

BYLAWS OF THE DUKE UNIVERSITY SCHOOL OF MEDICINE CLINICAL SCIENCES FACULTY COUNCIL ON ACADEMIC AFFAIRS

A. Faculty Council on Academic Affairs

The Clinical Sciences Faculty Council on Academic Affairs (CSFC) will serve as a deliberative body to provide a forum where faculty opinions are ascertained, articulated, and voiced in all significant debates and decisions involving the strategic academic interests of the clinical sciences faculty. These deliberations shall be conveyed in an advisory capacity to the clinical Chairs, Executive Vice President for Health Affairs / Dean of the School of Medicine, and leadership of the School of Medicine (SOM).

B. Membership of the Faculty Council

The CSFC shall consist of four representatives selected from each clinical science department (two primary members and two alternates), four at-large members (from different departments) who shall be selected by and from the clinical sciences representatives to the University Academic Council, and the clinical sciences representative on the Executive Committee of the Academic Council (ECAC). All members of the CSFC shall serve for two-year terms. Any faculty member eligible to vote in University Academic Council elections, and with a primary appointment in a clinical science department, other than the Chair of that department, is eligible to be nominated and selected as its representative to the CSFC. All members, including alternates, shall participate in deliberations of the CSFC. When more than one departmental member is present, then only a single member, selected by the group, shall vote for the department.

In the event that a department ceases to exist, its representatives to the CSFC shall continue to serve as members at large until the next selection of representatives. A member of the CSFC who becomes a temporary or interim Chair of a department may serve out the remainder of their term if a majority of the other members of the CSFC vote to allow this. A member of the CSFC who is appointed to serve as the permanent Chair of a department shall resign and be replaced by another representative elected by the faculty of that department in a special election.

C. Nomination and Election Procedures

The departmental members of the CSFC are selected to two-year terms, with an option for a two-year renewal. One cohort of the departmental members shall be selected in odd-numbered years and the remainder in even-numbered years to ensure continuity.

Eligible faculty of each department shall elect their representatives to the CSFC. The CSFC will serve as overseers of the nomination and election process. For the first year the organizing committee will serve this purpose.

- a. Nominations will be solicited within each department—any eligible faculty member may nominate himself or herself. Nominations may also be received from other faculty members from within the department, as well as from the Chair. The willingness of a nominee to serve will be confirmed prior to the voting procedure.
- b. All eligible faculty members in each clinical science department will be notified with the names of all nominees for that department. If the number of nominees is equal to the number of positions needed for the committee, and the department faculty agree, the nominees will become the new members representing that department.

- c. If the number of nominees within a department exceeds the number of available positions, a vote will be held within the department to elect the new members. In case of a tie, a run-off election will occur.
- d. In the event of a vacancy, the person having received the next highest vote in the prior election (and consenting to serve) will fill the unexpired term.

A presiding officer of the CSFC shall be elected by majority vote at the first meeting of the CSFC following each annual election, and at any other time following the resignation or indisposition of the presiding officer. The Chair will be responsible for organizing the meetings, inviting members of the administration to provide updates, and prepare any responses that are needed from the CSFC. Members who are acting Chairs of departments are not eligible to preside over the CSFC.

Four other members selected in the same manner as the presiding officer shall serve with the presiding officer as the executive committee of the CSFC, provided, however, that there shall not be more than one member of the executive committee of the CSFC from any one clinical sciences department.

D. Duties of the CSFC

It shall be the responsibility of the CSFC to advise SOM leadership, including the clinical science department Chairs and the Executive Vice President for Health Affairs / Dean of the School of Medicine, regarding pertinent aspects of medical education, faculty development, faculty research and teaching activities, and other academic activities involving the clinical sciences faculty. It shall be the role of the CSFC to advise on strategic academic issues such as, by example and without limitation, nominations to all standing and ad hoc academic committees and the general process of academic appointment, promotion, and tenure. It is recognized that academic matters pertinent to individuals and to the appointment, promotion, and tenure decisions of individual faculty members are governed exclusively by existing Duke University policies and procedures.

Clinical matters or matters pertinent to the delivery of patient care continue to be governed exclusively by the Medical Staff Bylaws of the respective Duke University Health System entities and the policies and procedures of the clinical departments.

Individual members of the CSFC will report at regular faculty meetings on all matters of consequence that have been considered. The CSFC will meet as needed with leadership of the SOM.

The CSFC shall serve as a committee on committees for the clinical sciences faculty. In that capacity, it will suggest faculty to serve on all standing academic and ad hoc academic committees of the SOM and present these suggested nominations to the administrative officer responsible for forming the committees in question. Administrators are of course free to consult any faculty member they wish on an individual basis but should seek suggested nominations from the CSFC. Administrative officers will not appoint clinical sciences faculty representatives to standing advisory academic committees without considering recommendations for committee membership from the CSFC.

All major plans and decisions of the SOM administration that significantly affect academic affairs shall be made in consultation with the CSFC so that it can solicit, articulate, and voice faculty views before those plans and decisions are implemented or submitted to the university's president or Board of Trustees.

The CSFC shall be responsible for scheduling, announcing, and presiding over a general meeting of the clinical sciences faculty of the School of Medicine at least once annually during the spring or fall semesters of the academic year. At that meeting, the presiding officer of the CSFC

will report to the faculty on the council's deliberations and actions during the preceding year. The chief administrative officers of the SOM shall also be invited to attend this meeting and may present reports on matters of faculty concern for open discussion.