CODE OF ORGANIZATION AND PROCEDURES
ELECTED FACULTY COUNCILS OF THE SCHOOL OF MEDICINE

ARTICLE I. Purpose

The School of Medicine shall establish the following four elected Faculty Councils for the following purposes:

1. **Council on Appointments and Promotions**
   a. Advise the Dean and the Medical School Executive Committee (MSEC) on matters of faculty appointment, promotion, tenure, and faculty salary policies.
   b. Consider faculty inquiries and comments concerning policies that involve faculty appointments, promotion, tenure, and faculty salaries.

2. **Council on Academic Affairs**
   a. Advise the Dean and MSEC on academic policy, including priorities, resource allocations, and budgets for academic programs.
   b. Consider faculty inquiries and comments concerning academic policy that involves admission, curriculum, and student progress.

3. **Council on Research and Graduate Education**
   a. Advise the Dean and MSEC on scientific policy, including initiatives, interface with federal and other funding agencies, long-range planning, responsible scientific conduct, resource allocations, and budgets concerning the School's scientific enterprise.
   b. Consider faculty inquiries and comments concerning policies relevant to research and responsible scientific conduct.

4. **Council on University Relations**
   a. Advise the Dean and MSEC on deliberations of the Faculty Senate and its subcommittees with particular relevance to the School of Medicine and other matters relevant to enhancing the School's relationship with the University as a whole.
   b. Be advised by the Dean and the Councils on Appointments and Promotions, Academic Affairs, and Research and Graduate Education about policies, initiatives, and other matters in the School of Medicine that require representation and articulation in the Faculty Senate.
   c. Facilitate effective representation in the Faculty Senate of inquiries, initiatives, and matters of concern raised by School of Medicine faculty members through the School's elected senators.

ARTICLE II. Voting Members

Section 1*

The Council on Appointments and Promotions shall consist of sixteen full professors, chairpersons and one research professor. Ten of the full professors and chairpersons shall be elected from the clinical departments and five from the basic science departments of the School of Medicine. The research professor shall be elected from either the clinical or basic science departments of the School of Medicine.

Section 2*

The Council on Academic Affairs shall consist of twelve members of the faculty and may include assistant professors, associate professors, full professors, and chairpersons.

* The Vice Dean for Academic, Rural and Regional Affairs shall be one of the voting members of the Council on Academic Affairs.

Section 3*

The Council on Research and Graduate Education consist of twelve members of the faculty and may include assistant professors, associate professors, full professors, and chairpersons.

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Two members of the Council shall be elected from the research faculty.

The Vice Dean for Research and Graduate Education shall be one of the voting members of the Council on Research and Graduate Education.

Section 4* One-third of the members of the Councils on Academic Affairs and Research and Graduate Education shall be elected each year. One-third of the full professors and chairpersons of the Council on Appointments and Promotions shall be elected each year and one research professor shall be elected every three years. The term of office for each Council shall be three years and no person shall serve more than six consecutive years.

Section 5* Members of the Council on University Relations shall be elected from among senators in group VII of the Faculty Senate, and their membership on the Council shall be concurrent with their term of membership on the Faculty Senate. All members of the Council on University Relations shall be elected every two years (four from the basic, and eight from the clinical sciences), no person serving more than four consecutive years.

Section 6* The Dean and, with the concurrence of the Dean, the chairperson of each Council may invite members of the faculty of the School of Medicine to serve as ex-officio members of the respective Councils. Ex-officio members shall not vote.

The Council on University Relations shall include as ex-officio members a representative from each of the Councils on Appointments and Promotions, Academic Affairs, and Research and Graduate Education.

ARTICLE III. Election of Members.

* Each winter quarter the Office of the Dean shall solicit nominations for the Faculty Councils from the faculty.

* Each department in the School of Medicine shall determine the mechanisms for nominating members of the faculty for the Councils on Appointments and Promotions, Academic Affairs, and Research and Graduate Education. The departments shall transmit their nominations to the Nominating Committee for Faculty Councils of the School of Medicine.

* Nominations for the Faculty Senate shall be included in the departmental process of nominations. The purpose is to emphasize the importance of faculty representation on both the Faculty Senate and the Faculty Councils of the School of Medicine.

* The Nominating Committee for the Faculty Councils of the School of Medicine shall be constituted of the chairpersons of the four Faculty Councils, and those members of the Councils whose office will terminate at the end of the academic year.

* The Nominating Committee shall be responsible for preparing the voting ballot for all the Councils, except that of the Council on University Relations, and assure its distribution to the faculty during the spring quarter. The Nominating Committee shall determine the results of the voting and advise the Dean about its outcome.

* Following the annual spring election of senators, the Medical School faculty members elected to serve as senators for the coming year shall caucus to elect members for the Council on University Relations from among the newly elected senators; eight from clinical sciences and four from basic sciences.
To initiate the Faculty Councils, five new members shall be elected to the Council on Appointments and Promotions and four each to the Council on Academic Affairs and Research and Graduate Education. An additional ten members shall be elected from the current members of the Appointments and Promotions Committee: five to serve a one-year term and five to serve a two-year term. An additional eight members each shall be elected from the current members of the Academic Affairs Committee and Research and Graduate Education Committee: four to serve a one-year term and four to serve a two-year term.

To initiate the Council on University Relations, at the first caucus of the senators six members of the Council shall be elected from among those senators who in the coming year will be completing their second-year term in the Senate. These members shall serve a one-year term.

ARTICLE IV. Officers

In principle, the Dean shall be the chairperson of each Council, but he or she may delegate chairing of each Council to a member of the respective Councils.

The Dean shall select a member of the Nominating Committee for the Faculty Council to serve as the chairperson of the Nominating Committee.

ARTICLE V. Meetings

Section 1

The meetings of the Faculty Councils shall be called by their respective chairpersons.

* Each Council shall meet at least once in each of the autumn, winter, and spring quarters.

* In each academic year, the Dean shall call at least one meeting of the Council on University Relations and the Council on Appointments and Promotions.

* The chairpersons of the Councils may call special meetings of the respective Councils for the purpose of hearing reports, discussing matters of interest to the School of Medicine faculty, and taking legislative action under the provisions of the UW Policy Directory, Faculty Code, including but not limited to sections 23-41, 23-43, 25-41, and chapter 24.

Section 2

The chairperson shall preside over all meetings of each Faculty Council.

* The Vice Dean for Academic, Rural and Regional Affairs shall participate in setting the agenda for the Council on Academic Affairs.

* The Vice Dean for Research and Graduate Education shall participate in setting the agenda for the Council on Research and Graduate Education.

* The Vice Deans for Academic, Rural and Regional Affairs and Research and Graduate Education shall work with the respective Councils in accomplishing the business of the respective Councils.

Section 3

The quorum required for meetings shall be seven of the voting members of the Council on Academic Affairs and Research and Graduate Education. The quorum for the Council on Appointments and Promotions shall be eight for tenured appointments and non-research promotions and nine for new non-tenured appointments and research promotions.

Section 4

All items brought before the Council for action shall be decided on by majority vote of voting members present.

* Chairpersons of the Councils shall only cast a vote when their vote affects the outcome of the proceedings.
Section 5*  The Councils may elect to send issues of general interest to the voting faculty of the School of Medicine using procedures similar to class A legislation (UW Policy Directory, Faculty Code, 23-46, and 29-36).

ARTICLE VI. Accountability
Section 1*  Any faculty member of the School of Medicine may submit a proposal for the consideration of issues of policy to any of the four Faculty Councils by writing a letter to the chairperson of the Council.

Section 2*  Any such proposal submitted to any of the four Councils will be addressed by the chairperson of the Council or will be placed on the Council’s agenda and reviewed within 60 days of being placed on the agenda.

Section 3*  Each year each Council shall submit a written annual report to the faculty of the School of Medicine summarizing the policy issues considered by the Council.

ARTICLE VII. Initiation and Review of the Councils
Section 1*  All previous policies, charters and proposals for faculty councils in the School of Medicine shall be rendered void if a majority vote adopts the present proposal.

Section 2*  To initiate the four Faculty Councils, the organization of the Councils and the procedures for their elections shall be ratified by a quorum majority vote of the voting members of the School of Medicine faculty using an anonymous electronic ballot in accordance with Section 23-46B, and D, and 29-36C of the UW Policy Directory, Faculty Code.

Section 3*  At intervals of no less than every five years, the organization of the four Faculty Councils and the procedures for their election shall be reviewed by the Nominating Committee.

* The Nominating Committee shall make recommendations for changes in the organization and election procedures of the Councils.

* The recommended changes shall be ratified by a quorum majority vote of the voting members of the School of Medicine using an anonymous electronic ballot in accordance with Section 23-46B and D, 29-36C of the UW Policy Directory, Faculty Code.

* In the absence of a quorum majority vote, the existing organization of the Faculty Councils and the existing procedures for their election shall stand.