

MANUAL OF PROCEDURE

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

July 2023

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, salaried clinical-track, and research-track professors, associate professors, and assistant professors of the 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.
- 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 as determined by the office of the Dean.
 - 3.2 *Special Meetings:* Special meetings of the faculty may be called by the Dean, the Executive Committee, or on petition of at least twenty members of the faculty.
 - 3.3 *Presiding Officer:* The Dean or the Dean's designated representative shall preside.
 - 3.4 *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.
- 3.5 *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.
- 3.6 *Reports:* Reports of standing and special committees, activities of the Medical Council 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, ten of whom shall be nominated and elected from the College for three-year terms and five of whom will be appointed by the Dean for a similar three-year term. Appointments will be staggered such that 30% of the committee is replaced every year.
- 1.2 All elected and appointed members of the Executive Committee shall be full professors. Eight shall derive from the tenure track and seven from the clinical track. For the tenure track, five shall derive from (i.e., have their primary appointment in) a clinical department and three shall derive from a basic science department. For the purposes of this determination, Pathology shall be considered a clinical department. To be eligible for election or appointment to this committee the individual must be either a current DEO or has served as a member of a departmental or collegiate promotions committee.
- 1.3 A given department may only have one representative on the Executive Committee at any time.
- 1.4 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 of May and expire on the last day of April.
- 1.6 The voting faculty shall elect a replacement to complete an unexpired term of an elected member if greater than one calendar year.

2.0 *Officers:* The officers of the Executive Committee shall be a chairperson and a vice-chairperson. The term of each is one year, and no one may serve consecutive terms in any of the 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:* The Executive Committee shall meet in person three times a year to review applications for promotion and tenure. The Executive Committee may also be called to meet at the request of the Dean.

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 call meetings of the faculty.
- 4.3 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.
- 4.4 Shall investigate, and treat as it deems appropriate, matters presented to it for consideration by any member of the faculty.

5.0 *Elections:*

- 5.1 Elections shall be conducted via nomination and election ballots. The Associate Dean for Faculty 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, 1.2), the Associate Dean for Faculty 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 Associate Dean must make such determinations. Tie votes shall be resolved by chance.

ARTICLE III. THE SUBDIVISIONS

1.0 *Departments:*

- 1.1 The Department Executive Officer (chair) shall be responsible for administration of educational, research, and professional service functions of the department. The chair 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 chair, 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 chair, 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 chair 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 chair, after consultation with the tenure track faculty, salaried clinical track and research 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 research track faculty members and other non-tenure track faculty; if the recommendation from the chair 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.
- 1.6 The chair 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 chair to the Departmental Consulting Group and to the Dean.
- 1.7 The chair 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 non-salaried 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 chair

shall report the reasons for this action to the Departmental Consulting Group and to the Dean.

- 1.8 The chair, after consultation with the tenure track faculty, salaried clinical track and research track faculty of the department senior in rank to the person being considered for promotion in the research track, shall recommend to the Dean the promotion of the research track faculty member; if the recommendation from the chair 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.
- 1.9 When a department chair position becomes vacant, the Dean shall appoint an *ad hoc* committee to consider candidates. Prior to the appointment of the *ad hoc* committee, the Dean shall determine the necessity for a departmental review to precede the chair 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 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 chairs of the various academic departments or persons they designate to represent them and the Dean or the Dean's representative.

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 faculty.
- 4.4 Shall be responsible for the implementation and execution of college policies.
- 4.5 Shall distribute appropriate minutes of each meeting to members of the faculty.
- 4.6 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 recommend individuals for the position of associate and assistant Deans after consultation with 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. The function of these committees shall be to evaluate teaching, research, service and administrative functions of the department and make appropriate recommendations to 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 chair and with the faculty of each department to review the department. Ordinarily, the Dean's review shall be coordinated in time with the academic review of the department previously initiated by the Dean. 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 chair 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. Committee charges and membership shall be approved by the Dean in consultation with the Medical Council. The charges, composition and any revisions of composition and/or charge/purpose of any committee will be reviewed annually by the Dean and the Medical Council.
- 2.0 *Standing Committees:*
 - 2.1 Faculty Appointment, Promotion and Tenure Committee: The Executive Committee (see composition above) shall make up the Collegiate Appointment, Promotion and Tenure Committee. In the event of consideration of a research track promotion, a Research Track professor shall serve as an ad hoc committee member for the specific deliberation. In the event of consideration of an adjunct track promotion from the branch campus, the Dean of the branch campus shall be a nonvoting participant in the promotion deliberation. The Promotions committee meets in December and January. The number of meetings varies by number of promotions being considered.

- 2.2 Medical Student Admissions Committee: The Admissions Committee has a total of 30 voting members: 25 CCOM faculty members, four CCOM students, and one community physician. Diversity in gender, race, faculty status (junior/senior), and departmental affiliation are considered when selecting new members of the committee. The Chair is designated by the Director of Admissions in consultation with the Senior Associate Dean. The Chair represents one of the 30 committee members and serves for a term of three years. After that time, the Chair may be re-appointed by the Director of Admissions on an annual basis. One community physician is selected by the Chair and the Director of Admissions with input from the Office of Statewide Clinical Education Programs. Four student members are elected by their peers to serve in two-year terms. The remaining 24 members are selected by the Chair and the Director of Admissions. Each committee member serves for a term of three years. After the first three-year appointment, a member's appointment may be renewed on an annual basis by the Director of Admissions. There is no limit to the number of years that a committee member may serve on the committee. While serving as members of the Admissions Committee, committee members may not participate in the CCOM interview process. Meetings of the Admissions Committee are held at least twelve times each admissions cycle (school year, August to May). The Chair may designate additional meeting dates. Committee members receive written notice of regularly scheduled meetings.
- 2.3 Medical Education Council (MEC): The Medical Education Council (MEC) was approved by the Dean as the central authority for curriculum development, implementation and evaluation by the Medical Council. The MEC will consult with departmental DEOs, the Senior Associate Dean for Medical Education, the Office of Consultation and Research in Medical Education (OCRME) or others as indicated.

The MEC has the authority to create subcommittees to implement and assess the curriculum. These subcommittees are responsible for the basic functions of the college and include committees related to student performance, curriculum development and implementation.

Voting members shall consist of no more than 14 individuals with one vote each.

Ex-officio voting members include: Senior Associate Dean for Medical Education; Assistant Dean for Student Affairs and Curriculum at the Branch Campus (or their designee), and the chairs (or designees) of subcommittees of MEC which include the Medical Arts and Sciences Committee, the Clinical Experiences Committee, the Strand Directors Committee, and the Curriculum Assessment Committee. Terms for the subcommittee chairs on MEC will be for the duration of their service as subcommittee chair.

Other voting members will consist of five elected faculty representatives from any department, but no more than one from any given department; one representative from OCRME; and two student representatives.

CCOM faculty will elect the 5 faculty representatives. Candidates can be self-nominated and will be permitted to submit a statement to the ballot regarding their qualifications and interest. If there are fewer than 5 candidates, the Senior Associate Dean for Medical Education will appoint the remaining members. Terms last 3 years and are renewable one time at the discretion of the Senior Associate Dean.

The representative from OCRME is an OCRME member appointed by the OCRME Director. Appointments are based on perceived needs of the council. The term length will be 1-3 years at the discretion of the Director, and it is renewable.

Student representatives will be from M2-M4 years. Student Government will determine their method of selection, length of term and term limits, if any. Ad hoc non-voting members may include others appointed by the Chair of the Council to represent educational interests or provide advice.

The MEC will be chaired by the Senior Associate Dean for Medical Education and one of the five elected faculty representatives will be selected to serve as the Assistant Chair of the committee. The Senior Associate Dean will appoint the faculty co-chair. A secretary will be appointed by OSAC and will be responsible for recording and distributing the minutes of the meetings in a timely fashion as well as maintaining records of the committee activities. Meeting times, location and frequency are determined by the council chair.

- 2.4 Medical Student Promotions Committee: The Student Promotions Committee shall consist of eight voting members. One member is designated the chair by the Dean of the College of Medicine. In addition, there shall be two members of the Medical Council and four other faculty members. Faculty members: Faculty members of the committee shall represent both the basic science and the clinical departments. Two members shall be from basic science departments and two shall be from clinical departments. Faculty members on the Student Promotions Committee shall not be members of the Executive Committee nor shall they be members of the Appeals Committee. The term of appointment for faculty is three years. Faculty members are appointed by the Associate Dean for Student Affairs. Student members: There shall be two medical student members, one from either the junior or senior class and one from the sophomore class. Students who serve must be in good academic standing and it is preferred that they have a history of good academic standing. The term of appointment for the student members is one year. Members may be reappointed. Student members are appointed by the Associate Dean for Student Affairs. Meetings occur as needed, but generally at the end of each semester.
- 2.5 Medical Student Appeals Committee: The student appeals committee is made up of faculty representatives from the Medical Council and the Executive Committee, a medical student and a lay member. The Associate Dean for Student Affairs is ex officio. Students may request an opportunity to appear before the Appeals Committee to make a statement and answer questions. The student member is appointed by the Associate Dean for Student Affairs and must be in good academic standing. The committee makes its recommendation to the college's Dean, who is the final authority.
- 2.6 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.
- 2.7 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.
- 2.8 Current standing committees and subcommittees, their charges and composition can be

found at <https://medicine.uiowa.edu/facultyaffairs/faculty/faculty-committees>

- 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 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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