

MANUAL OF PROCEDURE

University of Iowa Roy J. and Lucille A. Carver College of Medicine
The University of Iowa

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PREFACE

The Manual of Procedure of the University of Iowa Roy J. and Lucille A. Carver College of Medicine is designed to foster an active, informed faculty and a suitably counseled administration and to promote communication between the faculty and the administration as they jointly seek to achieve the aims of the college. Execution of the procedures in this manual should yield a record of policies, goals, and experiences of the college to guide it in its continuous striving for excellence. Structure and operating procedures are stated; responsibilities are defined and distributed; and equally important, the way to change is made as simple as is consistent with necessary stability.

In pursuit of these purposes and within the legal framework of the Code of the State of Iowa and subject to the authority of the Iowa State Board of Regents and to the approval of the Provost, the following Manual of Procedure has been formulated.

ARTICLE I. THE FACULTY

- 1.0 *Membership:* The faculty of the University of Iowa Roy J. and Lucille A. Carver College of Medicine shall consist of a voting and a nonvoting faculty. The voting faculty shall consist of duly appointed tenure-track and salaried clinical-track professors, associate professors, and assistant professors of the University of Iowa Roy J. and Lucille A. Carver College of Medicine Roy J. and Lucille A. Carver University of Iowa Roy J. and Lucille A. Carver College of Medicine. The nonvoting faculty of the college shall consist of other persons of academic rank, who may attend meetings of the faculty and have the right of the floor, but do not have voting privileges. The Executive Committee shall be the judge of voting status.
- 2.0 *Powers and Duties:*
 - 2.1 The faculty may make recommendations to the dean regarding policy, goals of the college, and the welfare of the faculty, including the organization, policy and performance of teaching, research, and service functions.
 - 2.2 The faculty shall formulate and recommend educational policies of the college.
 - 2.3 The faculty shall formulate and recommend admissions requirements and curricula of the college.
 - 2.4 The faculty shall be responsible for student promotion and shall recommend the granting of degrees.
 - 2.5 The faculty may organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.
 - 2.6 The faculty may modify the percentage cap on the clinical-track faculty in accordance with the policies of the University.
- 3.0 *Meetings*
 - 3.1 *Regular Meetings:* Regular meetings of the faculty shall be held quarterly on regularly recurring dates to be determined by the Executive Committee.
 - 3.2 *Special Meetings:* Special meetings of the faculty may be called by the dean, the Executive Committee, or on petition of at least ten members of the faculty.
 - 3.3 *Presiding Officer* The dean or the dean's designated representative shall preside. In the

- absence of the dean or a designated representative, the chairperson of the Executive Committee shall conduct the meeting; failing this, the secretary of the faculty shall preside.
- 3.4 *Secretary:* A secretary of the faculty shall be elected annually, and shall perform the duties ordinarily assigned to a secretary. The secretary shall distribute minutes of faculty meetings to members of the faculty within ten days after a meeting, and maintain a permanent file of such minutes. Agenda of all meetings and information pertinent to the agenda shall be prepared by the secretary and sent in advance of the meeting to members of the faculty. In the absence of a secretary of the faculty, the secretary of the Executive Committee or his/her designee shall perform the duties of the secretary of the faculty.
- 3.5 *Parliamentarian:* The dean shall appoint a parliamentarian.
- 3.6 *Quorum:* Twenty-five percent of the voting faculty shall constitute a quorum. Meetings may be called to order, reports received, the program of the day may be given, and the meeting may be adjourned or placed in recess in the absence of a quorum.
- 3.7 *Rules:* Meetings and voting shall be conducted according to Robert's Rules of Order, Revised. One-third of the voting faculty members present may require paper or electronic ratification by the entire voting faculty on any question.
- 3.8 *Reports:* Reports of standing and special committees, activities of the Medical Council, the Executive Committee, and the dean's office may be presented at faculty meetings.

4.0 *Elections:* See Article II, Section 5.0

ARTICLE II. EXECUTIVE COMMITTEE

1.0 *Membership:*

- 1.1 The Executive Committee of the faculty shall consist of fifteen members of the voting faculty, thirteen of whom shall be nominated and elected from the college for three-year terms. One shall be the current Secretary of the Medical Council and one shall be an additional Departmental Executive Officer elected or appointed to a one year term by the voting membership of the Medical Council.
- It is anticipated that one of these councilors will represent a clinical department and one a basic science department. The dean of the college or a representative designated by the dean, and the associate and assistant deans of the college, shall be *ex officio* members without vote. The Chief of Staff and the Chief Executive Officer of the University of Iowa Hospitals and Clinics shall be *ex officio* members without vote.
- 1.2 Ten elected members of the Executive Committee shall be from the tenure track faculty. Five of the ten shall be professors, three shall be associate professors, and two shall be assistant professors at the time of their election. No more than three of the five professors shall derive from (i.e., have their primary appointment in) either the basic science or the clinical science areas: no more than two of the three associate professors shall derive from one area; and one of the two assistant professors shall derive from the clinical science area and one from the basic science area.
- 1.3 Three elected members of the Executive Committee shall be from the salaried clinical-track faculty membership. Two of these shall be a full or associate professor and the other shall be an assistant professor at the time of their election.
- 1.4 No more than two persons who have their primary appointment in the same department may be elected to serve on the Executive Committee at any time. A member shall be eligible for a consecutive second term. A member is eligible for reelection one year after serving two consecutive terms.
- 1.5 Membership years begin on the first meeting day in April and expire on the last meeting day that occurs in March.

- 1.6 The voting faculty shall elect a replacement to complete an unexpired term of greater than one calendar year.
- 2.0 *Officers:* The officers of the Executive Committee shall be a chairperson, a vice-chairperson, and a secretary chosen by and from the college-wide elected, voting membership of the committee. The term of each is one year, and no one may serve consecutive terms in any of the three offices. Upon completion of one year's service, an officer is eligible to serve during the ensuing year in either of the other two offices. It is intended that one officer each year shall derive from a basic science department and one officer each year shall derive from a clinical department.
- 3.0 *Meetings:*
 - 3.1 The Executive Committee shall meet weekly and on call of the chairperson or the dean. Meetings of the Executive Committee shall be open to members of the faculty upon the faculty member's request. Meetings of the Executive Committee shall be open to invited guests of the Executive Committee. Voting procedures of the Executive Committee shall only be open to the membership of the committee. The Executive Committee may vote to hold executive sessions, limited to voting members of the Executive Committee and other invited persons.
 - 3.2 Complete minutes of all meetings of the Executive Committee shall be kept for the future use of the committee and the dean.
 - 3.3 Eight voting members of the committee shall constitute a quorum.
 - 3.4 Agenda for the Executive Committee meetings shall be distributed to the members before the meeting. The agenda shall be prepared by the chairperson of the Executive Committee in consultation with the vice chairperson and secretary of the Executive Committee and the dean or the dean's representative.
- 4.0 *Powers and Duties:* The Executive Committee--
 - 4.1 Shall advise the dean on matters pertinent to the function and welfare of the college.
 - 4.2 May recommend policies to the dean on subjects of concern to the college.
 - 4.3 May call meetings of the faculty.
 - 4.4 May prepare items to be included in the agenda of the faculty meetings.
 - 4.5 Shall be available to participate in the selection of the dean according to University procedure.
 - 4.6 Shall actively participate in the review of the academic standing of each department in the college at least every five years by recommending individuals to the dean for appointment to *ad hoc* reviewing committees and by having one voting member of the committee appointed to each *ad hoc* review committee. The function of these committees shall be to evaluate teaching, research, service and administrative functions of the department and make appropriate recommendations to the Executive Committee and the dean concerning departmental performance. When desirable, the opinion of qualified experts who are not members of the University faculty may be sought (see Article V., 6.0).
 - 4.7 Shall advise the dean after evaluating all recommendations for appointment and promotion to assistant professor or higher rank. It shall seek to insure equitable application of promotion procedure to all members of the faculty.
 - 4.8 Shall meet annually with the faculty of the departments of the college.
 - 4.9 Shall meet with the president and the provost at least annually and report on the state of the college.
 - 4.10 Shall investigate, and treat as it deems appropriate, matters presented to it for consideration by any member of the faculty.
 - 4.11 Shall distribute appropriate minutes of each meeting of the Executive Committee to all members of the faculty within 14 days of the meeting.
 - 4.12 May call upon other members of the faculty and appoint *ad hoc* committees to assist the

- Executive Committee in the performance of its duties.
- 4.13 May organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.
 - 4.14 Shall supervise elections in the University of Iowa Roy J. and Lucille A. Carver College of Medicine.

5.0 *Elections:*

- 5.1 Elections shall be conducted via nomination and election ballots. The secretary of the Executive Committee shall distribute to the voting faculty of the College: the nominating ballot, a list of persons eligible for election, and a list of positions to be filled. Notations shall be made of restrictions on departmental eligibility when appropriate. On the nominating ballot a faculty member may nominate one person for each vacant position. Up to twice as many nominees shall be chosen as there are vacancies. In the event that the number of nominees exceeds twice the positions available, those who receive the largest number of votes up to the number eligible shall be the nominees. Those faculty members who receive sufficient votes to be nominated become the nominees upon consenting to run for the position. The election ballot shall contain up to twice as many names as there are vacant positions. Each voter may vote for as many names as there are positions to be filled. A voter may vote for fewer than this number but may not cast more than one vote for one person.
- 5.2 Election results shall be determined by a simple majority of those voting. In the event that the final election results conflict with eligibility requirements (e.g Article II, 1.4), the secretary of the Executive Committee shall determine the final outcome in each competing category based upon majority. Conflicting wins between members of the same department, when such competition exists, shall take priority when the secretary must make such determinations. Tie votes shall be resolved by chance.

ARTICLE III. THE SUBDIVISIONS

1.0 *Departments:*

- 1.1 The executive officer (head) shall be responsible for administration of educational, research, and professional service functions of the department. The head shall be the representative spokesperson of the department.
- 1.2 Each department shall hold regular meetings to transact business of the department and discuss activities of concern to the college. Departmental policies shall be consonant with college policy in letter and spirit.
- 1.3 The head, after consultation with the tenure track faculty of the department senior in rank to the person being considered for appointment, shall recommend to the dean the appointment or reappointment of tenure track faculty members; if the recommendation differs from the majority opinion of the appropriate members of the department, the reasons for this action shall be reported to them and to the dean.
- 1.4 The head, after consultation with the tenure track faculty and salaried clinical track faculty of the department senior in rank to the person being considered for appointment, shall recommend to the dean the appointment or reappointment of salaried clinical-track faculty members and other non tenure track faculty; if the recommendation from the head differs from the majority opinion of the appropriate members of the department, the reasons for this action shall be reported to them and to the dean.
- 1.5 The head and the Departmental Consulting Group consisting of the tenured faculty of the department senior in rank to the person being considered for promotion or promotion with tenure, shall recommend to the dean the promotion or promotion with tenure of the tenure track faculty member; if the recommendation differs from the majority opinion of the appropriate members of the department, the reasons for this action shall be reported by the

- head to the Departmental Consulting Group and to the dean.
- 1.6 The head and the Departmental Consulting Group consisting of the tenure track faculty and salaried clinical track faculty of the department senior in rank to the person being considered for promotion in the salaried clinical or nonsalaried track, shall recommend to the dean the promotion of the salaried clinical faculty member; if the recommendation differs from the majority opinion of the appropriate members of the department, the head shall report the reasons for this action to the Departmental Consulting Group and to the dean.
 - 1.7 When a department headship becomes vacant, the dean in consultation with the Executive Committee shall appoint an *ad hoc* committee to consider candidates. Prior to the appointment of the *ad hoc* committee, the dean, in consultation with the Executive Committee, shall determine the necessity for a departmental review to precede the headship search (see Articles 11., 4.6 and V., 6.0). The committee shall assess the future role of the department in the University of Iowa Roy J. and Lucille A. Carver College of Medicine and shall consult with members of the department, the Provost and other persons whom they deem it advisable to consult, before submitting a list of preferred candidates. In accordance with University procedure the dean of the University of Iowa Roy J. and Lucille A. Carver College of Medicine shall recommend the appointment after consultation with the Provost's office, the Executive Committee, the Medical Council, and the department involved.
- 2.0 *Other Units:* Other units shall be administered in accordance with the same principles as those governing departments.

ARTICLE IV. THE MEDICAL COUNCIL

- 1.0 *Membership:* The Medical Council shall be composed of the heads of the various academic departments or persons they designate to represent them, the dean or the dean's representative, and the chairperson of the Executive Committee, or in the absence of the chairperson of the Executive Committee, the vice-chairperson or secretary of the Executive Committee.
- 2.0 *Officers:* The dean or the dean's representative shall serve as chairperson of the Medical Council. A secretary shall be elected by the voting membership of the Medical Council.
- 3.0 *Meetings.*
 - 3.1 The Medical Council shall meet monthly and at other times upon call of the dean or the dean's representative. Meetings shall be open to members of the faculty upon the faculty member's request. Executive sessions may be held by majority vote of the Medical Council and shall be limited to members of the Medical Council and other invited persons.
 - 3.2 The dean, the dean's representative, or the secretary of the Medical Council shall preside.
 - 3.3 Fifty percent of the voting membership of the Medical Council shall constitute a quorum.
 - 3.4 Minutes of all meetings shall be kept for future use of the Medical Council and the dean.
 - 3.5 The agenda for Medical Council meetings shall be prepared by the dean and shall be distributed to the members before each meeting. Agenda items may be submitted to the dean by members of the Medical Council.
- 4.0 *Powers and Duties:* The Medical Council--
 - 4.1 Shall advise the dean on matters pertaining to administration of the college.
 - 4.2 Shall undertake administrative functions assigned to it by the dean.
 - 4.3 Shall consider matters referred to it by the Executive Committee and the faculty.
 - 4.4 Shall be responsible for the implementation and execution of college policies.
 - 4.5 Shall consult with the dean concerning the dean's recommendation for appointment of a departmental executive (Article III, 1.6).
 - 4.6 Shall distribute appropriate minutes of each meeting to members of the faculty.
 - 4.7 May organize itself, subject to this document, in any manner appropriate to the

accomplishment of its duties.

ARTICLE V. THE DEAN

- 1.0 The executive of the University of Iowa Roy J. and Lucille A. Carver College of Medicine shall be the dean, appointed according to University protocol. The dean shall be a regular member of the faculty, and as dean of the faculty shall be its representative spokesperson and interpreter.
- 2.0 The responsibilities of the dean shall include faculty recruitment and appointments; educational and research programs; admissions, placement, and student affairs; budget making; fiscal management; space utilization and equipment; and other activities that strengthen the educational, research and professional service functions of the college.
- 3.0 The dean shall recommend all faculty appointments and promotions to the Provost after review by the Executive Committee and consultation with the Medical Council, where appropriate. The dean shall appoint faculty committees after consultation with the Executive Committee, except those elected by the voting faculty as provided elsewhere. The dean shall recommend individuals for the position of associate and assistant deans after consultation with the Medical Council. The dean shall recommend individuals for the position of associate and assistant deans after consultation with the Executive Committee and the Medical Council.
- 4.0 The dean may assign specific administrative duties to associate and assistant deans and may delegate executive authority to them. The dean shall make known to the faculty the principal areas of responsibility delegated to the associate and assistant deans.
- 5.0 The dean shall initiate a review of the academic standing of each department in the college at least every five years by recommending individuals to the Executive Committee for appointment to ad hoc review committees. The dean shall subsequently consider the advice of the Executive Committee in making the final determination of the composition of the review committees. The function of these committees shall be to evaluate teaching, research, service and administrative functions of the department and make appropriate recommendations to the Executive Committee and the dean concerning departmental performance. When desirable, the opinion of qualified experts who are not members of the University faculty may be sought.
- 6.0 At least every five years the dean shall meet with the head and with the faculty of each department to review the department. Ordinarily, the dean's review shall be coordinated in time with the review of the department initiated by the dean in consultation with the Executive Committee. (See Article II., 4.6.) The dean shall ascertain the opinions and suggestions of the faculty members concerning departmental administration, organization, morale, and objectives, and determine the willingness of the head to continue as the departmental executive.

ARTICLE VI. COMMITTEES

- 1.0 *General Statement:* There shall be standing and special committees with appropriate representation from basic science and clinical science areas. Permanent records of committee deliberations shall be kept in the dean's office.
- 2.0 *Types of Committees:*
 - 2.10 *Standing Committees*
 - 2.11 Standing committees may be appointed by the dean or elected by the faculty. The members shall ordinarily serve a term of three years, so staggered that not more than one-third of the committee will be changed each year.
 - 2.12 Faculty members of appointed standing committees shall be chosen from nominations

- provided by the Executive Committee.
- 2.13 Elected Standing Committees shall be chosen by the faculty according to procedures outlined in this document or in University procedure.
- 2.20 *Special Committees*
- 2.21 Special committees may be created by the dean, the Executive Committee, the Medical Council, or the faculty. They will be given their charge by the appointing authority.
- 2.22 The term of office may be designated by the appointing authority or continuous until the task is completed.
- 3.0 *Reports:*
- 3.1 Special committees shall report in writing to their appointing authority, whenever a specific assignment is completed. A committee may also report its progress on its own initiative or upon request of its appointing authority. A copy of the report shall be kept on file in the dean's office.
- 3.2 Standing committees shall report in writing to the faculty at least annually, or on their own initiative, or on request of the faculty, the Executive Committee, or the dean. Appropriate minutes of elected faculty committees shall be available to members of the faculty on request.
- 4.0 *Vacancies:* Vacancies on a committee shall be filled by the authority which appointed the committee.

ARTICLE VII. AMENDMENTS

- 1.0 *Procedure:* Amendments to the manual may be introduced to the faculty either at a faculty meeting or electronically. Changes presented may be voted on electronically within 15 days following introduction at a faculty meeting or at the time of the electronic communication. Ratification requires a simple majority of those voting thereon, and the approval of the Provost; if the Provost does not veto any amendment(s) within 60 days following written notification of the faculty's action, it (they) shall become a part of this manual.

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