IV.
THE EXECUTIVE COMMITTEE

Section 1. Composition: The Executive Committee of the school shall consist of thirteen (13) members, including:

a. The Regional Dean of UICOM-UC, who shall chair the Committee.

b. Twelve elected members at the rank of assistant professor or above, including:

1. Five faculty salaried 50 percent or more by the University of Illinois with primary and significant teaching responsibilities in the M-1 program of the school.

2. Two faculty who are tenured or are receiving probationary credit at the University of Illinois with primary and significant teaching responsibilities in the M-2 program of the school.

3. Five faculty with primary and significant responsibilities for the clinical program of the school, with one from each of the affiliated institutions, and two at large.

c. There shall be one student observer. The student observer shall have the privilege of the floor but may not vote. During discussions of faculty appointments/promotions and during consideration of the appointment or reappointment of the Regional Dean, the student observer shall be excluded from the meeting.

d. Chairpersons of standing committees and specified subcommittees will have floor privileges at meetings of the Executive Committee where matters concerning the Committee’s recommendations are under discussion.

Section 2. Term of Office

a. The term of elected office shall be for three years with approximately one-third of the seats vacated each year. A faculty member may not serve two consecutive full (3-year) terms. After a period of at least one year of absence from the Executive Committee, a faculty member may be elected again to the Executive Committee.

Section 3. Functions and Responsibilities of the Executive Committee

a. To advise the Regional Dean in the implementation of school policies as established by the faculty and in the conduct of school business, including curricular and budgetary matters, student progress and promotions matters, space allocation, and all appointments, reappointments, and promotions of the faculty and academic staff of the school except where the responsibility for recommendations on appointments, reappointments, and promotions has been delegated by the Executive Committee to a joint review committee for jointly appointed faculty; in such cases, the recommendation of the joint review committee will be reported to the Executive Committee for information only.
b. To receive reports and act on specific recommendations from standing committees and to serve on behalf of the faculty in advising the Regional Dean in the implementation of recommendations essential for the daily conduct of school business.

c. To make recommendations to the faculty on matters of policy.

d. To act *ad interim* in the name of the faculty in an emergency situation: each such situation and action shall be reported to the faculty at the next regular meeting.

e. To determine the faculty membership and voting rights of the academic staff in the school who are not tenured or receiving probationary credit and who hold the rank of professor, associate professor, assistant professor, or instructor.

f. To perform such other functions as may be delegated to it by the faculty.

g. Upon advice of the Committee on Committees, appoint a replacement when a vacancy occurs on a standing committee. The replacement shall serve until the next regularly held election.

h. To hear appeals by individual students concerning their progress or promotion when adverse recommendations have been rendered by the Student Progress and Progress and Promotions Committee.

**Section 4. Executive Committee Meetings**

a. Meetings shall be scheduled regularly by the Regional Dean. A minimum of eight meetings shall be held in each one-year period commencing with the beginning of the M-1 academic year.

b. At Executive Committee meetings, a quorum shall consist of seven voting members.

**ARTICLE V.**

**THE COMMITTEE ON COMMITTEES**

**Section 1. Composition:** The Committee shall consist of nine members of the faculty. Of these, at least four representatives shall be from the faculty who are tenured or are receiving probationary credit at the University of Illinois. There shall be no fewer than one representative from each of the affiliated institutions. The Regional Dean of UICOM-UC shall be an *ex officio* member without vote.

**Section 2. Functions and Responsibilities**

The Committee shall:

a. Seek recommendations from all constituencies as appropriate for nominations to school and college committees.

b. Nominate persons for membership on all college committees and all committees specified in these bylaws and submit these to the faculty for election at a regular faculty meeting. (Additional nominations to membership on school and college committees may be made from the floor at such a faculty meeting.) Nominations shall be made with due regard to all obligations of prospective nominees.

c. Advise the Executive Committee on appointments of persons to fill interim vacancies on all school and college committees specified in these bylaws.

d. Review periodically (no less than every three years) the size, composition, and performance of all school committees and recommend needed changes to the Executive Committee.

**ARTICLE VI.**

**THE EDUCATIONAL POLICY COMMITTEE**

**Section 1. Composition:** The Educational Policy Committee shall consist of fourteen (14) members as follows:

a. Four faculty members salaried 50 percent or more by the University of Illinois with primary and significant teaching responsibilities in the basic sciences program of the school. At least two of the four faculty members must be discipline coordinators in the basic science program. The basic sciences program is defined as those courses offered in the M-1 year along with pharmacology, pathology, and epidemiology.

b. Five faculty members at the rank of assistant professor or above with primary and significant teaching responsibilities in the clinical program. The clinical program is defined as those courses not listed in the basic sciences program. These members shall include a representative from each of the affiliated institutions, a representative with primary and significant teaching responsibilities in the second semester of the M-2 year, and one at large.
Section 1. Membership

c. There shall be three student members: one member of the M-1 class, one member from the M-2, M-3, or M-4 class, and one student in the Medical Scholars Program who has had both clerkship and graduate experience. Each student will have one-third vote.

d. The Director of the Medical Scholars Program shall be an *ex officio* member with vote.

e. The Associate Dean for Academic Affairs shall be an *ex officio* member without vote.

f. The Regional Dean of UICOM-UC shall be an *ex officio* member without vote.

Section 2. Subcommittees

a. Basic Sciences Subcommittee.
   This subcommittee shall consist of the following members:
   
   (1) All the discipline coordinators of the basic science disciplines.
   (2) The director of the M2 course, “Clinical Tutorials.”
   (3) One M2 student.
   (4) One faculty member, with primary and significant responsibilities in the clinical program at UICOM-UC, to be appointed by the Chair of the Educational Policy Committee.
   (5) One member from the faculty at UICOM-R and one member from UICOM-P to be appointed by the Chair of the Educational Policy Committee and who serves as *ex officio* without vote.
   (6) The Regional Dean, the Associate Dean for Academic Affairs, the Associate Dean for Student Affairs and the Medical Scholars Program, the Associate Dean for Curriculum Management, and the Assistant Dean for Student Affairs and the Medical Scholars Program at UICOM-UC. These individuals shall serve as *ex officio* without vote.

   Unless otherwise noted, all members will have one vote. The subcommittee will elect a chair from among its members. Members of the subcommittee will have floor privileges at all meetings of the Educational Policy Committee. The subcommittee shall have the privilege of formally organizing and dissolving subcommittees and task forces as necessary for the proper conduct of its work. Members of these subcommittees and task forces need not be members of the parent subcommittee.

b. Clinical Affairs Subcommittee.
   This subcommittee shall consist of the following members:
   
   (1) the heads of the Departments of Family Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery;
   (2) the director of the M2 course, “Clinical Tutorials;”
   (3) a representative from each of the affiliated institutions;
   (4) the director(s) of UICOM-UC affiliated residency program(s);
   (5) a student representative currently enrolled in the clinical program (one-half vote);
   (6) a student representative from the Medical Scholars Program (one-half vote).
   (7) In addition, one member of the Educational Policy Committee, who is not otherwise a member of the Clinical Affairs Subcommittee, will be appointed by the chair of the Educational Policy Committee.
   (8) The Regional Dean of UICOM-UC or his/her designee, the Director of the Medical Scholars Program, the Associate Dean for Student Affairs and the Medical Scholars Program, the Associate Dean for Curriculum Management, and the Assistant Dean for Student Affairs and the Medical Scholars Program shall be *ex officio* members without vote.

   Members of the subcommittee will have floor privileges at all meetings of the Educational Policy Committee. The subcommittee will elect a chair from among its members. The subcommittee shall have the privilege of formally organizing and dissolving subcommittees and/or task forces as necessary for the proper conduct of its work. Members of these subcommittees need not be members of the parent subcommittee.

Section 3. Functions and Responsibilities

It is understood that primary responsibility for instruction at UICOM-UC resides within the departments or other units formally designated as offering instruction within the school. However, in order to assure a coordinated instructional effort and make sure the specific requirements of professional medical education are met, the charge of the Educational Policy Committee and its standing subcommittees is to:

a. Consider the quality, design, development, delivery, and evaluation of the instructional programs of the school.

b. Review and make recommendations on the school’s student appraisal systems for each component of the curriculum and define the requirements for student progress, promotion, and graduation.

c. Work with the Medical Scholars Program Steering Committee to assure mutual compatibility of MSP and medical curriculum goals.
d. Recommend the overall academic calendar.

e. Consider the interests of the Rockford and Peoria schools in the first-year curriculum at Urbana and develop means of communicating and exchanging information with the faculty at these schools.

Section 4. Reporting Responsibility

a. The subcommittees shall report to the Educational Policy Committee. The elected chairs of these subcommittees shall have floor privileges in the Executive Committee meetings for matters concerning the deliberations of their subcommittees.

ARTICLE VII.
THE STUDENT PROGRESS AND PROMOTIONS COMMITTEE

Section 1. Composition: The Student Progress and Promotions Committee shall consist of fourteen (14) members as follows:

a. Three faculty members salaried 50 percent or more by the University of Illinois with primary and significant teaching responsibilities in the M-1 program of the school.

b. Two faculty members who are tenured or are receiving probationary credit at the University of Illinois with primary and significant teaching responsibilities in the M-2 program of the school.

c. Four faculty members at the rank of assistant professor or above with primary and significant teaching responsibilities in the clinical program, with one from each of the affiliated institutions, and one at large.

d. There shall be three student members: one member of the M-1 class, one member of the M-2, M-3, or M-4 class, and one representative of the Medical Scholars Program who has had both clerkship and graduate experience. Each student member will have one-third vote.

e. The Regional Dean of UICOM-UC shall be an ex officio member without vote.

f. The Associate Dean for Academic Affairs shall be an ex officio member without vote.

g. The Associate or Assistant Dean for Student Affairs shall serve ex officio without vote.

Section 2. Functions and Responsibilities

The Committee shall:

a. Review evaluations of student progress and grades from departments in UICOM-UC, as well as grades or evaluations received from approved off-campus courses or clerkships or from other units of the school or Urbana-Champaign campus formally designated as offering instruction in the school on a regular basis. The evaluations and grades shall be collected and reported to the Committee by the Office of Student Affairs. The Committee shall review the data and make recommendations to the Executive Committee regarding progress, promotions, and graduation of students in accordance with the standards established by UICOM-UC and UICOM.

b. Receive and consider all petitions by students for modifications of requirements for progress and promotion, including permission to take National Board of Medical Examiners Examinations, Part I, out of the usual sequence, and all petitions by a student requesting a review of the student's progress, promotion, or graduation.

c. Make recommendations on the establishment and awarding of school honors, including recommendations for graduation with honors.

ARTICLE VIII.
THE COMMITTEE ON APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS

Section 1. Composition: The Appointments, Reappointments, and Promotions Committee of the UICOM-UC shall consist of ten (10) members, including:

a. Three faculty members salaried 50 percent or more by the University of Illinois with primary and significant teaching responsibilities in the M-1 program of the school.

b. Three faculty members who hold tenured appointments at the University of Illinois with primary and significant teaching responsibilities in the M-2 program of the school.

c. Three faculty members at the rank of associate professor or above with primary and significant responsibilities for the clinical program of the school.
d. The Regional Dean of UICOM-UC shall be an *ex officio* member without vote.

e. No member of the Committee shall participate in deliberations on his/her reappointment or promotion; no vacancy is thereby created.

f. No member of the Committee who does not hold a tenured or tenure-track appointment shall vote on initial appointments or promotions to tenured positions.

g. No member of the Committee shall vote on an appointment or promotion to a rank above that which the Committee member holds.

**Section 2. Functions and Responsibilities**

The Committee shall:

a. Review and make recommendations to the UICOM-UC Executive Committee and/or the Regional Dean of UICOM-UC concerning criteria, policy, procedures, and guidelines on faculty appointments, promotion, and tenure.

b. Make recommendations to the UICOM-UC Executive Committee on the appointment, promotion, and tenure of all UICOM-UC faculty referred to the Committee by:

   (1) Heads of UICOM-UC departments, in instances when the departments do not have an appropriate internal appointment and promotion committee;

   (2) The Regional Dean of UICOM-UC;

   (3) The Executive Committee of UICOM-UC.

c. The standard pathway for appointments, promotion, and tenure, either in the absence of those exceptions noted in (b) above or in the case where a joint review committee has been appointed to make recommendations on jointly appointed faculty, will be from the departmental committee to the department head to the Regional Dean of UICOM-UC and, thus, to the Executive Committee of UICOM-UC.

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**ARTICLE IX. COMMITTEE ON RESEARCH**

**Section 1. Composition**

a. Three faculty members who are tenured or are receiving probationary credit at the University of Illinois with primary and significant responsibilities in the M-1/M-2 programs of the school.

b. Three faculty members with primary and significant responsibilities for the M-3/M-4 programs of the school.

c. The chair of the research committee at each of the affiliated institutions.

d. The Regional Dean of UICOM-UC or his/her designee shall be an *ex officio* member without vote.

Where possible, at least one of the UICOM-UC representatives to the UICOM Committee on Research shall be a member of the UICOM-UC Committee on Research.

**Section 2. Functions and Responsibilities**

The Committee shall:

a. Develop and recommend to the Executive Committee and/or the Regional Dean of UICOM-UC policies which encourage and facilitate research by faculty and students.

b. Identify areas of common interest and research potential shared by faculty of the school, other units of the College of Medicine, the Urbana-Champaign campus, and the medical community, and seek ways to encourage and promote interdisciplinary or collaborative research.

c. Recommend methods for effective dissemination of information about current and planned research and about sources and mechanisms of research funding.

d. Recommend development of common research facilities and periodically review their functioning in this regard.

e. Advise the Regional Dean, as appropriate, regarding the allocation to specific research projects of those research funds over which the Regional Dean has discretion.
ARTICLE X.
FACULTY APPEALS AND GRIEVANCES COMMITTEE

Section 1. Composition
a. The Committee shall consist of five members of the faculty, at least three of whom are tenured or are receiving probationary credit at the University of Illinois, and at least one of whom holds a rank junior to associate professor.

b. No individual who has an appointment, either full- or part-time, as Regional Dean, associate dean, or assistant dean may serve on the Committee. The Committee may not include more than one member who is either a chair or head of a University department. The chair or head of a UICOM-UC department may not participate in hearing the grievance of a member of his/her department. Interim vacancies thus created will be filled as indicated in Article IV.3.g.

Section 2. Functions and Responsibilities
The Committee shall:

a. Consider appeals of personnel decisions related to salary, reappointments, promotions, and/or tenure.

b. Consider grievances related to the academic freedom of a faculty member.

c. Consider grievances of any member of the academic staff.

d. Advise the Regional Dean of its findings.

Section 3. Procedure
a. All appeals must be submitted in writing by the individual holding the grievance (claimant) within 30 days from the date of notification of the claimant of the adverse decision giving rise to the grievance. Grievances may be received by any member of the Committee.

b. All grievances must be considered promptly by the Committee, and an initial hearing must be scheduled within 30 days from the receipt of the grievance. The Committee shall ordinarily provide a written report within 75 days after receipt of a grievance and shall submit this report to both the Regional Dean of the school and the claimant.

ARTICLE XI.
GRADUATE MEDICAL EDUCATION COMMITTEE

Section 1. Composition
a. The Regional Dean or his/her designate chairs the Committee as an ex officio member with vote.

b. Other ex officio members with vote include the head of each department with a sponsored or affiliated residency program; the director of each sponsored or affiliated residency program; any associate director and any site coordinator from an affiliated institution participating in a sponsored residency program.

c. There shall be three additional voting members elected at large by the faculty.

d. A resident from each sponsored residency program, to be elected by his/her peers, shall serve as a member of the Committee. The resident(s) shall have a total of one vote.

Section 2. Elections and Term of Office
The at-large members shall be elected to serve three-year terms which shall be staggered, a new member being elected annually.

Section 3. Functions and Responsibilities
The Committee shall:

a. Monitor the general academic quality of each of the sponsored or affiliated training programs to insure that such program is maintained in accordance with the standards and guidelines of the Accreditation Council for Graduate Medical Education (ACGME).

b. Establish procedures for the periodic review of each specialty training program as required by the ACGME. These reviews shall include an analysis of the goals and objectives of each program, the plans formulated to achieve these goals, and the effectiveness of each program in achieving its stated goals.
c. Receive reports from, and confirm and/or modify recommendations of the Internal Review work groups regarding resources, program content and curriculum.

d. Assist each program director in the following functions:

(1) Definition and implementation of the goals and objectives of his or her particular specialty training program, which goals shall be at a minimum those defined by the specialty residency review committee of the ACGME.

(2) Establishment of standards for the selection, supervision, evaluation, advancement and dismissal of residents participating in sponsored programs.

e. Review proposals for new residency programs and advise those department heads and/or program directors who are actively planning or expecting external accreditation for residency programs.

Section 4. Meetings

The Graduate Medical Education Committee shall meet as necessary, but no less than quarterly.

ARTICLE XII.
CONTINUING MEDICAL EDUCATION COMMITTEE

Section 1. Composition

a. The Regional Dean or his/her designate chairs the Committee as an ex officio member with vote.

b. Other ex officio members with vote include the UICOM-UC director of continuing medical education; and the individual responsible for continuing medical education at the affiliated institutions.

c. There shall be three additional voting members elected at large by the faculty.

d. A resident shall serve as a voting member of the Committee.

Section 2. Elections and Term of Office

The at-large members shall be elected to serve three-year terms which shall be staggered, a new member being elected annually.

Section 3. Functions and Responsibilities

The Continuing Medical Education Committee is responsible for continuing education for physicians, including compliance with Accreditation Council for Continuing Medical Education (ACCME) standards, certification of category 1 activities and regional and college-wide planning.

Section 4. Meetings

The Continuing Medical Education Committee shall meet as necessary, but no less than quarterly.

ARTICLE XIII.
COMMITTEE ON CAPRICIOUS GRADING

Section 1. Composition

a. The Committee shall consist of three members, at least two of whom shall be salaried 50 percent or more by the University of Illinois. The M-1 program, the M-2 program, and the M-3/M-4 program of the school shall each be represented by one member.

b. No individual who has an appointment as Regional Dean, associate dean, assistant dean, department head, or clinical education center director may serve on the Committee.

c. No individual who is a member of the Student Progress and Promotions Committee may serve concurrently on the Committee.

d. If the faculty person accused of capricious grading is a member of the Committee, the Regional Dean will notify the Committee on Committees, which shall recommend a replacement to serve for the duration of the case under consideration.
Section 2. Functions and Responsibilities

The Committee shall, upon request of the Regional Dean, advise the Regional Dean (who shall function as Grievance Officer, as specified in the Grievance Procedures of the University of Illinois at Chicago) in matters relating to grievances by students alleging capricious grading. This advice shall be given in writing.

Section 3. Procedure

a. The procedure used by the Committee will be in accordance with the Grievance Procedure of the University of Illinois at Chicago.

ARTICLE XIV.
OTHER COMMITTEES AND TASK FORCES

The Regional Dean may from time to time create and dissolve other committees or task forces with specific responsibilities. These committees will be given specific charges and shall report to the Regional Dean. The chairs of such committees will be selected from the faculty, but members may come from outside the faculty and the University. Department heads will be consulted concerning faculty appointments to these committees or task forces.

ARTICLE XV.
PROCEDURES

Procedures for the conduct of all meetings will be in accordance with the current Robert’s Rules of Order Revised except where otherwise stipulated.

ARTICLE XVI.
AMENDMENT

Any proposed amendment to or revisions of these bylaws shall have two readings at two successive meetings of the faculty. No more than one of those meetings shall be a special meeting. A vote shall be taken at the second meeting and passage of the amendment(s) or revision(s) shall require a two-thirds majority of those voting. Proposed amendments must be submitted in writing to the secretary of the faculty at least three weeks before a meeting. The amendments will be distributed to the faculty at least one week prior to the meeting.

ARTICLE XVII.
ADOPTION

The bylaws of the UICOM-UC were first read at a faculty meeting on November 17, 1982, and were voted effective at the next faculty meeting on February 2, 1983.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on November 19, 1985, and were voted effective at a special meeting called for that purpose on December 17, 1985.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on December 8, 1987, and were voted effective at the next faculty meeting on May 17, 1988.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on December 20, 1988, and were voted effective at a special meeting called for that purpose on February 21, 1989.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 2, 1996, and at the next faculty meeting on December 3, 1996.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 8, 1997, and were voted effective at the next faculty meeting on December 9, 1997.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 2, 2002, and were voted effective at the next faculty meeting on May 13, 2002.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on April 29, 2003, and were voted effective at a special meeting called for that purpose on May 20, 2003.

Revisions to the bylaws of UICOM-UC were first read at a faculty meeting on November 30, 2004, and were voted effective at the next faculty meeting on April 26, 2005.

These Bylaws are intended to supplement the University Statutes. Where there are alleged conflicts, the Statutes as interpreted by the Chancellor on advice of the Campus Legal Counsel must prevail.