

CONSTITUTION, BY-LAWS AND ORGANIZATION OF THE FACULTY OF MEDICAL COLLEGE OF GEORGIA

ARTICLE I - Preamble

Purpose: As stipulated in the Liaison Committee on Medical Education (LCME) standards: “Schools should assure that there are mechanisms for direct faculty involvement in decisions related to the educational program. Important areas where direct faculty involvement is expected include admissions, curriculum development and evaluation, and student promotions. Faculty members also should be involved in decisions about any other mission-critical areas specific to the school. Strategies for assuring direct faculty participation may include peer selection or other mechanisms that bring a broad faculty perspective to the decision-making process, independent of departmental or central administration points of view. The quality of an educational program may be enhanced by the participation of volunteer faculty in faculty governance, especially in defining educational goals and objectives.”

The faculty organization of the Medical College of Georgia (MCG), formerly the School of Medicine, is comprised of all the faculty of all the campuses of the Medical College of Georgia. It is established to provide the means for faculty participation in the governance of the Medical College of Georgia, in accordance with standards of the LCME, and in achieving the goals, missions and objectives of the Medical College of Georgia. To facilitate this faculty participation, the organization also provides mechanisms for communication between the faculty members, both individually and collectively, and the Administration of the Medical College of Georgia, the Administration of the Augusta University (AU), Wellstar MCG Health, Children’s Hospital of Georgia (CHoG) and the Wellstar MCG Health Medical Group and other pertinent healthcare facilities. For the purposes of this document, members of the faculty are those who are subject to the promotion and tenure guidelines. These by-laws shall comprise the Constitution of the Medical College of Georgia Faculty Senate.

ARTICLE II – Organization of the Faculty

Organizational Structure: This faculty organization will have two components: 1) The Medical College of Georgia Faculty Senate and 2) The Medical College of Georgia Faculty Senate Executive Committee.

ARTICLE III – Composition of the Faculty Senate and Officers of the Faculty Senate

Section 1: Faculty of the Medical College of Georgia

The faculty of the Medical College of Georgia is composed of Administrative Officers and the Corps of Instruction. As defined by the Board of Regents Policy Manual 3.2.1.1, the Corps of Instruction includes professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel with such other titles as may be approved by the Board of Regents. Research and extension personnel and duly certified librarians will be included in

the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

Section 2: Composition of the Medical College of Georgia Faculty Senate and Augusta University Faculty Senate

- A. The Medical College of Georgia Faculty Senate is composed of all members of the full-time and part-time faculty of the Medical College of Georgia who hold the rank of instructor or above, on any of the campuses of the Medical College of Georgia.
- B. For the purpose of holding office in the Medical College of Georgia Faculty Senate an individual must have 75 percent full-time status or more.
- C. For membership and purposes of shared governance in the Augusta University Faculty Senate 75 percent full-time status or higher constitutes full-time. These individuals will have privileges including voting at all Assembly meetings and holding institution wide offices in shared governance activities.
- D. There will be no other organizations of the Faculty of the Medical College of Georgia on any of its campuses other than the Medical College of Georgia Faculty Senate and its component committees.

Section 3: Composition of the Executive Committee of the Medical College of Georgia Faculty Senate

- A. Officers of the Medical College of Georgia Faculty Senate will be the President of the Faculty of the Medical College of Georgia (hereinafter referred to as the President), the President-elect of the Faculty of the Medical College of Georgia (hereinafter referred to as the President-elect), the Vice President of the Faculty of the Medical College of Georgia (hereinafter referred to as the Vice President), as well as the Immediate Past President, and the Secretary. They will serve terms of two years and will be elected according to the procedures in Article III, Sections 4a and 4b, of these By-Laws.

The President-elect, President, and Past President will serve a 6-year term of a continuous position: President-elect (years 1 & 2), President (years 3 & 4), and Past President (years 5 & 6).

- B. Vacancies: If the office of the President becomes vacant for any reason, the President-elect will step in and assume the duties of the President. If the President-elect is unavailable to serve, the Vice President will serve for the remainder of the vacated term. If the office of President-elect becomes vacant for any reason, the Vice President will step in and assume the duties of the President-elect. If the Vice President is unavailable to serve, the Secretary will serve the remainder of the vacated term. If the office of the Vice President and/or the Secretary become vacant, the MCG Faculty Senate Executive Committee, with approval of the MCG Faculty Senate, will seat a Senator for the remainder of the term.

- C. Ten Senators-at-Large of the Medical College of Georgia Faculty Senate shall be elected with at least one representative from an affiliated medical partnership campus.

Section 4: Nomination and Election of Officers of the Medical College of Georgia Faculty Senate, Senators and Senators of the Augusta University Governance

- A. Nominations for Officers of the Medical College of Georgia Faculty Senate will be by a nominating committee. The nominating committee of the Medical College of Georgia Faculty Senate will be composed of the President, the President-elect, and the Immediate Past President. The nominating committee, after soliciting candidates from the eligible faculty, will nominate candidates for each vacating office of the faculty organization in the spring of each year. The nominating committee will also solicit nominations for apportioned Senators for the University Senate of Augusta University.
- B. The list of nominations compiled by the nominating committee will be presented to the Medical College of Georgia Faculty Senate in the spring of each year, at least one month before elections. The ballot for nominations for the officers of the Medical College of Georgia Faculty Senate Executive Committee and the apportioned Senators for the Augusta University Senate will be sent electronically to all members of the Medical College of Georgia Faculty in the spring of the year for voting. The votes will be counted two weeks from the date of the original e-mailing of the ballots.
- C. For election to office a nominee must receive a majority of the votes cast for that office. In the event that none of the candidates receives a majority on the first ballot, there will be a second election conducted by e-mail. The ballots for the run-off will contain the names of the two candidates who receive the highest number of votes for that office. The run-off election will be accomplished prior to July 1 of the election year at which time the officers and members of the Faculty Senate Executive Committee will take office.

ARTICLE IV – Meetings and Committees of the Medical College of Georgia Faculty Senate

Section 1: Meetings of the Medical College of Georgia Faculty Senate:

- A. All meetings of the Medical College of Georgia Faculty Senate will be held on the main campus of Augusta University in Augusta, Georgia. Meetings of the Medical College of Georgia Faculty Senate will serve the following purposes:
 - 1. To provide information to the faculty including reports to the Faculty and the Dean by several committees of the Medical College of Georgia Faculty Senate.
 - 2. To permit frank and open discussion of subjects of concern to the faculty.

3. To allow the Medical College of Georgia Faculty Senate to take action on issues brought to it by the Medical College of Georgia Faculty Senate Executive Committee or by faculty members present at the meetings, when a quorum is present.
 4. To allow the Dean of the Medical College of Georgia to be present at all meetings of the Medical College of Georgia Faculty Senate in order to report to the faculty at each Senate meeting.
 5. To allow the President of Wellstar MCG Health to report at least once annually to the Medical College of Georgia Faculty Senate.
 6. To allow the Chief Financial Officer (CFO) of Wellstar MCG Health to report at least once annually to the Medical College of Georgia Faculty Senate.
 7. To allow the Vice Dean for Academic Affairs to report at least once to the Medical College of Georgia Faculty Senate.
 8. To allow the Senior Associate Dean for Graduate Medical Education to report at least once a year to the Medical College of Georgia Faculty Senate.
- B. The President of the Faculty Senate will preside at meetings of the Medical College of Georgia Faculty Senate. In the President's absence the President-elect will preside.
 - C. At meetings of the Medical College of Georgia Faculty Senate any member of the faculty may introduce motions or raise topics for discussion from the floor.
 - D. Meetings will be conducted according to the rules adopted by the Senate. In the absence of specific Senate rules Robert's Rules of Order will prevail.
 - E. The Medical College of Georgia Faculty Senate will hold at least ten scheduled meetings each year. Specifically, the Senate will meet at least one time monthly except in June and July. Faculty will be notified of time, location and agenda at least two weeks in advance of said meetings.
 - F. Special meetings may be called by the President. A special meeting will be called by the President on written request to him by twenty-five or more faculty or at the direction of a majority of the Executive Committee of the Medical College of Georgia Faculty Senate. The announcement of any special meeting and its agenda will be distributed to the members at least one week in advance of such meetings. Meetings will be conducted according to the rules adopted by the Senate.

Section 2: Agenda of the Meetings of the Medical College of Georgia Faculty Senate:

- A. The meeting agendas of the Senate will be determined by the Executive Committee. Persons having special knowledge or interest regarding a subject on the agenda may be

invited to speak; any member of the Faculty Senate may suggest agenda items by sending them to the President or any of the Executive Committee.

- B. The minutes of the meetings of the Senate will be compiled by the Senate Coordinator and kept by the Secretary of the Medical College of Georgia Faculty Senate. The minutes, including all committee reports, will be available via video recording on the Medical College of Georgia Faculty Senate website and archived.

Section 3: Committees of the Medical College of Georgia Faculty Senate:

A. Establishment of Committees

1. The Medical College of Georgia Faculty Senate will establish those constitutional, standing, special and ad hoc committees required to carry on its functions. Constitutional committees are those that are essential to the operation of the College and those that ensure compliance with LCME guidelines. The Executive Committee shall specify the purpose and duties of said committees.
2. These committees shall stand until dissolved by the Medical College of Georgia Faculty Senate Executive Committee.
3. The Executive Committee acting on recommendations from the Committee on Committees, shall appoint the members of the several committees subject to confirmation by the Senate.
4. All committee appointments will be for a period of two years, except as otherwise specified in the By-Laws and Rules.
5. Vacancies occurring during the two year period will be filled through nomination by the Committee on Committees and approval by the Medical College of Georgia Faculty Senate Executive Committee, with notification to the Senate (Rules Sec. III, A3a).

B. Reports of Committees

1. Each committee will make detailed reports at least annually, on a regularly scheduled basis, to the Medical College of Georgia Faculty Senate, to the Executive Committee and to the Dean of the Medical College of Georgia and as requested by the Executive Committee.
2. These reports will be available to all faculty via the Medical College of Georgia Faculty Senate website.

- C. **Ad hoc Committees:** Ad hoc committees may be appointed by the President with the consent of the majority of the Executive Committee and will make formal reports and interim reports to the Senate as requested.

Section 4: Action Items

At its meetings the Medical College of Georgia Faculty Senate may receive requests for discussion and action from the members of the Faculty or the Medical College of Georgia Faculty Senate Executive Committee or from any of the committees of the Medical College of Georgia Faculty Senate.

ARTICLE V – Purview of the Medical College of Georgia Faculty Senate

Section 1: In accordance with LCME guidelines, the Medical College of Georgia Faculty Senate shall have authority to act independently in matters of

- A. Establishing Medical College of Georgia Faculty Senate Committees
- B. Ratifying appointments of Faculty Members to serve on the several Medical College of Georgia Faculty Senate Committees

Section 2: The Medical College of Georgia Faculty Senate shall have authority to act jointly with the Dean of the Medical College of Georgia and the several Departmental Chairs in matters of

- A. Promotion and Tenure of members of the Faculty of the Medical College of Georgia.
- B. Admission, curriculum, teaching and promotion of medical students in the Medical College of Georgia.
- C. Selection, curriculum, teaching and promotion of residents and fellows receiving post-graduate medical education at Augusta University and its component and related hospitals, clinics, institutes and centers.
- D. Sustained assessment of the administration of the several research enterprises of the Medical College of Georgia, including all Centers and Institutes.
- E. Sustained assessment of the administration of the several Wellstar MCG Health, Children’s Hospital of Georgia (CHoG) and the Wellstar MCG Health Medical Group.
- F. Other Faculty concerns on all AU Medical School campuses, including faculty retention.

Section 3: The Medical College of Georgia Faculty Senate shall act as an advisor to the Dean of the Medical College of Georgia and the President of Augusta University in matters of

- A. Strategic planning involving the Medical College of Georgia

ARTICLE VI – Function of the Executive Committee of the Medical College of Georgia Faculty Senate

Section 1: Executive Committee of the Medical College of Georgia Faculty Senate

- A. The Medical College of Georgia Faculty Senate Executive Committee will meet regularly ten times per year in advance of and in accordance with the Medical College of Georgia Faculty Senate meetings. Additional meetings will be held at the discretion of the President.
- B. The President of the Medical College of Georgia Faculty Senate will preside at meetings of the Medical College of Georgia Faculty Senate Executive Committee.
- C. The President-elect will preside in the absence of the President.
- D. The Faculty Senate coordinator will be responsible for recording and publishing minutes of the meetings.
- E. One member representing the Medical College of Georgia on the University Senate of Augusta University will be a voting member of the Executive Committee of the Medical College of Georgia Faculty Senate.
- F. If necessary, the Executive Committee of the Medical College of Georgia Faculty Senate will select that representative.

Section 2: The Medical College of Georgia Faculty Senate Executive Committee will be responsible for

- A. Establishing an interface of communication between the faculty and the administration and other groups in order that the activity, mission and business of the Medical College of Georgia will be facilitated.
- B. Preparation of the agenda for meetings of the Medical College of Georgia Faculty Senate.
- C. The Dean is asked to report to the Executive Committee of the Medical College of Georgia Faculty Senate on all matters of strategic planning of the Medical College of Georgia, as well as on budgetary issues and hospital, clinics and Wellstar MCG Health relations.

ARTICLE VII – Quorum of the Medical College of Georgia Faculty Senate

Section 1: Quorum

A quorum of the Medical College of Georgia Faculty Senate shall be designated in the Medical College of Georgia Faculty Senate rules. (Rules Sec. IV)

ARTICLE VIII – Amendments to this Constitution and By-Laws

Section 1

- A. Changes to the MCG Rules and Bylaws may originate from any voting-eligible member of the MCG Faculty Senate as defined in (Rules Article III Sec. 2) or any member of the MCG Faculty Senate Executive Committee.
- B. A voting-eligible member of the MCG Faculty Senate may initiate the amendment process by submitting an amendment to the MCG Faculty Senate Executive Committee Secretary in writing with the signatures of twenty-five (25) voting members of the MCG Faculty Senate in support of the proposed amendment.
- C. Any member of the MCG Faculty Senate Executive Committee may propose an amendment to the Rules and Bylaws by providing in writing the proposed amendment to the MCG Faculty Senate Executive Committee Secretary.
- D. The MCG Faculty Senate Executive Committee Secretary will distribute the proposed amendment to all MCG Faculty Senate Executive Committee members at least five (5) business days in advance of their next scheduled meeting for placement on the agenda of the next MCG Faculty Senate Executive Committee meeting.
- E. The MCG Faculty Senate Executive Committee will determine by a majority vote whether or not the proposed amendment is considered substantive or non-substantive.
- F. The MCG Faculty Senate Executive Committee will be guided by the general principle that changes that aim at changing a process or processes will be considered substantive, while changes that are clarifications and do not alter processes will be considered non-substantive.

Section 2: Amendment Process – Substantive Revision

- A. In the event the proposal is considered substantive, The MCG Faculty Senate Executive Committee Secretary will distribute the proposed amendment to all MCG Faculty Senate at least five (5) business days in advance of their next scheduled meeting for placement on the agenda of the next MCG Faculty Senate meeting.
- B. At the first meeting, the proposed amendment will be read into the record of the MCG Faculty Senate by the MCG Faculty Senate Executive Committee Secretary.
- C. The MCG Faculty Senate may engage in discussion and debate at this meeting but may not vote to dispose of the amendment either affirmatively or negatively.
- D. Ten (10) days after the MCG Faculty Senate meeting, an electronic ballot will be sent by email to the Medical College of Georgia Faculty. The amendment requires a simple majority (50% plus 1) affirmation vote for adoption.

- E. The ballot will be open for vote a period of time deemed appropriate by the MCG Faculty Senate Executive Committee but will not be less than thirty (30) days (Rules Sec.IV).
- F. The MCG Executive Committee Secretary will notify the petitioning party who initiated the amendment process of the ultimate disposition of the item by the MCG Faculty Senate and report at the next MCG Faculty Senate Meeting.

Section 3: Amendment Process – Non-substantive Revision

- A. In the event the item is considered non-substantive, the proposed amendment shall be ratified by a majority vote of the AUFS Executive Committee.
- B. The MCG Faculty Senate Executive Committee Secretary of the AUFS Executive Committee may propose non-substantive bylaw changes to the Executive Committee.
- C. The MCG Faculty Senate Executive Committee Secretary will distribute the proposed amendment to all MCG Faculty Senate Executive Committee members at least five (5) business days in advance of the MCG Faculty Senate Executive Committee meeting.
- D. The MCG Faculty Senate Executive Committee Secretary will provide an electronic copy of any ratified non-substantive Rules & Bylaws amendments to all MCG Faculty Senate at least five (5) business days in advance of the next MCG Faculty Senate meeting.
- E. At the first meeting of the MCG Faculty Senate after ratification the MCG Faculty Senate Executive Committee Secretary will read the Bylaws change into the record.
- F. At this time the MCG Faculty Senate may engage in discussion or debate of the non-substantive Bylaws amendment. Any voting member of the MCG Faculty Senate may call for a vote by the MCG Faculty Senate as to the substantive nature of the Amendment.
- G. In the event that a challenge to the non-substantive nature of the amendment is made, the MCG Faculty Senate shall determine through an electronic ballot by a simple majority vote whether or not the change is of a substantive or non-substantive nature.
- H. Any item considered substantive in nature by the MCG Faculty Senate is required to follow the substantive revision amendment process (Article VII, Sec. 2).

ARTICLE IX – Interpretation of By-Laws and Rules

Institutional Interpretation: Questions of interpretation of these By-Laws and Rules shall be resolved by a simple majority vote of the Executive Committee of the Medical College of Georgia Faculty Senate, after review and recommendation of the Vice President in their role as Parliamentarian (see quorum for electronic voting in Rules Section IV A).

Revised and amended by the Medical College of Georgia School of Medicine Faculty Assembly, followed by its successor Faculty Senate: 5/29/69; 6/2/71; 5/18/72; 3/27/73; 4/30/75; 9/2; 7/77; 1/23/79; 3/31/83; 5/27/88; 2/2004; 6/2008, 3/2009, 4/2013, Updated to Conform with Current Administrative Structure 8/2013, 4/2016

THE MEDICAL COLLEGE OF GEORGIA FACULTY SENATE RULES

Rules

Section I – Conduct of Meetings

All meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

Section 2 – Duties of the Officers

A. President

1. The President shall be a member of, and preside at meetings, of the Executive Committee, and the Medical College of Georgia Faculty Senate.
2. The President shall organize the work of the Medical College of Georgia Faculty Senate.
3. The President shall serve on the Nominating Committee.
4. The President or his designee selected from the Executive Committee shall serve as an ex officio voting member of all committees of the Medical College of Georgia Faculty Senate.

B. President-elect

1. The President-elect shall be a member of the Executive Committee.
2. The President-elect shall observe the workings of the organization.
3. The President-elect shall serve as chair of the Committee on Committees.
4. The President-elect shall serve on the Nominating Committee.
5. The President-elect shall serve as an ex officio voting member of all committees of the Faculty Senate, to act when the President is not able to attend meetings of said committees.
6. The President-elect shall preside at meetings in the absence of the President.

C. Vice President

1. The Vice President shall be a member of the Executive Committee.
2. The Vice President shall be a member of the Faculty Recognition Committee.
3. The Vice President shall serve as chair of the Rules and By-Laws Committee and, as such, will serve as Parliamentarian of the Medical College of Georgia Faculty Senate.

D. Past-President

1. The Past President shall be a member of the Executive Committee.
2. The Past President shall serve as a resource to the President.
3. The Past President shall serve on the Nominating Committee.

E. Secretary

1. The Secretary shall be a member of the Executive Committee.
2. The Secretary or designee shall record the actions of the Executive Committee and the Senate and keep minutes.
3. The Secretary shall chair the Faculty Recognition Committee.
4. The Secretary or designee shall maintain the membership list of the Medical College of Georgia Faculty Senate.

Section 3 – Medical College of Georgia Faculty Senate Committees

A. Committee Structure

1. Types of Committees
 - a. The committees of the Senate include constitutional committees, standing committees, special committees and ad hoc committees.
 - b. The title, composition, tenure, election and duties of each committee are described separately, and may be augmented or altered from time to time, as need may require, by the Executive Committee of the Medical College of Georgia Faculty Senate, acting on behalf of the Medical College of Georgia Faculty Senate.
2. Composition of Committees

- a. The committees will be composed of faculty members nominated by the Committee on Committees and approved by the Medical College of Georgia Faculty Senate Executive Committee.
 - b. The Dean is an ex officio non-voting member of all constitutional and standing committees.
3. Election to Committees
- a. Unless stated otherwise, all members of constitutional committees, standing committees and special committees shall be nominated by the Committee on Committees. The slate of candidates recommended by the Committee on Committees shall be approved by a simple majority vote of the Medical College of Georgia Faculty Senate Executive Committee and confirmed by the Medical College of Georgia Faculty Senate.
 - b. Those who place names in nomination for office or committee membership shall first determine that the proposed candidate is eligible for the position. They must also have ascertained that the individual desires to be considered.
4. Duties of Committee Members
- a. Committee Members will attend all committee meetings, unless excused by the committee chair.
 - b. If a member fails to attend one-third or more of committee meetings in a twelve month period they will be removed from the committee and replaced by action of the Committee on Committees.
 - c. Minutes of all Medical College of Georgia Faculty Senate committees, with the exception of the Faculty Appointments, Promotions, & Tenure Committee, are kept and maintained by the Senate Coordinator.
 - d. Chairs of committees or designees are responsible for preparing and delivering reports as requested and at least annually.

B. Committee on Committees

1. Composition
- a. This constitutional committee shall be composed of five voting members.
 - i. President-elect of the Faculty Senate Executive Committee.
 - ii. Two members from the Medical College of Georgia Faculty Senate Executive Committee appointed by the President-elect.

iii. Two members-at-large nominated by the Nominating Committee and elected during the spring Medical College of Georgia Faculty Senate elections.

b. Each committee member will serve a term of two years.

c. The President-elect will chair this committee.

2. Function

a. This committee shall prepare a list of nominees for offices and committees of the Medical College of Georgia Faculty Senate, excepting those specifically chosen by the Nominating Committee. (See By-Laws Article III, section 4) This list shall be presented to the Executive Committee and the Senate for approval.

b. The committee shall select nominees to serve as representatives to the committees of the University Faculty Senate of Augusta University from the Medical College of Georgia Faculty Senate or the Medical College of Georgia Faculty Senate Executive Committee.

c. It is the responsibility of this committee to contact the nominees for elected positions to ascertain their willingness to serve, should they be elected by the Senate.

d. The Committee on Committees shall present a list of nominees to the Executive Committee by May of each year.

C. Executive Committee of the Medical College of Georgia Faculty Senate

1. This constitutional committee is described in Article III of the By-Laws.

2. The at-large representatives from the Medical College of Georgia Faculty Senate to serve on the Executive Committee shall be elected at the Medical College of Georgia spring elections from nominations made by the President, President-Elect, and Past President, acting as the Nominating Committee.

D. Admissions Committee

The final authority for accepting students to the Medical College of Georgia rests with the Admissions Committee.

A quorum for Admissions Committee meetings shall be a simple majority (51% or more) of committee members, with the additional stipulation that faculty members constitute a majority of voting members at all meetings.

1. Composition

- a. In accordance with LCME Standards, the Admissions Committee, a constitutional committee, is chaired by the Senior/Associate Dean for Admissions, who is a voting member.
- b. The vice-chair of the committee is selected from amongst the Admissions Committee membership by the Senior/Associate Dean for Admissions with the approval of the Vice Dean for Academic Affairs, to serve in the committee chair's absence.
- c. At least 70% of the committee must be faculty, including both clinician and basic science faculty; every effort will be made to ensure approximately 15% of the faculty members are from the four year Athens campus, and 10% are from the four year Savannah campus once fully developed. At least 65% of the committee members must hold an MD or DO degree.
- d. Alumni and community members may serve on the committee.
- e. Up to three medical students may serve on the committee.
- f. One representative from Academic Advising and one representative from Belonging and Inclusivity serve ex-officio and are voting members.
- g. When possible, there should be representation from regional clinical campuses. No more than two "administrative faculty" members may be appointed.
- h. The Assistant Dean for Admissions, if a member of the faculty, serves on the committee ex-officio and is a voting member.
- i. Alumni, community, and medical student members may not exceed 30% of the committee membership.

2. Nomination

- a. Faculty participation is solicited annually via a call through the Faculty Senate who then submits names of interested faculty to the Office of Admissions.
- b. The Senior/Associate Dean for Admissions, with the approval of the Vice Dean for Academic Affairs, shall submit a slate of candidates for committee membership to the Committee on Committees. The committee membership is then nominated by the Committee on Committees and appointed in the customary manner (Article IV, section 3A).

3. Function

- a. The Admissions Committee shall serve as the final authority for accepting students to the Medical College of Georgia.

- b. It shall evaluate applicants for entry into the medical school and make decisions for admission amongst those who have submitted applications.
- c. The committee shall take into account the charge given to the committee by the dean and/or vice dean for programmatic priorities and/or initiatives.
- d. The committee shall consider and recommend appropriate measures to recruit and admit students from diverse backgrounds.

4. Subcommittees

The Admissions Committee will have at least three subcommittees and may have other ad hoc subcommittees as needed.

a. **Transfer Subcommittee**

i. Composition

- a. It is chaired by either the chair or vice-chair of the Admissions Committee and includes six other faculty members serving on the Admissions Committee.
- b. Subcommittee participation will be solicited to admissions committee faculty and the slate submitted by the Senior/Associate Dean of Admissions to the Vice Dean for Academic Affairs for approval.

ii. Function

- a. This subcommittee will evaluate applicants who desire transfer from other LCME accredited medical schools into Phase 2 or core clerkship of MCG's curriculum.
- b. The policy for transfer is reviewed and updated periodically by the Curriculum Oversight Committee, with approval of the Vice Dean for Academic Affairs.

c. **AU Professional Scholars Program (BS/MD) Undergraduate Subcommittee**

i. Composition

- a. This subcommittee is chaired by the MCG Admissions Committee chair or vice-chair and includes four members from the MCG Admissions Committee and two members from the AU College of Science and Mathematics.

- b. The MCG Admissions Committee members must include at least two clinicians and is approved by the Vice Dean for Academic Affairs.
 - ii. Function
 - a. The committee incorporates admissions domains used for selection by both the undergraduate college and the medical college to select students for admission into the undergraduate program.
 - b. Students who meet the minimum program requirements will be presented to and voted on by the full admissions committee for acceptance into MCG.
- d. **Admissions Process Subcommittee**
 - i. Composition
 - a. This subcommittee is chaired by the Senior/Associate Dean for Admissions and includes at least six Admissions Committee faculty who have served at least one year on the committee.
 - ii. Function
 - a. The process subcommittee will annually review all admissions domains, processes, evaluation forms and multiple mini-interview stations.
 - b. Any changes to admissions domains will be submitted to the Curriculum Oversight Committee for approval and any process changes will be communicated to the full committee.

E. Student Academic Promotions and Professionalism Conduct Committee

- 1. Composition
 - a. This constitutional committee, in accordance with LCME standards, will be composed of faculty members selected by the Vice Dean for Academic Affairs, Senior/Associate Dean for Student Affairs, and the Senior/Associate Dean for Curriculum with the approval of the Dean and they shall submit a slate of candidates for membership to the Committee on Committees. These faculty members nominated by the Committee on Committees shall be appointed by the Medical College of Georgia Faculty Senate Executive Committee (Section 3a 3a).
 - b. Voting members of the committee shall include the chairperson and twenty-four members of the faculty, including representation from geographically separated campuses.

- c. It shall be divided into four subcommittees, one for each class; each consisting of a chair and five additional members.
- d. Members shall be appointed from each clinical campus as needed.
- e. The Student Affairs Dean (or senior member of the dean's staff at regional/clinical campuses), and Curriculum Dean from each campus shall be ex officio non-voting members of the committee and of all class subcommittees.
- f. Additional ex officio non-voting members may be recommended by the Vice Dean for Academic Affairs and appointed in the customary manner as outlined in the Academic and Professionalism Policies and Procedures.
- g. The committee will report to the Medical College of Georgia Faculty Senate Executive Committee and to the Medical College of Georgia Faculty Senate at least annually.

2. Chair

- a. The Chair of the full committee shall be appointed by the Dean for a term of three years.
- b. The Chair of the full committee must have at least four years experience serving as a member of a subcommittee before becoming Chair.
- c. In the absence of the Chair, rank order of succession for Acting Chair shall be from the Chair of the senior class subcommittee to the Chair of the most recently seated class.
- d. Each subcommittee chair shall serve a term of four years. Chairs of the subcommittees should serve as a member of the promotions subcommittee for four years before becoming chair.

3. Function

- a. The committee shall function as outlined in the Student Academic Promotions and Professionalism Conduct Committee Policies and Procedures.
- b. Through its subcommittees, the committee shall monitor the academic performance of the students in each class, recommend students for academic advancement and graduation, and recommend appropriate actions regarding students experiencing academic difficulties and professionalism concerns.
- c. The committee shall review and evaluate the policies and procedures under which it operates and shall recommend to the Medical College of Georgia Faculty Senate

Executive Committee any changes deemed to be necessary in those policies and procedures.

F. Faculty Appointments, Development, Promotion and Tenure (FADPT) Committee

1. Composition

- a. This constitutional committee, in accordance with LCME standards, shall consist of a chair and 8 full time faculty members holding the rank of Associate Professor or above appointed in the customary way, by nomination of the Committee on Committees and approval of the Executive Committee of the Medical College of Georgia Faculty Senate (Section 3a 3a).
- b. Committee members shall serve for three-year rotating terms.
- c. The committee shall consist of nine members, at least five of which must be tenured.
 - i. Five are nominated by the Committee on Committees, approved by the MCG Faculty Senate Executive Committee and confirmed by the Faculty Senate.
 - ii. Four will be appointed by the Dean of the Medical College of Georgia.
 - iii. No more than two members from any one department of the Medical College of Georgia may serve on the committee at one time.
- d. The chair shall hold the rank of Professor, shall have served previously as a member of the committee for at least one year and will serve for two consecutive years.
- e. No Department Chair, administrative (non-ranked) faculty, or ranked faculty below Associate Professor may serve on this committee.
- f. There will be proportional representation of pre-clinical and clinical departments on the committee, based on their number of faculty, in so far as possible.

2. Function

- a. This committee serves in a joint capacity with the Dean of the Medical College of Georgia and the President of Augusta University. It reviews and makes recommendations on all matters regarding faculty promotions or tenure referred to it by the Dean.
- b. Only tenured members of the committee will vote on tenure decisions, a minimum of five tenured committee members being required for vote on tenure.
- c. A quorum will consist of 75% of those eligible to vote who must be physically or real-time virtually present at the meeting. A 60% majority vote of those present

physically and real-time virtually will be required to pass a motion to promote or tenure. Since the vote required is 60% of the members present, an abstention will have the same effect as a no vote.

- d. The committee shall operate under the existing policies adopted for it by the Medical College of Georgia Faculty Senate.

3. Report

- a. An annual report shall be given to the Executive Committee and the Medical College of Georgia Faculty Senate at least annually.

4. This committee shall be responsible for the following two standing subcommittees:

a. Pre-Tenure Review Standing Subcommittee

i. Composition

- a. This standing subcommittee shall consist of a chair and 4 additional members, all appointed by nomination of the Committee on Committees and approval of the Executive Committee of the Medical College of Georgia Faculty Senate.
- b. The chair shall hold the rank of professor and must be tenured.
- c. Subcommittee members shall serve for three year rotating terms. They should have previously served on the FADPT Committee.
- d. This subcommittee is governed by the existing policies and rules as developed by the faculty.
- e. This subcommittee shall operate similarly to the Faculty Appointments, Development, Promotion and Tenure (FADPT) Committee.

ii. Function

- a. This subcommittee shall review faculty eligible for tenure in advance of their submission for promotion to assure that the candidate is meeting criteria.
- b. This subcommittee serves in an advisory capacity to the Dean of the Medical College of Georgia and the President of Augusta University.

b. Post Tenure Review Standing Subcommittee

i. Composition

- a. This standing subcommittee shall consist of a chair and 8 additional members, all appointed by nomination of the Committee on Committees and approval of the Executive Committee of the Medical College of Georgia Faculty Senate.
 - b. The chair shall hold the rank of professor and must be tenured.
 - c. Subcommittee members shall serve for three year rotating terms. They should have previously served on the FADPT Committee.
 - d. This subcommittee is governed by the existing policies and rules as developed by the faculty.
 - e. This subcommittee shall operate similarly to the Faculty Appointments, Development, Promotion and Tenure (FADPT) Committee.
- ii. Function
 - a. This subcommittee shall review each tenured faculty member on a five year rotating basis.
 - b. The subcommittee serves in an advisory capacity to the Dean of the Medical College of Georgia and the President of Augusta University.

G. Curriculum Committees

There shall be three constitutional Curriculum Committees, in accordance with LCME standards, the Curriculum Oversight Committee, the Pre-Clerkship Committee, and the Clerkship and Enrichment Committee.

1. Curriculum Oversight Committee (COC)

- a. Composition
 - i. The Curriculum Oversight Committee (COC) shall be chaired by the Vice Dean for Academic Affairs, who will sit ex officio and be non-voting, except when voting as chair to break a tie.
 - ii. The Vice Chair of the Committee shall be the Senior/Associate Dean for Curriculum from the main campus in Augusta, who will sit ex officio and be non-voting.
 - iii. Members sitting ex-officio, non-voting include
 - a. Campus Associate Dean for Curriculum at Athens Medical Partnership

- b. Campus Associate Deans at Regional Campuses
 - c. Assistant Dean for Career Advising
 - d. Student Promotions Chair
 - e. IT representation
 - f. MCG 3+/PGY1 Program Director
- iv. Members sitting ex-officio, voting include
 - a. The chairs of the Pre-Clerkship and Clerkship & Enrichment Committees
 - b. Senior/Associate Dean for Student Affairs
 - c. Senior/Associate Dean for Experiential Learning
 - d. Senior/Associate Dean for Educational Simulation
 - e. Senior/Associate Dean for Faculty Development
 - f. Senior/Associate Dean for CQI & Evaluation
 - g. Senior/Associate Dean for Regional Campus Coordination
 - h. Deans for Curriculum at Augusta Campus
 - i. Assistant Dean for Academic Advising
 - j. Campus Assistant Deans for Pre-Clerkship and Clerkship at Savannah Partnership
 - k. Curriculum Director(s) at Athens Medical Partnership
 - l. Campus Assistant Deans for Curriculum at Regional Campuses
- v. The Pre-clerkship and Clerkship & Enrichment Committees will nominate three members each. They serve two-year, staggered, renewable terms. The committee will include representation from amongst the geographically separated campuses.
- vi. Additional faculty members shall be recommended by the Vice Dean for Academic Affairs to the Committee on Committees and appointed in the customary manner (Article IV, section 3A).
- vii. There will be three (2 Augusta, 1 Athens) student representatives from each class, who will be the elected curriculum representatives. Each class has one vote, each student present and representing that class will vote, the majority vote of the class representatives will be the vote for that class and if there is no majority there is no vote.
- viii. Student members are elected by their class during their pre-clerkship year and, except when extenuating circumstances arise, typically serve for four years.
- b. Purpose and Functions
 - i. The purpose of the Curriculum Oversight Committee (COC) is to ensure that the educational program of the Medical College of Georgia on each of its campuses achieves the school's overall educational objectives, meets accreditation expectations of the LCME, reflects national trends in medical education, and fosters congruence across campuses.

- ii. The COC shall have the responsibility and authority relative to the undergraduate medical education program at MCG for the overall design, management, integration, and enhancement of the curriculum and shall advise the Dean in such matters.
- iii. The COC will manage the curriculum by:
 - a. Proposing, considering, implementing, and assessing curricular changes.
 - b. Continuously evaluating the effectiveness of the educational program and determining changes to improve it by assessing the structure, content, purpose, and objectives of the medical education program.
 - c. Working with the Phase Committees to ensure appropriate congruence of curriculum, teaching, and assessment on all of MCG's campuses to ensure quality programs at each.
 - d. Appropriate content and workload of each discipline, including identification of omissions, redundancies, and sequencing problems, and ensuring integration among basic and clinical sciences.
 - e. Ongoing review of modules and clerkships to ensure objectives, teaching methods, curricular content, and assessments are congruent with college's educational objectives.
 - f. Carefully and continuously evaluating the student assessment process to assure accurate assessment of knowledge, skills, and attitudes.
 - g. The COC will meet six times a year as a minimum.

2. Pre-Clerkship Committee

- a. Composition
 - i. Shall be chaired by a member of the committee, nominated by the committee from among its voting members, and elected by the Curriculum Oversight Committee. The chair will serve a two-year, renewable term.
 - ii. Members sitting ex-officio, non-voting include
 - a. Vice Dean for Academic Affairs
 - b. Senior/Associate Dean for Curriculum
 - c. Campus Associate Dean for Curriculum (Athens)
 - iii. Members sitting ex-officio, voting include

- a. Pre-Clerkship module and component directors
 - b. Chair of the Clerkship & Enrichment Committee
 - c. Campus Assistant Dean(s) for Curriculum (Athens)
 - d. Associate Dean for Curriculum (Augusta)
 - e. Senior/Associate Dean for CQI and Evaluation.
 - iv. The committee will include representation from amongst the geographically separated campuses, as appropriate.
 - v. Additional faculty members who are not module or component directors shall be submitted by the Vice Dean for Academic Affairs to the Committee on Committees and appointed in the customary manner (Article IV, section 3A).
 - vi. There will be four students each from the Pre-Clerkship classes (2 Augusta, 1 Athens, 1 Savannah), who will be elected curriculum representatives. Each class has one vote, each student present and representing that class will vote, the majority vote of the class representatives will be the vote for that class and if there is no majority there is no vote.
- b. Function
- i. The Pre-Clerkship Committee is to make recommendations to the COC, and implement COC decisions regarding issues such as objectives, scheduling, sequencing, teaching venues, and evaluation.
 - ii. The Pre-Clerkship Committee will manage the Pre-Clerkship curriculum at the day-to-day (“micro”) level and the COC at the “macro” level.
 - iii. The Pre-Clerkship Committee shall meet monthly or as determined by the chair of the COC.

3. Clerkship and Enrichment Committee

- a. Composition
- i. Shall be chaired by a member of the committee, nominated by the committee from among its voting members, and elected by the Curriculum Oversight Committee. The chair will serve a two-year, renewable term.
 - ii. Members sitting ex-officio, non-voting include
 - a. Vice Dean for Academic Affairs
 - b. Senior/Associate Dean for Curriculum (Augusta)
 - c. Campus Associate Dean for Curriculum (at medical partnership campus)
 - iii. Members sitting ex-officio, voting include

- a. Clerkship & Enrichment directors (Family Medicine, Internal Medicine, Pediatrics, Neurology, Surgery, OB/GYN, Psychiatry, Emergency Medicine, Ambulatory Medicine)
 - b. Clerkship & Enrichment selective director(s) (Critical Care)
 - c. Palliative Care Intersession Director
 - d. Campus Clinical Chair (Athens)
 - e. Senior/Associate Dean for CQI and Evaluation
 - f. Senior/Associate Dean for Regional Campus Coordination
 - g. The chair of the Pre-Clerkship Committee
 - h. Associate Dean for Curriculum (Augusta)
 - i. Assistant Dean for Clerkship & Enrichment at medical partnership campus
- iv. The committee will include representation from amongst the geographically separated campuses.
- v. Additional faculty members who are not clerkship or selective directors shall be recommended by the Vice Dean for Academic Affairs to the Committee on Committees and appointed in the customary manner (Section 3a 3a).
- vi. There will be four Student Representatives each from the two Clerkship & Enrichment classes (2 Augusta, 1 Athens, 1 Savannah) who are the elected curriculum representatives. Each class has one vote, each student present and representing that class will vote, the majority vote of the class representatives will be the vote for that class and if there is no majority there is no vote.

b. Function

- i. Clerkship & Enrichment Committee is to make recommendations to the COC and to implement COC decisions regarding issues such as objectives, scheduling, sequencing, teaching venues, and evaluation to ensure congruence and consistency among sites and campuses.
- ii. The Clerkship & Enrichment Committee will manage the Clerkship & Enrichment curriculum at the day-to-day (“micro”) level and the COC at the “macro” level.
- iii. The Clerkship & Enrichment Curriculum Committee shall meet monthly or as determined by the chair of the COC.

H. Nominating Committee

1. Composition

- a. This constitutional committee shall be composed of the President, the President-elect and the immediate Past President.

2. Function

- a. The duties of the committee shall be as stated in the By-Laws, in Article III, Section 4.

I. Rules and By-Laws Committee

1. Composition

- a. Membership of this standing committee shall consist of the chair, who is the Vice-President of the Medical College of Georgia Faculty Senate, and three other members proposed by the Committee on Committees approved by the MCG Faculty Senate Executive Committee and confirmed by a quorum vote of the MCG Faculty Senate.
- b. The other members are selected for three-year rotating terms.

2. Function

- a. This committee shall meet at least once a year or more frequently as needed to determine if changes or amendments to the By-Laws are needed.
- b. This committee shall assist the Executive Committee in interpretation of the By-Laws and Rules for the Medical College of Georgia Faculty Senate.
- c. It shall consider amendments to the By-Laws and Rules and shall write and revise the By-Laws and Rules for the Medical College of Georgia Faculty Senate, as may be needed.

J. Faculty Recognition Committee

1. Composition

- a. This standing committee shall be chaired by the Secretary and shall include the Vice-President, the previous chair of this committee (that is, the immediate past Secretary), and two other members who shall be selected in the customary way by the Committee on Committees.
- b. The term of office shall be for two years.

2. Function

- a. This committee will select outstanding members of the faculty for special recognition at the annual Faculty Awards Ceremony.

- b. The committee will determine the number and types of awards or recognitions to be made.

K. Student Affairs Committee

1. Composition

- a. This special committee shall consist of a chair, nominated by the Committee on Committees and approved by the Executive Committee (Section IIIa 3a) and other teaching faculty members each elected by the students of the four medical college classes, and one faculty and student member from the campus subcommittees below.
- b. The Dean, Vice Dean for Academic Affairs, Senior/Associate Dean for Curriculum, Senior/Associate Dean for Student Affairs, Senior/Associate Dean for Admissions are ex-officio members.
- c. All class presidents are encouraged to bring one “guest” from their class to each meeting.
- d. All members of this committee shall serve for a term of one year, but they are subject to reappointment or re-election. Typically, the class presidents do not change each year and, therefore, serve as long as they are president of their class.

2. Function

- a. This committee facilitates communication between students and faculty and administration. It serves as a forum for discussion of problems and concerns identified by students and faculty. This committee will meet at least quarterly.

3. Subcommittees

- a. A special subcommittee of the Student Affairs Committee will be present on each Medical College campus. Each subcommittee will consist of a faculty chair, appointed in the customary manner and four other teaching faculty members elected by the students.
- b. The Dean or the Dean’s designated representative shall be an ex-officio member. These committees will function as noted above and meet at least quarterly and report activity to the standing Student Affairs Committee.

L. Wellbeing Committee

1. Composition

- a. This standing committee shall consist of a chair and seven members - appointed by nomination of the Committee on Committees and approval of the Executive Committee of the Medical College of Georgia Faculty Senate. (Section III a. 3. a.).
- b. The committee will include representation from amongst the geographically separated campuses. The chief executive officer for Wellstar MCG, associate dean for faculty affairs, associate dean for faculty development, associate dean for faculty success and inclusive excellence, associate dean for regional campuses, and vice dean for academic affairs sit ex-officio, non-voting. Chairs of the subcommittees shall sit ex-officio voting.
- c. The chair shall have served for at least two years, in so far as possible, as a member of the committee and will serve for two consecutive years.
- d. There will be proportional representation of basic science and clinical faculty on the committee, in so far as possible. There will be one representative each from Athens and Savannah campuses and one representative for the clinical campuses.
- e. All at-large members of this committee shall serve for a term of two years and may be subject to reappointment.

2. Function

- a. The purpose of the Wellbeing Committee is to promote the wellbeing of Medical College of Georgia faculty and affiliated faculty on clinical campuses.
- b. The committee shall monitor and support a coordinated, systematic, and sustained effort to access, prevent, and ameliorate burnout, and to promote positive psychological wellbeing.
- c. This standing committee shall meet at least semi-annually or more frequently as needed.
- d. This committee serves as advisor to the dean of the Medical College of Georgia.
- e. A report shall be given to the Executive Committee and the Medical College of Georgia Faculty Senate at least annually.

M. Continuous Quality Improvement Committee (CQI)

1. Composition

- a. In accordance with LCME Standards, the Continuous Quality Improvement Committee, a constitutional committee, will consist of a chair, a co-chair, and 8 members.
- b. The committee will be chaired by the Senior/Associate Dean for Evaluation, Accreditation, and CQI, who is an ex-officio voting member.
- c. The co-chair of the committee shall be the Assistant Dean for Evaluation, Accreditation, and CQI, who is an ex-officio voting member.
- d. A department chair will be appointed by the Dean of the Medical College of Georgia as a voting member.
- e. An MCG strategic plan representative will be appointed by the Dean of the Medical College of Georgia as a voting member.
- f. One member will be selected to represent the Regional Clinical Campuses as a voting member by nomination by the Committee on Committees, approved by the MCG Faculty Senate Executive Committee and confirmed by the Faculty Senate.
- g. One member will be selected to represent the AU/UGA Medical Partnership Campus as a voting member by nomination by the Committee on Committees, approved by the MCG Faculty Senate Executive Committee and confirmed by the Faculty Senate.
- h. One member will be selected to represent MCG Savannah at Georgia Southern University Campus as a voting member by nomination by the Committee on Committees, approved by the MCG Faculty Senate Executive Committee and confirmed by the Faculty Senate.
- i. Three members are nominated by the Committee on Committees, approved by the MCG Faculty Senate Executive Committee and confirmed by the Faculty Senate.
- j. All members of this committee shall serve for a term of two years and may be subject to reappointment.
- k. The committee shall meet monthly or as determined by the chair.

2. Function

- a. The CQI Committee is responsible for reviewing performance on LCME standards/elements and working with key stakeholders to generate quality improvement recommendations that are presented to medical education leadership. Medical education leadership shares recommendations with individuals/groups responsible for implementing recommended changes and these efforts are monitored

- by Senior/Associate Dean for Evaluation, Accreditation, and CQI who reports back to medical education leadership and the CQI committee.
- b. LCME element 1.1 requires a formal process of CQI for accredited medical schools.
 - c. CQI committee will provide oversight of the biannual review of standards (6 standards each year) thereafter.
 - i. To ensure transparency and continuous improvement, the appropriate faculty committee or administrative office will present an update regarding their respective standards as part of the CQIC biennial review process.
 - ii. In year 1 the committee will review standard 6, 7, 8, 9, 11 and 12.
 - iii. In year 2 will review 1, 2, 3, 4, 5, and 10.
 - iv. Elements (within a standard) that represent MCG LCME citations or that are voted as unsatisfactory by the CQI committee will be reviewed annually until resolution of the citation or unsatisfactory vote.
 - v. Elements (within a standard) deemed most predictive of adverse actions by the LCME (*LCME.org*) will be reviewed annually.
 - vi. Issues may arise out of sequence of this review, and these will be referred promptly to the appropriate faculty committee or administrative office.
 - d. This committee serves as advisor to the dean of the Medical College of Georgia.
 - e. The results of the standard monitoring will be shared broadly.
 - f. A report shall be given to the Executive Committee and the Medical College of Georgia Faculty Senate at least annually.

Section 4 – Quorum and Revision of By-Laws and Rules

A. Quorum

1. A quorum of the Medical College of Georgia Faculty Senate shall consist of those Members of the Faculty present at a meeting with a minimum of 20.
2. A meeting can occur once this quorum is met.
3. To approve any business action requiring a vote shall require a quorum of 100 in attendance at the meeting.
4. In absence of a quorum present at the meeting action requiring a vote will be done by electronic ballot requiring a quorum of votes returned of 25 percent of the total faculty.

5. A quorum of a committee shall consist of a majority of the voting members of that committee.

B. Revision of Rules

1. Any proposed change in the Rules shall be presented to the Medical College of Georgia Faculty Senate Executive Committee in writing at least two weeks in advance of a vote.
2. A copy of any proposed change in the Rules shall be distributed to all faculty members by e-mail. The proposed changes of the Rules shall be voted upon at the next Medical College of Georgia Faculty Senate meeting or by e-mail as the Executive Committee may direct in order to obtain a quorum.
3. Passage of a change of the Rules shall require a favorable vote by a simple majority (fifty percent plus one) of those members who vote in an electronic ballot of the whole Medical College of Georgia Faculty. The ballot will be opened for vote a period of time deemed appropriate by the MCG Faculty Senate Executive Committee, which will not be less than thirty days.

Bylaws Revised 2/2004, 6/2008, 3/2009, 1/2012, 4/2013, 7/2023, 10/2023, 3/2025. Updated to Conform to Current Administrative Structure 8/2013, 8/2015, 4/2016, 3/2021, 10/2023