

**PLAN OF ORGANIZATION OF THE FACULTY OF THE SCHOOL OF MEDICINE
OF THE UNIVERSITY OF PITTSBURGH**
(Amended September, 1995)

ARTICLE I - MEMBERSHIP

Section 1. The faculty of the School of Medicine of the University of Pittsburgh shall consist of the Dean, all members of the teaching staff of the School of Medicine of the rank of Assistant Instructor, or higher rank and, ex-officio, of the Chancellor of the University, and the Senior Vice Chancellor, Health Sciences.

Section 2. **Appointment**

All nominations for appointment and promotion in the Faculty of the School of Medicine shall be made to the Dean by the Chair or Acting/Interim Chair of the department concerned. In the case of appointments and promotions with tenure of professors (non-chairs) and associate professors, the Dean, upon the advice of an advisory committee appointed by the Dean for tenured appointments and promotions, will submit the nomination to an Ad Hoc Committee for consideration of the academic qualifications of the candidate. The Ad Hoc Committee, appointed by the Dean, will be composed of at least equals of the rank concerned and will consist of three (3) or more qualified members of the Faculty of the School of Medicine, and one (1) or more qualified members of the Faculty of the University outside the School of Medicine. In the case of appointments and promotions without tenure of professors and associate professors and of research professors, research associate professors and of full-time clinical professors and full-time clinical associate professors, the Dean will submit the nomination to the Standing Committee for Non-Tenured Faculty Promotions and Appointments for consideration of the academic qualifications of the candidate. For both tenured and non-tenured faculty the Committee and/or Dean's Office will contact internal and external authorities to comment on the suitability of a candidate for promotion or appointment. Both the department/candidate and the Committee suggest the individuals to contact. Eight to twelve evaluations are sufficient for a review. The Dean will be an ex-officio member of the Committees. The Chair of the Department concerned or a designee must appear before the Committee to present the candidate but will not be a member of the Committee. Positive recommendations from Committees will be submitted to the Executive Committee at least one (1) week in advance of the meeting at which the nomination is to be considered. Recommendations made by the Executive Committee shall be submitted to the Dean for consideration and approval before being submitted to the Senior Vice Chancellor and Provost for review, and approval before submission to the Chancellor for approval.

Appointments and promotions as clinical (volunteer) professor and clinical (volunteer) associate professor will be evaluated by the Standing Committee for Volunteer Clinical Faculty Appointments and Promotions. Joint appointments and promotions of professors and associate professors are evaluated by the Committee for Joint Appointments and Promotions. The recommendations of these Committees follow the same procedures as above for implementation.

In the case of appointments of visiting professors of the various categories, assistant professors of the various types and all lesser ranks, the Dean need not submit the nomination to the Executive Committee but will support a recommendation to the Senior Vice Chancellor in the usual way. The Dean may, however, seek the advice of the Executive Committee on any nomination of any rank. After approving these recommendations, the Senior Vice Chancellor will forward them to the Provost for review and submission to the Chancellor for his approval as described above.

When the Chair of a department is to be recruited, the Dean will appoint a search committee of at least five (5) members, all internal or partly external, to survey the field and make recommendations. The search committee's recommendations go to the Dean for action. These recommendations shall then be reported to the Executive Committee of the Faculty to obtain their opinion regarding the recommendations.

No person may be appointed to the medical staff of the Health Center hospitals (Children's Hospital, Eye and Ear Hospital, Montefiore University Hospital, Magee-Women's Hospital, Presbyterian University Hospital and Western Psychiatric Institute and Clinic) without having received a faculty appointment in the School of Medicine through the above procedures.

Section 3.

Types of Appointment

(a) Full-time Faculty members who receive a salary from the School of Medicine or another school of the University because of academic responsibilities may receive the titles of Professor, Associate Professor, Assistant Professor, or Instructor of the various types.

(b) Faculty members who are non-salaried or part-salaried from the University and who volunteer their services in whole or part to the School of Medicine in clinical departments, including Pathology, may receive the titles of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor, and Clinical Assistant Instructor. In the preclinical departments, the titles of such faculty members may include the term "Adjunct". Individuals who hold primary appointments at other universities may hold adjunct appointments in this School of Medicine.

(c) Faculty members who hold important clinical service positions and provide essential service functions but do not have the usual qualifications required for academic positions such as professor, etc., may receive clinical appointments as listed in (b) regardless of source of salary or tenure.

(d) The title of Lecturer will be used for those individuals who give a few lectures or other limited types of instruction and who are not responsible for an entire course or a major portion of it.

(e) Visiting Faculty - Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor may be the titles for persons who join a department for a limited span of time and hold the same or equivalent rank at their own institutions.

(f) For the research faculty the following titles will be used: Research Professor, Research Associate Professor, Research Assistant Professor, and Research Instructor. Persons holding these titles usually are supported by grant funds and are appointed for a term coinciding with the terms of the grant (from 1 to 5 years). They hold no permanent tenure but have academic status equal to faculty of equivalent rank.

(g) Research Associate - Applies to research appointments without reference to rank. Research associates have special non-faculty status. This title should be given to holders of the doctoral degree or its equivalent. Persons holding this title usually are supported by grant funds and are appointed on a one year renewable term. Research associates carry out research in collaboration with faculty members or complete independent research projects in order to broaden their research training but are excluded from the role of principal investigator on sponsored projects.

(h) For non-faculty research personnel above the technician level the following titles will be used:

Graduate Student Researcher - this title should be given to graduate students doing research for advanced degrees.

Research Assistant - this title is applicable to especially skilled laboratory workers not enrolled in an educational program of the School of Medicine.

(i) For professional personnel in training the following titles (which do not include faculty membership) will be used:

Clinical Fellow or Research Fellow - for those who hold a doctorate degree, either academic or professional, and who are in further clinical or research training. The title of Instructor may be proposed for chief

residents on a service by the Departmental Chair concerned, with final approval being given in the offices of the Dean, Senior Vice Chancellor and Chancellor.

Teaching Fellow - for graduate students who assist in teaching activities in preclinical departments.

Section 4. **Terms of Appointment**

(a) The University of Pittsburgh rules of tenure will apply to all faculty members of the School of Medicine. The term of appointment for Visiting Professors, Visiting Associate Professors, and Visiting Assistant Professors shall not exceed one year. The terms of appointment for non-tenured faculty shall be not less than one year nor more than five years, such terms to be determined at the time of appointment. Research associates are appointed on a one year renewable term. Both visiting and research appointments may be renewed, such reappointments to be accomplished by the procedure prescribed herein. Visiting professors and research professors of the various ranks may not hold permanent tenure.

(b) No member of the Faculty may be recommended for removal during a current term, except for cause, the removal to be approved by the Executive Committee of the Faculty. The member accused shall have the right of a hearing before the Executive Committee before removal.

Section 5. **Annual Review of Full-Time Faculty**

All promotions and reappointments of full-time faculty of the School of Medicine shall include a requirement for an annual review of the performance of individual faculty members by the department chair or representatives of the department's senior faculty as determined by the chair. A formal description of the review process shall be provided to each faculty member by the office of the dean upon appointment. The process shall include:

(a) The establishment of an updated dossier of the faculty member by the Chair or designee and the individual faculty member.

(b) The review of the dossier and performance of the individual by the Chair or designee.

(c) The submission of a summary of the review by the Chair to the faculty member.

ARTICLE II - DUTIES

Section 1.

Faculty - Subject to the authority of the Senior Vice Chancellor of the Health Sciences, Provost, Chancellor and Trustees of the University, the Faculty shall control: (1) all matters pertaining to the educational policy of the School of Medicine; (2) the general principles underlying teaching; (3) matters relating to the ethical conduct of research and of clinical practice of faculty; (4) the discipline of students; (5) the curriculum and its schedule; and (6) the terms of admission of students. By Faculty vote, students who have satisfactorily completed the work of the School of Medicine shall be recommended to the Board of Trustees of the University for graduation and the degree of Doctor of Medicine.

Recommendations to award an M.S. or Ph.D. degree are made after a student has completed the requirements of the graduate program of the School of Medicine and has successfully defended a research thesis before an Ad Hoc Committee of the graduate faculty.

Section 2.

The Dean - The Dean shall be the executive officer of the Faculty and the liaison officer between the Faculty and the University administration. The Dean shall initiate such actions as are necessary or desirable for the advancement of the best interests of the School of Medicine, with the advice of the Executive Committee of the Faculty.

Section 3.

The Executive Committee of the Faculty - In distinction from the Faculty, which is directly responsible for the development of academic policies, the Executive Committee of the Faculty is primarily an administrative body. This Committee, constituted as hereinafter provided, shall: (a) act as an advisory body to the Dean; (b) plan for the detailed execution of the policies formulated by the Faculty; (c) act upon recommendations for appointments and promotions of the academic faculty of the School of Medicine as provided in Article I, Section 2; (d) act upon each case of removal for cause from the Faculty, affording a just and equitable hearing, in each case, to the individuals concerned; and (e) initiate any actions not otherwise provided for in this plan as are necessary or desirable for the best interests of the School of Medicine. The Executive Committee is responsible for its acts to the Faculty of the School of Medicine.

Section 4.

Chairs and Acting/Interim Chairs of Departments - The Chairs or Acting/Interim Chairs of each department shall have the responsibility, duty and authority: (a) to administer properly the affairs of their departments in the best manner to advance the instruction of students in their assigned subject or subjects according to the curriculum and

schedule approved by the Faculty; (b) to encourage research in their subjects; (c) to provide justly, wisely, and economically for the expenditure of departmental funds for the best interests of their departments; (d) to nominate, with the advice of the senior members of their departments, candidates for appointment, reappointment or promotion in their departments, as prescribed in Article I; (e) to consult with and seek advice from the members of their departments in the interest of efficient and progressive operation of the departments; (f) to consult with and seek advice from faculty members of other departments and of other faculties to accomplish proper coordination and integration of the educational activities of the University; and (g) to initiate such actions, not otherwise provided for in this document, as are in the best interests of their departments, the School of Medicine, and the University.

Section 5.

The Members of the Teaching and Research Staffs - It shall be the responsibility and duty of the members of the teaching and research staffs, severally and collectively, (a) to cooperate with the Dean and the Chairs or Acting/Interim Chairs of Departments in the teaching and/or research activities of the School of Medicine and of their departments; (b) to participate in departmental and committee activities; and (c) to work for the best interests of their departments, the School of Medicine, and the University.

ARTICLE III - MEETINGS

Section 1.

Faculty - The Faculty shall have three stated meetings per year, one in September near the opening of the academic year, one in February, and one in May at least one week before the Awarding of Diplomas. Special meetings may be called at any other time by the Dean and must be called upon the written request of five or more members of the Faculty. These meetings shall be called in a timely fashion and no later than five weeks after written request. At each regular meeting a report of the activities of the Executive Committee will be presented.

Section 2.

Executive Committee - The Executive Committee shall hold one meeting per month during the regular academic year. Special meetings may be called at any other time by the Dean and must be called upon the written request of five or more members of the committee, but appointments, reappointments and promotions to the Faculty shall not be acted upon at a special meeting.

ARTICLE IV - QUORA

- Section 1.** **Faculty** - Fifty members of the Faculty shall constitute a quorum at all regular and special meetings of the body.
- Section 2.** **Executive Committee** - One half of the voting members of the Executive Committee shall constitute a quorum at all regular and special meetings of that body.
- Section 3.** **Other Committees** - All committees, other than the Executive Committee, shall determine their own quora.

ARTICLE V - COMMITTEES

Section 1. There shall be an Executive Committee and six other standing committees of the Faculty, as hereinafter named and constituted. Other committees shall be appointed by the Dean, as may be deemed necessary or voted by the Faculty or the Executive Committee. At least one appointed member of each committee shall be a member of the Executive Committee.

Section 2. **Standing Committees of the Faculty** - The standing committees, to be appointed by the Dean, shall be as follows:

A. The Executive Committee of the Faculty - This Committee shall consist of the following members: The Chancellor of the University and the Senior Vice Chancellor, Health Sciences (non-voting); the Dean; the Chair or Acting/Interim Chair of the following departments: Anesthesiology; Cell Biology and Physiology; Dermatology; Emergency Medicine; Family Medicine and Clinical Epidemiology; Medicine; Molecular Genetics and Biochemistry; Neurobiology; Neurological Surgery; Neurology; Obstetrics, Gynecology and Reproductive Sciences; Ophthalmology; Orthopaedic Surgery; Otolaryngology; Pathology; Pediatrics; Pharmacology; Psychiatry; Radiation Oncology; Radiology; and Surgery.

In addition, three members-at-large of the Executive Committee will be elected by the faculty. One will be from the Departments of Cell Biology and Physiology; Molecular Genetics and Biochemistry; Neurobiology; and Pharmacology and two from the remaining departments. These members-at-large ordinarily will serve for three years, except that, at the

first faculty meeting following the activation of this Plan of Organization one member will be nominated to serve one year, one to serve two years and one to serve three years. Members will be nominated to a three year term at the mid-year faculty meeting and one elected by mail vote of the faculty prior to the spring meeting. Faculty members-at-large are eligible for re-election to this Committee.

It shall be the privilege, authority, and responsibility of the Dean to invite to any meeting of the Executive Committee such faculty members whose presence will aid in the consideration of problems before the Committee. The practice of inviting members for special reasons is to be encouraged.

The duties of the Executive Committee shall be those detailed in Article II, Section 3, and its meetings shall be as detailed in Article III, Section 2.

The Dean shall serve as the Chair of the Executive Committee of the Faculty. The Dean shall appoint an Associate or Assistant Dean to serve as secretary.

B. Curriculum Committee - This Committee shall consist of not less than five members, broadly representative of the Faculty, who shall consider matters pertaining to the curriculum.

C. Admissions Committee - This Committee shall be broadly representative of the Faculty, and shall consider the qualifications for admission of the applicants to the School of Medicine according to the rules and regulations approved by the Faculty, and shall advise the Dean on these matters.

D. Medical Student Promotions Committee - This Committee shall consist of 15 representatives of departments of the departmental groupings in the School of Medicine indicated in the Student Handbook. This Committee shall monitor and make recommendations on the academic progress of medical students of the School of Medicine. The Committee on Student Promotions, as a standing Faculty committee, shall report its recommendations directly to the Dean for implementation and inform the Faculty of these actions at its regular meetings.

E. Standing Committee for Non-Tenured Faculty Promotions and Appointments - This Committee shall consist of at least 12 members of the faculty with staggered three year terms. Members are nominated by the Dean and elected by written ballot of the Executive Committee. Membership shall consist of tenured and non-tenured associate professors and professors. The Standing Committee shall review all non-tenured proposals for promotion and appointment at the associate professor and professor ranks and make a recommendation to the Dean. Positive recommendations shall be submitted to the Executive Committee

for review and recommendation.

F. Standing Committee on Volunteer Clinical Faculty Appointments and Promotions - This Committee shall consist of at least seven faculty members with the rank of associate professor or professor. No less than three members shall be from faculty who are clinical associate professors or clinical professors. Members shall serve staggered three-year terms. Members will be elected on written ballot of the Executive Committee from a slate of candidates prepared by the Dean. The Standing Committee will review departmental proposals for volunteer clinical promotions and appointments and report its recommendations to the Dean. Positive recommendations will be forwarded to the Executive Committee for review and recommendation.

G. Graduate Studies Committee - This Committee shall consist of one representative of each of the graduate programs of the School of Medicine and the Director of Graduate Studies who is appointed by the Dean. The Committee shall administer the interdisciplinary policies of the graduate programs of the School of Medicine and review nominations to the Graduate Faculty.

Section 3.

Departmental Meetings - It shall be the responsibility of each departmental Chair to arrange and hold not less than three meetings during the regular academic year of all full-time members of the department of the rank of instructor or higher, together with such voluntary faculty members who have administrative responsibilities in a major teaching division of the department. Such meetings are intended to provide each departmental chair with views, data, and ideas to bring to the Executive Committee.

Section 4.

All Standing and Special Committees shall report their proceedings to the Executive Committee and through it to the Faculty. The Dean or designee shall be a (non-voting) member of each standing committee.

ARTICLE VI - AMENDMENTS

Section 1.

This plan of organization may be amended at any stated meeting of the Faculty by a two-thirds majority of those present, provided one month's notice of the proposed amendment is given in writing.

For all faculty meetings unless otherwise stated Roberts Rules of Order shall prevail.

(Adopted December 5, 1958)
(Amended June 1959)
(Amended February 1962)
(Amended October and November 1964)
(Amended September, 1988)
(Amended September, 1995)