

# **DEPARTMENT OF MEDICINE BY-LAWS**

**The University of Illinois College of Medicine at Chicago**

## **Table of Contents**

### ARTICLE I. PREAMBLE

Mission

Vision

Values

### ARTICLE II. ORGANIZATION

A. Department Head

B. Divisions ARTICLE

### III. THE FACULTY

Section 1. Membership and Voting Privileges

Section 2. Faculty Appointments and Promotions

Section 3. Faculty Responsibility

Section 4. Faculty Meetings

### ARTICLE IV. THE ADVISORY COMMITTEE

Section 1. Composition

Section 2. Meetings

Section 3. Functions & Responsibilities

ARTICLE V. OTHER COMMITTEES AND COUNCILS

- A. Clinical Competency (Education) Committee
- B. Departmental Appointments, Promotions, and Tenure Committee
- C. Faculty Affairs Council
- D. Scholarly Affairs Council
- E. Tenure Track Faculty Advancement Committee
- F. Non-tenure Track Faculty Advancement Committee
- G. Diversity and Inclusion Council

ARTICLE VI. BYLAWS CHANGE APPROVAL PROCESS

Attachment A - University of Illinois Statutes

## ARTICLE I. PREAMBLE

**Mission:** The mission of the Department of Medicine is to heal, educate, and discover.

*Clinical Care* - To provide excellent patient care.

*Wellness* - To improve approaches for wellness and community outreach.

*Equity/Diversity* - To promote an inclusive environment in the DOM.

*Education* - To inspire and train world-class healthcare professionals and train the next generation of leaders in medicine

*Scholarly Activity* - To synthesize new knowledge, innovate, and conduct transformative research.

*Service* - To foster a culture of engagement in the DOM, the profession and the community.

**Vision:** The best healthcare for all through scientific discovery, innovative education, and state of the art medical care.

The **Values** of the Department of Medicine include:

*Excellence* - We strive to reach the highest quality in all our actions.

*Integrity* - We respect the dignity and worth of everyone by maintaining the highest degree of ethical and moral conduct.

*Innovation* - We welcome change because it provides the opportunity for students to learn, faculty to investigate, and staff to improve our organization and the communities we serve.

*Safety* - We earn the public's trust by fostering an environment dedicated to the safety of our patients, staff, and guests.

*Social Justice* - We are committed to identify and explore social issues with the goal to decreasing discrimination and disparities.

*Professionalism* - We portray a professional image through reliability, consistency and honesty.

## ARTICLE II. ORGANIZATION

### A. Department Head

1. The Board of Trustees shall appoint the Head without specific term on recommendation by the Chancellor and the President after consultation with the Dean of the College of Medicine and members of the Department faculty. The performance of the Chair shall be evaluated at least once every five years. As one component of this evaluation, input shall be solicited from the Department faculty.
2. The Head of the Department may appoint Senior Associate Heads and Associate Heads who will be responsible for assisting the Head in different areas of administration as determined by the Head. The Senior Associate Heads and Associate Heads will serve at the pleasure of the Head of the Department. The Head of the Department shall chair the meetings and determine their frequency and content.
3. In the event of planned or unplanned absence, the Head will designate a senior faculty member to act on the Head's behalf during his/her absence.
4. The Head of the Department is, *ex officio*, a voting member and Chairperson of the Department of Medicine Advisory Committee.
5. The Head of the Department shall have responsibility to determine matters of academic, research, and service of the Department. The Head shall respect issues that affect other departments or come under the supervision of larger administrative units.
6. The Head shall set the direction of the educational, research, clinical and administrative functions of the Department.
7. The Head shall:
  - a. Consult with the Senior Associate Heads and Associate Heads, Division Chiefs, and the Departmental Advisory Committee in regard to Departmental policy;
  - b. Consult annually with members of the Department individually or through their Division Chiefs, when appropriate, regarding the nature and scope of work assigned to that member;
  - c. Call meetings of the Departmental faculty for explanation and discussion of Departmental policies, educational procedures, and scholarly activities, of which there shall be at least one in each academic year for consideration of departmental governance and

educational policy;

- d. Be responsible for the organization of the work of the Department, for the quality and efficient progress of that work, for the formulation and execution of Departmental policies, and for the execution of University and College policies insofar as they affect the Department;
- e. Report on the teaching, scholarly activities, clinical activities, and finances of the Department;
- f. Have general supervision of the teaching programs for residents, fellows and medical students rotating through the Department;
- g. Prepare the Departmental budget;
- h. Be responsible for the distribution and expenditure of Departmental funds and for the care of Departmental property.
- i. The Department Head has responsibility and autonomy in Department affairs consistent with maintenance of College and University educational policy and administration.

8. The Head shall support the Program Directors for the Department's Internal Medicine Residency Program and delegate other faculty in the Department to assist in that task.

9. The Department Head shall submit an annual report to the Dean of the College of Medicine, reporting on the progress of the Department.

B. Divisions – The major subdivisions of the Department will be designated as Divisions, and the Division Chiefs, who serve at the pleasure of the Department Head, will report to the Head on University related educational, scholarly activities, clinical programs, and financial matters.

1. The appointment and replacement of the Division Chiefs is the responsibility of the Departmental Head.

2. The functions of the Division Chiefs parallels those of the Department Head for their respective divisions.

### ARTICLE III. THE FACULTY

#### Section 1. Membership and Voting Privileges.

A. Faculty members including clinicians and non-clinicians are the

academic staff of the Department with ranks and titles according to what is defined in the University of Illinois College of Medicine Statutes.

- B. All faculty members of the Department will be faculty of the University of Illinois at Chicago College of Medicine.
- C. Physician membership in the Department includes internists who are board certified, or have met internal medicine training requirements for admission to the certification exam, or who are otherwise qualified by reason of their credentials as being equivalent to board certified.
- D. Advanced Practice Registered Nurses and Physician Assistant membership to the Department as clinical associates will be approved by their Division Chief and the Department Head.
- E. Advanced Practice Registered Nurses and Physician Assistant members of the Department will not vote on issues regarding tenure and non-tenure promotion.
- F. Physicians from other specialties may be considered for membership on an individual basis.
- G. Faculty from other departments may apply for adjunct and dual membership in the Department.
- H. Physicians from affiliate hospitals who provide training for internal medicine residents may apply for non-salaried faculty positions without voting privileges.
- I. Exceptions to the above may be considered on an individual basis and approval by the Head. The Head, in consultation with the Advisory Committee, shall determine the Department faculty membership and voting rights.
- J. Recruiting the Faculty. The Department Head will be responsible for identifying departmental needs for faculty and communicate these needs to the appropriate University and outside affiliated organizations for recruitment considerations. Non-salaried faculty, as well as University and hospital salaried faculty, may participate in the recruitment of personnel for clinical service and other professional activities.

## Section 2 Faculty Appointments and Promotions.

- A. All faculty appointments and promotions will be in accord with the University of Illinois Statutes (see Attachment A) and the College of Medicine Criteria for Academic Rank. All tenure system and non-tenure system recommendations for appointments and promotions to the advanced ranks of Associate Professor and Professor will be considered by a Departmental Appointment, Promotion, and Tenure (APT) Committee. The Department Head shall forward these recommendations to the Dean with the approval or disapproval of the Committee and the independent recommendation of the Department Head. Exemptions, a tenured Associate Professor may request a departmental review for eligibility for promotion in rank at any time with or without the recommendation of the Department Head.
- B. Faculty members may suspend their promotion schedule at any time, for any reason, without prejudice for a future right of submission for promotion, except for tenure appointments at the end of a probation period.

## Section 3. Faculty Responsibility.

- A. Undergraduate and Graduate education:
  - 1. The faculty shall organize and implement the teaching activities assumed by the Department in undergraduate medical education of UIC or in baccalaureate and graduate programs of the campus.
- B. Postgraduate education
  - 1. The faculty will plan and provide for general structure and for organization of residency programs and fellowships offered by the Department. The faculty shall provide day-to-day supervision of resident and fellow education and provide for their service responsibilities.
  - 2. The faculty will provide clinical and research training and supervising for predoctoral and postdoctoral fellows.
- C. The faculty will encourage and support individual and collaborative scholarly activities among members of the faculty or colleagues of external academic units.

## Section 4. Faculty Meetings.

- A. The Department faculty shall meet no less than semi-annually. The Head shall call and preside at meetings of the Division Chiefs, the Advisory Committee, and the Department faculty. Questions at

regularly scheduled Department meetings shall be open to discussion by the faculty and the Department Head.

## ARTICLE IV. THE ADVISORY COMMITTEE

### Section 1. Composition

- A. The Advisory Committee shall consist of 8 voting members. These are the Department Head (who also serves as the Advisory Committee Chair) and seven (7) elected faculty. The elected members' term of office shall be of three years duration with staggered intervals.
- B. Two (2) Advisory Committee members and any vacancies shall be elected annually by and from the faculty of the Department by secret written ballot.
- C. The Advisory Committee members shall be nominated by the current advisory committee members every two years as determined by the Department Head. Nominations for the Advisory Committee will be solicited from the Department by email. The ballot shall identify faculty members of at least twice the number of vacancies and who have indicated their willingness to serve. Each department member may vote for up to the total number of candidates to be elected.
- D. The Advisory Committee should represent the diverse portfolio of faculty regardless of degree, e.g MD, DO, PhD or APP.
  - 1. Members will not vote on issues related on faculty above their rank
  - 2. Irrespective of tenure system versus non-tenure system.
  - 3. Those with the highest number of votes will be elected, except that not more than half of the committee can be Division Chiefs.

### Section 2. Meetings.

- A. The Advisory Committee shall meet no less than annually.
- B. A quorum shall consist of four (4) members of the Committee.
- C. The Advisory Committee will make the minutes of the Advisory Committee meetings, with the exception of personnel matters, available to the faculty, and the Dean.

### Section 3. Functions and Responsibilities.



- A. Any faculty member shall be entitled to a conference with the Committee, or with any member of it, on any matter properly within the purview of the Committee for faculty consultation and grievance.
- B. The Department Head shall seek the advice of the Advisory Committee for issues of dismissal of non-tenured faculty or those who are in the probation period.
- C. The Committee may serve to consider sanctions, short of non-retention, of faculty of the Department.
- D. The committee may serve as a monitoring group for faculty awards and honors.

## ARTICLE V. OTHER COMMITTEES AND COUNCILS

- A. Clinical Competency Committee (Education Committee)
  - 1. The Clinical Competency Committee shall be appointed by the Program Director for the residency program.
  - 2. The Program Director will *ex-officio* act as Chair of this Committee, or may appoint a Chair from the faculty.
  - 3. The Clinical Competency Committee shall meet at least twice a year and their quorum shall be at least 10.
  - 4. The Clinical Competency Committee must:
    - Review all resident evaluations at least semi-annually
    - Determine each resident's progress along the specialty specific Milestones
    - Meet prior to the residents' semi-annual evaluations and advise the Program Director regarding each residents' progress.
- B. Appointment, Promotion, and Tenure (APT) Committee
  - 1. The APT Committee will review all tenure system and non-tenure system appointments and promotions to the advanced ranks of Associate Professor and Professor.
  - 2. The APT Committee will be established based on criteria approved by the Provost.
- C. Faculty Affairs Council

1. These committee members will be appointed by and serve at the pleasure of the Head
2. Purpose of this committee is to enhance faculty affairs department-wide, including but not limited to advancement, mentoring, diversity and inclusion, and well-being

D. Scholarly Activities Council

1. These committee members will be appointed by and serve at the pleasure of the Head
2. The purpose of the Scholarly Activities Council is to enhance scholarly engagement department-wide, including but not limited to, basic/fundamental, translational, and clinical research

E. Tenure System Faculty Advancement Committee

1. These committee members will be appointed by and serve at the pleasure of the Head
2. It is required that all tenure track faculty in DOM at Assistant Professor rank meet with this committee on at least an annual basis to evaluate progress toward promotion and tenure
3. Faculty reviews by this committee will be summarized and provided to the Head as informal non-binding counsel in his/her review of such faculty

F. Non-tenure System Faculty Advancement Committee

1. These committee members will be appointed by and serve at the pleasure of the Head
2. On a voluntary basis, non-tenure track faculty in DOM at Assistant Professor rank may meet with this committee to evaluate progress toward promotion
3. Faculty reviews by this committee will be summarized and provided to the Head as informal non-binding counsel in his/her review of such faculty

G. Department of Medicine Inclusion Council (DOMIC)

1. The University of Illinois at Chicago's Department of Medicine stresses that diversity drives innovation and promotes health equity.

The mission is to advance the diversity and inclusion of faculty and trainees through education, advocacy, scholarly activities, mentorship, and networking.

H. The Head may add additional Departmental Committees as necessary.

#### ARTICLE VI. BYLAWS amendment approval process

The bylaws shall become effective on the day changes are approved by a faculty vote.

The bylaws may be amended by a 65% majority of the voting faculty.

Proposed changes to these bylaws shall be distributed to the faculty for review and comment at least 30 days before a vote to amend them.

These departmental bylaws are to be reviewed and evaluated at least once every five (5) years.

Approved: September 9, 2021

Previously Revised: February 19, 2013  
November 16, 1999

Attachment A - University of Illinois Statutes