



**Bylaws of  
The University of Texas at Austin  
Dell Medical School**

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# **Bylaws of The University of Texas at Austin Dell Medical School**

These Bylaws establish the policies and procedures for the governance of The University of Texas at Austin Dell Medical School (UT Austin Dell Medical School) in the areas of general academic mission and welfare, subject to the policies of The University of Texas at Austin (UT Austin) and the *Rules and Regulations* of the Board of Regents of The University of Texas System.

## **I. MISSION STATEMENT**

The mission of The University of Texas at Austin Dell Medical School is to revolutionize how people get and stay healthy by educating leaders who transform healthcare; evolving new models of person-centered, multidisciplinary care that reward value; advancing innovation from discovery to outcomes; improving health in our community as a model for the nation; and redesigning the academic health environment to better serve society.

## **II. GOVERNANCE**

The Faculty is responsible for the governance of all matters related to the faculty and to the educational mission of UT Austin Dell Medical School. This governance is accomplished through the Faculty Senate comprised of elected representatives of the Faculty and shall be supported by the Office of Faculty Affairs. The responsibilities and actions of the Faculty Senate and the school's standing committees are defined by these Bylaws and reviewed by the Senate.

The administrative leaders of The University of Texas at Austin Dell Medical School addressed in this document are the Dean, the Executive Vice Dean for Academics and the Department Chairs and Institute Directors. The organizational body addressed by this document shall be the Faculty Assembly which is comprised of all Faculty. The standing committees addressed by this document are supported by the Office of the Dean and/or by the various areas in the Office of Academics (e.g., Admissions and Student Affairs, Medical Education and Faculty Affairs).

## **III. ADMINISTRATIVE LEADERS**

### **A. THE DEAN**

The Dean serves as the senior administrative official of The University of Texas at Austin Dell Medical School and is responsible for all decisions regarding the academic, administrative, and financial affairs of the medical school. The Faculty Senate, the Senior Leadership Group, and the various standing committees shall inform and advise the Dean on issues related to the academic mission.

The responsibilities of the Dean include, but are not limited to:

- Developing faculty commitment to the missions of education, research and clinical service by recruiting, appointing, promoting and retaining outstanding faculty;
- Directing and coordinating the activities of the administrative leaders within UT Austin Dell Medical School to accomplish the mission of the School;
- Serving as Chair of the Faculty Assembly;
- Serving as Chair of the Senior Leadership Group;
- Overseeing committees as stated in these Bylaws and acting on the recommendations and advice of the committees;
- Serving, personally or by means of a designated representative, as a non-voting *ex officio* member of all standing committees of the School;

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- Presenting reports or updates at regular meetings of the Senior Leadership Group and of the Faculty Senate;
- Providing written notification to the Faculty Senate, Senior Leadership Group, and chairs of standing committees reporting to the Dean, of his/her actions regarding recommendations forwarded to him/her by these bodies; and
- Conducting the annual review of Chairs and administrative deans with input solicited from all faculty within the appropriate department/unit in accordance with University policy.

**B. EXECUTIVE VICE DEAN FOR ACADEMICS**

The Executive Vice Dean for Academics serves as the Chief Academic Officer of UT Dell Medical School and has been delegated administrative and operational responsibility for the academic and educational programs of the medical school. Various standing committees shall inform and advise the Executive Vice Dean for Academics on issues related to the academic mission.

The responsibilities of the Executive Vice Dean for Academics include, but are not limited to:

- Assisting the Dean to provide overall administrative leadership for academic matters including new program development and approval; program quality; educational methods; regional and specialty accreditation; assessment and evaluation of students, faculty and programs; faculty development; and policy development and implementation.
- Ensuring the adequacy of resources for the academic mission including budgetary resources, appropriate educational infrastructure, space, educational support services, adequate support and services for the efforts of the curriculum management body and interdisciplinary teaching efforts.
- Overseeing Faculty Affairs and Faculty Development to ensure adequate numbers of faculty with adequate time and training who are evaluated for effective teaching and scholarship
- Overseeing Educational Affairs including Undergraduate, Graduate and Continuing Medical Education to manage the medical curriculum and pursue opportunities for educational initiatives across the education continuum.
- Overseeing Student Affairs and Admissions to ensure fair admissions practices, adequate student support and managing the student promotion process including recommending students for graduation.
- Overseeing committees as stated in these Bylaws and acting on the recommendations and advice of the committees;
- Serving, personally or by means of a designated representative, as a non-voting *ex officio* member of standing committees reporting to this position; and
- Attending meetings of the Senior Leadership Group.

**C. DEPARTMENT CHAIRS AND INSTITUTE DIRECTORS**

The Chairs/Institute Directors shall aspire to achieve and maintain excellence in education, research, service, and clinical care.

The responsibilities of the chairs include, but are not limited to:

- Supporting and contributing to the mission of UT Austin Dell Medical School;
- Pursuing and maintaining excellence in their various disciplines;
- Mentoring and faculty development;
- Conducting required faculty reviews with timely and constructive feedback;
- Distributing resources in a fair and equitable manner to support the full breadth of academic activities of the unit;
- Involving the faculty in the annual determination of resource allocation;
- Providing to the Dean, the department faculty, and the Budget Advisory Group, an annual

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review of faculty compensation equity;

- Recommending faculty to the Dean for promotion and tenure;
- Promoting faculty diversity and diversity in all academic activities;
- Providing leadership by example within UT Austin Dell Medical School;
- Fostering the national and international reputation of UT Austin Dell Medical School;
- Promoting open discussion in regular meetings with the departmental faculty; and
- Attending meetings of the Senior Leadership Group.

#### **IV. ORGANIZATIONAL BODIES**

##### **A. THE FACULTY ASSEMBLY**

The Faculty Assembly shall aspire to achieve and maintain excellence in education, research, and delivery of clinical care.

The Faculty Assembly shall consist of all faculty members with regular or affiliate appointments to The University of Texas at Austin Dell Medical School with the rank of Instructor, Assistant Professor, Associate Professor or Professor and whether in tenured, tenure track or non-tenure track appointments.

The Dean of the School shall serve as Chair of the Faculty Assembly, shall preside at meetings of the Faculty and publicize the agenda for Faculty Assembly meetings. The Past-Chair of the Faculty Senate shall serve as Vice-Chair of the Faculty Assembly and shall assume the Chair's responsibility in the absence of the Dean.

A regular meeting of the Faculty Assembly will be held once a year. Written notice of the regular meeting and the agenda shall be sent to each member of the Faculty Assembly by the Dean at least two weeks before the meeting. Faculty members may submit items for the agenda until one week before the Faculty Assembly meeting.

A special meeting of the Faculty may be called by the Dean or upon written request to the Dean by a majority of the Faculty Senate. The agenda outlining the reason for the special meeting shall be circulated to the members of the Faculty at least four days before the meeting. The special meeting shall be restricted to the consideration of the items of business for which the meeting was called.

At the first meeting of the faculty assembly in 2016 the faculty members present constituted a quorum and voted to transfer decision making and approval to the faculty senate.

The minutes of Faculty meetings shall be maintained in the Office of Faculty Affairs and shall be available to any Faculty member upon request.

The Faculty Assembly members shall be responsible for:

- Supporting and contributing to the mission of UT Austin Dell Medical School;
- Pursuing and maintaining excellence in their various disciplines;
- Electing Faculty Senate members and ensuring that those members are informed of the opinions of the Faculty regarding academic matters; and
- Attending Departmental and Institute Faculty meetings.

#### **V. STANDING COMMITTEES**

Standing committees are responsible for developing the policies, procedures, and actions required for the

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governance of UT Austin Dell Medical School as related to the educational, research, and clinical care mission. Members of the standing committees can be drawn from any faculty of UT Austin Dell Medical School who meet the requirements of the committee. Written reports of all changes in policy or procedure must be submitted to the Executive Vice Dean or Dean for review and comment and then to the Dean for approval.

The Dean, based upon recommendations, shall appoint the chairs and members of all Standing committees of UT Austin Dell Medical School and shall appoint members of UT Austin Dell Medical School *ad hoc* committees as needed.

Each standing committee shall submit an annual summary report of its activities and recommendations to the Executive Vice Dean for Academics or the Dean. Committee reports shall be maintained in the Office of Faculty Affairs for committees reporting to the Executive Vice Dean for Academics and in the Office of the Dean for committees reporting to the Dean.

**VI. Advisory Committees Reporting to the Dean**

**1. FACULTY SENATE**

The Faculty Senate shall act as the representative body of the Faculty in all matters pertaining to academic affairs and general academic welfare (excluding curriculum). The members are the elected representatives of the Faculty Assembly and shall be guided in their deliberations by the opinion of their constituents. The Faculty Senate is charged with establishing the policies and procedures for governance of the school and with maintaining adherence to these policies and procedures.

**A. Membership**

The Faculty Senate shall consist of two elected faculty members, one elected alternate from each department or institute in the medical school and the elected Chair of each Standing Advisory Committee, shall be a voting member of the Faculty Senate. All faculty members, except the Chairs of the Departments, Directors of Institutes, and appointed Vice Deans shall be eligible for election as members. The Dean shall be a member without voting privilege. If a Standing Committee Chair is ineligible for member status due to being a Department Chair, Institute Director, or Vice Dean, that Committee Chair will instead appoint a delegate from among the Standing Committee members to serve in the member role. A faculty member may serve simultaneously as both a departmental member and a Standing Committee representative to the Faculty Senate but shall have only one vote.

Terms for Members and Faculty Senate Officers shall begin September 1. Each member shall be elected for a full term of three years and, if re-elected, may immediately succeed himself/herself once. A member who has served two consecutive full terms is not eligible for re-election until the regular election held in the year following the end of his/her term. Each member shall have one vote. Members in office at the time of ratification of these Bylaws shall serve the terms for which they were elected and after completing said terms can seek re-election to the Faculty Senate under the rules and procedures specified by these Bylaws.

The Executive Committee of the Faculty Senate shall institute uniform procedures for the elections of members to the Senate and to the Standing Committees. The regular election for members shall be completed before the beginning of the academic year. Each Department's or Institute's current members will oversee the nomination and election process of new members. A Senator will be expected to attend at least 50% of the meetings per academic year; however, the Chair of the Faculty Senate can make exceptions for extenuating circumstances (e.g., extended illness). A Senator who has not met the above defined attendance requirement shall be discharged from the Faculty Senate at the end of the current

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academic year and replaced by another eligible faculty member in the regular election cycle. This faculty member shall complete the remaining term of office of the Senator he/she is replacing. Vacancies arising from the discharge or resignation of a Senator shall be filled by election of a new Senator to complete the respective term of office. The election shall be held within four weeks of the notice of the resignation to the Faculty Senate Chair.

A partial term served to fill a Senator's unexpired term does not count against the maximum of two consecutive terms for the purpose of reelection.

**B. Meetings**

At the first meeting of the academic year, the Faculty Senate shall elect from among its members a Chair-elect and a Secretary-elect. The Chair-elect from the previous year will assume the duties of the Chair on September 1 and shall supervise the elections for Chair-elect and Secretary-elect. The Chair, Past-Chair, Chair-elect, Secretary, and Secretary-elect shall constitute the Executive Committee of the Senate.

The Chair of the Faculty Senate shall preside over meetings of the Senate, publicize the agenda for Faculty Senate meetings and send Faculty Senate documents to the Dean.

The Secretary shall be responsible for maintaining a record of the attendance of each Senator at regular meetings and shall oversee the compilation, publication, and preservation of minutes of all Faculty Senate meetings. The minutes shall be maintained in the Office of Faculty Affairs and shall be available to any faculty member upon request. The Secretary-elect is responsible for parliamentary procedure during Faculty Senate meetings, and shall serve as Parliamentarian.

Upon election, members shall review the bylaws and familiarize themselves with *Robert's Rules of Order* (revised). Members are responsible for dissemination of approved reports, resolutions, surveys, and information of the Faculty Senate to their respective faculty members.

The Faculty Senate shall hold at least four meetings throughout the academic year. Members may submit items for the agenda until one week prior to the meeting. The agenda shall include provisions for the consideration of old and new business. Special meetings of the Faculty Senate may be called by the Chair of the Senate, the Dean, or by one-fourth of the Faculty Senate members via written request to the Chair. The agenda of all special meetings shall be restricted to the items of business for which the special meeting was called. The agenda shall be circulated to all members at least four days in advance of the special meeting.

Forty percent of the Faculty Senate shall constitute a quorum for the transaction of business. *Robert's Rules of Order* (revised) shall guide the conduct of all meetings. At the discretion of the Chair, issues may be decided by a simple majority in an electronic vote to which at least 50% of the members respond. Absentee responses will be counted as an in-favor vote.

Meetings of the Faculty Senate shall be open to all faculty members. Faculty members who are not members of the Faculty Senate may address the Faculty Senate upon recognition by the Chair of the Faculty Senate but shall not have the right to vote and shall not be counted in the determination of a quorum for the transaction of business.

**C. Duties**

The Faculty Senate is responsible for establishing policies and procedures for governance of UT Austin Dell Medical School and for the general pursuit of academic welfare (excluding curriculum). The duties of the Faculty Senate include:

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- Scheduling and convening regular meetings with sufficient time to address agenda matters;
- Making written recommendations to the Dean concerning academic matters;
- Appointing *ad hoc* committees of the Senate;
- Charging the standing and *ad hoc* committees of the Senate;
- Receiving, deliberating upon, and sending to the Dean reports from the standing and *ad hoc* committees of the Senate;
- Reviewing annually policies and procedures of all Standing committees and making recommendations to those who are responsible for charging those committees;
- Acting upon recommendations from the Faculty;
- Bringing before the meeting of the Faculty recommendations and actions arising in the Senate;
- Regularly informing their constituency of Faculty Senate proceedings;
- Serving as final voting approval for all written policy and procedures affecting UT Austin Dell Medical School governance; and
- Reviewing these Bylaws at least once every five years.

## **2. DOMAIN LEADERSHIP COMMITTEE**

The purpose of this group will be to assure communication and coordination of all Dell Medical School (Dell Med) Activities in order to support, and maintain excellence in all aspects of academics, research, and clinical service at the medical school. Members of the Domain Leadership Committee Charter (DLC), as requested, will share information to support the communication and coordination of Dell Med activities. DLC members will receive information relevant to Dell Med activities, and will ensure the appropriate and timely dissemination of information received to team members within their domains. As appropriate, DLC members and their teams will coordinate activities to optimize the effectiveness and impact of Dell Med efforts.

The Domain Leadership Committee Charter shall consist of the Dean, who will also serve as the meeting chair, Dell Med executive leadership, including the Vice Deans and Chief Business Officer, Primary leaders of all major Dell Med domains (e.g., Department Chairs, Institute Directors, etc.), and all Dell Med Associate Deans. The DLC is a non-voting body whose primary function is information-sharing. The DLC does not impose term limits.

The Domain Leadership Committee Charter will have monthly meetings and must constitute a quorum for the transaction of DLC business. Dell Med's Chief of Staff will support DLC meetings and ensure that meeting outcomes and discussion items are documented and disseminated. Minutes will be recorded, disseminated, and filed for each DLC meeting. Non-members may be invite to DLC meetings on a case-by-case basis and as needed to support information sharing.

## **3. DIVERSITY, EQUITY, AND INCLUSION ADVISORY COUNCIL**

Dell Medical School recognizes the value of diversity and is committed to developing and implementing programs to support a vibrant, inclusive environment for all including diverse staff, students, trainees, and faculty. The Dell Medical School Diversity, Equity, and Inclusion Council will develop appropriate practices and policies to create an inclusive climate and improve the recruitment and retention of individuals from groups traditionally underrepresented in medicine (UIM).

Committee membership will include the following:

Voting Members (20 total)

- Assistant Dean for Diversity (1)
- Director, Pre-Health Professions Program (1)



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- Two representatives from each department (appointed: 1 staff/1 faculty = 16 total)
- One medical student (appointed)
- One trainee (resident or fellow) (appointed)

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- Non-Voting Members (2 total)
- Associate Dean for Health Disparities or designee
- A representative from the UT Austin Division of Diversity and Community Engagement (DDCE)

The Dell Medical School Office of Diversity, Equity, and Inclusion will provide administrative support for the Council.

**4. FACULTY APPOINTMENTS, PROMOTIONS, AND TENURE COMMITTEE**

The Faculty Appointments, Promotions, and Tenure Committee shall evaluate the credentials and qualifications of faculty members and make recommendations to the Dean concerning their appointment, promotion in rank, and eligibility for tenure.

The committee shall be appointed from among those regular faculty members (both tenure and non-tenured), of the school who hold the rank of Professor or Associate Professor but who are not departmental chairs. A committee member may not vote on the appointment or promotion of a faculty member of a higher rank. The Executive Vice Dean for Academics shall be a member without voting privilege.

**5. EDUCATION ENTERPRISE COMMITTEE**

The Education Enterprise Committee (EEC) will advise the Executive Vice Dean for Academics (EVDA) on overall educational strategy across the entire continuum of education: pipeline, undergraduate medical education, graduate medical education, continuing medical education, as well as key infrastructural investments related to education.

**A. Responsibilities**

- EEC members will advise the EVDA on overall education strategy.
- EEC members will advise the EVDA on key infrastructural investments related to education.
- EEC members will ensure the appropriate and timely dissemination of the education strategy to Dell Med executives, faculty, partners, and others, as relevant, to ensure alignment of related activities throughout the organization.
- The EEC will advise Dell Med's Senior Leadership Group (SLG) on the appropriate prioritization of potential education opportunities in its portfolio.

**B. Membership and Voting**

- General Membership: The EVDA will serve as chair of the EEC and will select committee members from the following groups:
  - Chairs from select departments/directors of select institutes,
  - Education associate chairs,
  - Select associate/vice deans, and
  - The Dell Med Dean, as necessary.
- Voting Members: The EEC is a non-voting body whose primary function is advisory.
- Term Limits: The EEC is a standing body that does not impose term limits.

**C. Meeting Operations**

- Meetings: The EEC will meet monthly.

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- Quorum: A majority will constitute a quorum for the transaction of EEC business.
- Staffing: Dell Med's EVDA will ensure the provision of EEC meeting support, including the appropriate documentation and dissemination of meeting decisions and action items.
- Records: Minutes will be recorded, disseminated, and filed for each EEC meeting.
- Guests: Non-members may be invited to EEC meetings on a case-by-case basis and as needed to support the group in its advisory capacity.

**D. Charter Review**

The EEC will review the group charter annually, modifying as needed.

**6. COMMUNITY IMPACT COMMITTEE**

Dell Med proposes a unique role for academic medicine in demonstrating locally the value of its innovations by measurably improving health in the local community. In addition, Dell Med's founding included a commitment to the people of Travis County to enable the improvement of health and economic growth of the region.

The Community Impact Committee (CIC) is Dell Med's enterprise-wide forum to coordinate and support initiatives that advance the community health and regional growth mission of Dell Medical School. Many community impact initiatives are primarily clinical, education or research and these are coordinated and supported in their respective committees. The community impact committee will focus on those initiatives that don't fall cleanly into the purview of these other enterprise committees, and will use its unique makeup to support and prioritize initiatives that may not arise otherwise.

Community impact also requires engaging with and communicating to our communities and to regional stakeholders. In addition, to be effective in creating impact we must reflect the diversity, approaches and attitudes of the community we serve. Thus the Community impact committee will also strategize on community-focused communications and the work to recruit, retain, train and set culture for a diverse enterprise that allows us to better achieve our mission.

**A. Responsibilities**

- The CIC will manage goals and track progress towards improving the health and health economy of the community.
- The CIC will review and help prioritize enterprise initiatives that advance impact on the health and health economy of the community but may not be otherwise prioritized through health, research or education enterprise committees.
- The CIC will advise on how to better prepare the organization to support community goals.
- The CIC will guide the communication and dissemination of our progress and impact on this community.
- CIC members will enable alignment of related Dell Med activities disseminating the community impact strategy to Dell Med executives, faculty, partners, and others, as necessary, and coordinating relevant work.

**B. Membership and Voting**

- General Membership: The VDSP will serve as chair of the CIC. Members will represent the following groups, but because membership might become unwieldy, a core group will be established with agenda-based inclusion of the membership at meetings.
  - Department of Population Health leadership;
  - Internal medicine leadership

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- Mental health/psychiatry leadership
- Other chairs as pertinent.
- Health Enterprise;
- Institute leadership – design, value.
- Medical education leadership;
- Office of diversity and inclusion
- Office of health equity
- Advancement & communications
- Strategic Partnerships
- The Dell Med Dean, as necessary.
- Voting Members: The CIC is a non-voting body whose primary function is advisory.
- Term Limits: The CIC membership will be reviewed regularly for additions; the membership will be redetermined and reinvited every year.

**C. Meeting Operations**

- Meetings: The CIC will meet monthly.
- Quorum: A majority will constitute a quorum for the transaction of CIC business, but invitees may differ based on meeting topic.
- Staffing: Dell Med's VDSP will ensure the provision of CIC meeting support, including the appropriate documentation and dissemination of meeting decisions and action items.
- Records: Summaries of discussions, decisions and action items will be disseminated, and filed for each CIC meeting.
- Guests: Non-members may be invited to CIC meetings on a case-by-case basis and as needed to support the group in its advisory capacity.

**D. Charter Review**

The CIC will review the group charter annually, modifying as needed.

**7. RESEARCH ENTERPRISE COMMITTEE**

The Research Enterprise Committee (REC) will advise the Associate Dean for Research (ADR) on overall research strategy as well as key infrastructural investments.

**A. Responsibilities**

- REC members will advise the ADR on overall research strategy.
- REC members will advise the ADR on key infrastructural investments related to research.
- REC members will ensure the appropriate and timely dissemination of the research strategy to ensure alignment of related activities throughout the organization.
- The REC will advise Dell Med's Senior Leadership Group (SLG) on the appropriate prioritization of potential research initiatives in its portfolio.
- The REC will evaluate the detailed pro formas of proposed research initiatives qualifying for second review; the REC will submit its feedback and recommendation to Dell Med's SLG, informing the group's final decision.

**B. Membership and Voting**

- General Membership: The ADR will serve as chair of the REC and will select committee members from the following groups:
  - Chairs from select departments,
  - Directors of select institutes,

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- Research associate chairs, and
- The Dell Med Dean, as necessary.
- Voting Members: The REC is a non-voting body whose primary function is advisory.
- Term Limits: The REC is a standing body that does not impose term limits.

**C. Meeting Operations**

- Meetings: The REC will meet monthly.
- Quorum: A majority will constitute a quorum for the transaction of REC business.
- Staffing: Dell Med's ADRO will ensure the provision of REC meeting support, including the appropriate documentation and dissemination of meeting decisions and action items.
- Records: Minutes will be recorded, disseminated, and filed for each REC meeting.
- Guests: Non-members may be invited to REC meetings on a case-by-case basis and as needed to support the group in its advisory capacity.

**D. Charter Review**

The REC will review the group charter annually, modifying as needed.

**8. HEALTH ENTERPRISE COMMITTEE**

The Health Enterprise Committee (HEC) will assure the coordination of all Dell Medical School (Dell Med) clinical initiatives and domains. The HEC will also advise on all major health enterprise infrastructure.

**A. Responsibilities**

- HEC members will share information to support the communication and coordination of Dell Med clinical activities.
- HEC members will ensure the appropriate and timely dissemination of information received to team members within their domains.
- As appropriate, HEC members and their teams will coordinate activities to optimize the effectiveness and impact of Dell Med clinical activities.
- The HEC will advise Dell Med's Senior Leadership Group (SLG) on the appropriate prioritization of potential clinical initiatives in its portfolio.
- The HEC will evaluate the detailed pro forma of proposed clinical initiatives qualifying for second review; the HEC will submit its feedback and recommendation to Dell Med's SLG, informing the group's final decision.
- The HEC will advise on all major health enterprise infrastructure, including but not limited to Dell Med's Health Transformation Building.

**B. Membership and Voting**

- General Membership: HEC members include:
  - The Chief Business Officer (CBO), who will also serve as meeting co-chair.
  - The Chief Clinical Officer, Vice Dean for Professional Practice, who will also serve as meeting co-chair.
  - Dell Med chairs,
  - Clinical institute directors,
  - Clinical associate chairs,
  - Leaders of approved Dell Med clinical initiatives, and
  - The Dell Med Dean, who will attend as needed and serve in an ex-officio capacity.
- Voting Members: The HEC is a non-voting body whose primary function is advisory.
- Term Limits: The HEC is a standing body that does not impose term limits.

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**C. Meeting Operations**

- Meetings: The HEC will meet every other week.
- Quorum: A majority will constitute a quorum for the transaction of HEC business.
- Staffing: Dell Med's CBO will ensure the provision of HEC meeting support, including the appropriate documentation and dissemination of meeting decisions and action items.
- Records: Minutes will be recorded, disseminated, and filed for each HEC meeting.
- Guests: Non-members may be invited to HEC meetings on a case-by-case basis and as needed to support information sharing as well as the group's advisory function.

**D. Charter Review**

The HEC will review the group charter annually, modifying as needed.

**VII. Standing committees Reporting Activities, Recommendations, and Decisions to the Executive Vice Dean for Academics**

**1. UNDERGRADUATE MEDICAL EDUCATION CURRICULUM COMMITTEE**

The Undergraduate Medical Education Curriculum (UMEC) Committee is the body that oversees the quality of the medical education program as a whole. The UMEC Committee provides central oversight and is responsible for the overall design, management, integration, evaluation and enhancement of a coherent and coordinated curriculum.

Specifically, the UMEC Committee:

- Assesses expertise in curricular design, pedagogy, assessment and evaluation methods;
- Establishes graduation requirements for M.D. candidates;
- Defines objectives, which guide curricular content and provides the basis of program evaluations;
- Reviews objectives of educational offerings to ensure congruence with programmatic educational objectives;
- Ensures that content is coordinated and integrated horizontally and vertically across academic periods and the curriculum as a whole;
- Ensures that the educational pedagogies incorporate opportunities for active and lifelong learning, independent study, development of critical thinking and problem-solving skills, demonstration of ethical behaviors and effective communication skills, and assesses related student outcomes;
- Ensures that student formative and summative assessments measure outcomes linked to defined curricular objectives and students receive this feedback in a timely manner;
- Ensures comparable educational experience across sites within a discipline;
- Defines types of patients, clinical conditions, level of responsibility, and appropriate settings for student experiences;
- Monitors content and workload in each discipline and identifies gaps and redundancies.
- Evaluates both whole and component parts of the curriculum for achievement of medical education program objectives, revising curriculum continuously and with freedom from parochial, political or department pressures;
- Utilizes national norms of accomplishment as a frame of reference for the educational program effectiveness and
- Performs strategic planning for the educational program on a routine basis.
- Serves as the Dell Medical School Graduate Studies Assembly and in that capacity, oversees annual reports from student affairs and admissions.

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Organization: The UMEC Committee is the central curriculum authority and plans, designs and directs the implementation of all components of the curriculum and its integration, and monitors the effectiveness of the curriculum. The UMEC Committee charges the five standing subcommittees to make recommendations to the UMEC Committee.

**Membership:** There will be 16 voting members. Voting membership shall consist of the:

- The chair
- Five chairs of the standing subcommittees nominated by the subcommittee and approved by the UMEC chair, or their designee;
  - Scientific Foundations
  - Healthcare Delivery
  - Curricular Integration
  - Innovation, Leadership and Discovery
  - Evaluation and Assessment
- Six at-large teaching faculty nominated either by self or chair and voted on by the faculty for staggered three year terms, with two rolling off each year; and
- Two medical students per class, selected by the students and approved by the UMEC Committee holding one vote per class.
- Ex-officio (non-voting) membership will be selected from roles such as the Executive Vice Dean for Academics, Associate Dean for Undergraduate Medical Education, Assistant Dean for Interprofessional Integration, Assistant Dean for Clinical Integration, Library Staff, Associate Dean for Student Affairs and Director of Accreditation or others needed to assist the UMEC Committee in their work
- Voting membership shall consist of the chairs of the subcommittees, six at-large faculty, and two students per class (one voting/one alternate). Ex-officio (non-voting) membership consists of faculty, staff and administration deeds useful for the UMEC to accomplish its work. Ex-officio members are not voting and not counted for quorum.

**Appointment:** At large members are elected by the faculty. Members were appointed for staggered terms of three years. The Dean shall appoint a Chair after reviewing recommendations from the UMEC Committee membership and with input from Education Deans and the Faculty Senate. The Committee Chair will be appointed for a three-year term by the Dean with the possibility of renewal. Membership of the subcommittees are appointed based on their role or expertise (ex: clerkship directors on the Healthcare Delivery subcommittee). Each subcommittee nominates its chair every three years for UMEC Committee approval.

## **2. GRADUATE MEDICAL EDUCATION COMMITTEE**

The Graduate Medical Education Committee (GMEC) shall oversee all programs in graduate medical education sponsored by UT Austin Dell Medical School. The committee shall examine adequacy of the clinical environments and structure according to the guidelines for General Requirements of the Accreditation Council for Graduate Medical Education (ACGME). The committee shall perform appropriate evaluations of each training program to assess compliance with both the institutional requirements and relevant program requirements of the ACGME. The committee shall serve as a forum for discussion of graduate medical education issues, to include not only clinical environments but also resident quality of life, recruitment, and outcomes.

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The membership of the Graduate Medical Education Committee shall be appointed and recommended from among the faculty members who are program directors of an approved residency or fellowship, 2 at-large members of the faculty, at least two peer-selected residents or fellows, a quality/patient safety officer, and additional members recommended by the Graduate Medical Education Committee. The Designated Institutional Official shall be a member with privilege and a Chair along with a Vice Chair will lead the group's charge.

The Subcommittees include the Compliance and Accreditation Subcommittee, Resident Duty Hours and Fatigue Mitigation Subcommittee, Professional Development Subcommittee, Quality Improvement and Patient Safety Subcommittee, Resident Affairs Subcommittee, Resident Supervision Subcommittee, House Staff Council Subcommittee and New, and Complements and Additions to Programs Subcommittee.

Membership of the subcommittees are appointed based on their role or expertise. Each subcommittee nominates its chair every three years for GMEC approval.

### **3. CONTINUING MEDICAL EDUCATION COMMITTEE**

The Continuing Medical Education Committee promotes continuing education activities for faculty.

Interprofessional faculty membership will be nominated and will serve renewed terms at the discretion of the Director of Continuing Medical Education. The Director of Continuing Medical Education will chair the committee and non-faculty members will serve on the committee.

### **4. ADMISSIONS SELECTION COMMITTEE**

The Admissions Selection Committee shall evaluate the credentials and qualifications of the student applicants and make the final selection and admit those applicants who are best suited to contribute to the mission of the school.

The Admissions Selection Committee:

- Shall develop procedures that are most effective and consistent with best practices in the field of medical school admissions.
- Along with the Director of Admissions, shall assure that the by-laws and procedures are followed consistently and reviewed periodically.
- May charge subcommittees and ancillary committees at its discretion, in order to best accomplish its purpose.
- Shall charge the Director of Admissions with providing training and education to assure that committee members and all persons involved in the Admissions process are fully aware of all skills and information needed to perform their responsibilities.
- Shall collaborate with University and other Entities to support, promote and utilize programs designed to promote a diverse student body.

The Admissions Selection Committee shall have the sole authority to offer admission to any person.

- No individual member of the committee may decide, act, or speak, on behalf of the committee in any admission decision.
- The committee, nor any member, shall not be subjected to any political or financial pressures or external influence.



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- It is the responsibility and charge to each member of the committee to recuse him/herself from any decision in which a conflict of interest exists.
- The decisions of the Admissions Selection Committee are final and are not subject to appeal.

The committee membership shall be composed of 10-20 voting members. These may include faculty, community members, and students. All members are appointed by the Dean, but the composition of the committee and of any quorum must include a majority of faculty members. There shall be a faculty member Chair of the committee appointed by the Dean. The Director of Admissions, and the Associate Dean for Student Affairs shall be voting members of the committee. After the first three years, 2/3 shall serve extended terms in order to stagger the turnover.

**5. MEDICAL STUDENTS' ACADEMIC STANDING COMMITTEE**

The Medical Students' Academic Standing Committee shall evaluate medical students' academic performance and their suitability to progress in the curriculum and shall recommend to the Executive Vice Dean for Academics requirements to correct any deficiencies. The actions of the committee shall be in accordance with guidelines that shall be approved by the Faculty Senate. Academic actions may include, but are not limited to, remediation, repeating portions of the curriculum, taking a leave of absence, probation or dismissal.

The committee shall consist of at least 5 faculty members, each serving three-year terms. There shall be a faculty member chair of the committee appointed by the Dean. The Associate Dean for Student Affairs, Associate Dean for Undergraduate Medical Education, Associate Dean for Evaluation and Faculty Development and Assistant Dean for Diversity and Inclusion shall be members without voting privilege.

**6. POLICY AND BYLAWS COMMITTEE**

This committee shall be responsible for reviewing proposed or existent UT Austin Dell Medical School policies, UT Austin HOP or UT System Board of Regents' *Rules and Regulations* for the purpose of providing the Faculty Senate and Dean with support and advice.

Three voting faculty members will be appointed and five voting members will be elected from at-large faculty positions each serving three-year terms. There shall be a faculty member chair of the committee appointed by the Dean. The Executive Vice Dean for Academics shall be a member without voting privilege.

**7. CONTINUOUS QUALITY IMPROVEMENT COMMITTEE**

The Continuous Quality Improvement (CQI) Committee provides continuous monitoring of compliance with accreditation standards, as well as policies related to the medical education program. Through a scheduled series of reviews, committee members determine where improvement activities are needed, and refer these issues to other standing committees or institutional leadership for action. The CQI committee's charge is to build a lasting infrastructure of human talent, continuous quality improvement processes and information technology dashboards that work together to achieve excellence in the medical education program.

Specifically, the CQI Committee:

1. Monitors compliance with accreditation standards and outcomes;
2. Identifies opportunities to achieve excellence in relation to accreditation standards;

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3. Identifies and addresses adverse trends using CQI methods;
4. Evaluates outcome data related to accreditation standards and
5. Makes recommendations for resolution of problems.

As the chief academic officer of the medical school, the Executive Vice Dean for Academics serves as the committee Chair.

There will be 13 voting members. Voting membership shall consist of the chair, ten faculty and staff members appointed by the Executive Vice Dean for Academics, and two elected from at-large faculty positions. All voting members will serve three-year terms.

Voting membership shall consist of faculty and staff with the knowledge and expertise to actively participate in the committee. Ex-officio (non-voting) membership will consist of faculty, staff and administration needed to assist working group to accomplish its goals.

**VIII. AMENDMENT OF THESE BYLAWS**

These Bylaws shall be reviewed by the Senate at least once every five years.

Amendment of these Bylaws may be proposed by faculty or administrators to the Faculty Senate Chair. The Senate Chair shall bring the proposed amendment to the Senate for discussion.

Any proposed amendments to these Bylaws require approval at a meeting at which there is a quorum or by two-thirds of the entire Senate membership by electronic voting.

Upon approval by the Senate, the proposed amendment of the Bylaws shall be submitted to the Faculty for review and approval. The proposed amendment must be distributed to the Faculty Assembly at least ten days prior to either a regular Faculty Assembly meeting or a special Faculty Assembly meeting called for the purpose of considering the amendment.

Ratification of the amendment shall require approval by two-thirds of the entire Faculty by electronic voting.

The amended Bylaws, following approval by the Senate, Faculty, Dean, President, and Executive Vice-Chancellor for Health Affairs of The University of Texas System, shall become effective at the beginning of the next academic year.

**Initial approval by UT Austin Dell Medical School Faculty Senate September, 2016**