

**UNIVERSITY OF PITTSBURGH SCHOOL OF MEDICINE
PLAN OF ORGANIZATION**

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 at the rank of Assistant Instructor or higher, and, *ex-officio*, the Chancellor of the University, and the Senior Vice Chancellor, Health Sciences.

Section 2.

Appointment

The School of Medicine complies with the University of Pittsburgh Bylaws for consideration of all faculty appointments, promotions, and conferral of tenure.

All nominations for appointment and promotion to the Faculty of the School of Medicine shall be made to the Dean by the Chair of the relevant department. In the case of appointments and promotions with tenure to the rank of professor or associate professor, the Dean will submit the nomination to the standing committee for Tenured Faculty Promotions and Appointments for consideration of the academic qualifications of the candidate. In the case of appointments and promotions without tenure to the rank of professor or associate professor, and to research professor or research associate professor, 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 appointments and promotions to the rank of professor or associate professor, the Office of Faculty Affairs will request internal and external authorities to comment on the suitability of a candidate for promotion or appointment. Both the department/candidate and the relevant committee may suggest the names of authorities who are qualified to comment on the proposed appointment or promotion. A minimum of six letters from authorities with primary appointments outside the University of Pittsburgh are required for the relevant committee to consider an appointment or promotion. The Dean and Vice Dean will be non-voting, *ex-officio* members of the committees. Positive recommendations from standing committees will be submitted to the Executive Committee at least one 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 Vice Dean for consideration. The Vice Dean will transmit his or her recommendation to the Dean, who will transmit his or her recommendation to the Provost.

Appointments and promotions to professorial ranks with a clinical prefix or an adjunct prefix at the level of professor or associate professor will be evaluated by the standing committee for Affiliated Faculty. The recommendations of this committee will be transmitted to the Executive Committee and then will follow the same procedure as outlined above.

Secondary appointments and promotions to the rank of professor or associate professor will be evaluated by the Executive Committee and then follow the same procedure as outlined above.

In the case of appointments of visiting professors of the various ranks and assistant professors and instructors of the various types, the Vice Dean will submit a recommendation to the Dean. If the Dean approves the appointment, the Dean will forward it to the Provost.

To recruit a department chair, the Dean will appoint a search committee of at least five members to identify suitable candidates and make recommendations to the Dean.

Section 3.

Types of Appointment

(a) A regular faculty member who receives a salary from the School of Medicine or another school of the University based on academic responsibilities may receive the title of Professor, Associate Professor, Assistant Professor, or Instructor of the various types.

(b) A faculty member who is not salaried by the University and who volunteers his or her services in whole or in part to a clinical department in the School of Medicine, may receive the title of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor, or Clinical Assistant Instructor. If appropriate, the prefix "Adjunct" may be used in place of "Clinical." A faculty member who is not salaried by the University and who volunteers his or her services in whole or in part to a basic science department in the School of Medicine, may receive a similar title with the prefix "Adjunct" in place of "Clinical." An individual who holds a primary appointment at another institution may hold an adjunct appointment in the University of Pittsburgh School of Medicine.

(c) The title of Lecturer may be used for an individual who periodically presents a few lectures or provides other limited types of instruction and who is not responsible for a major instructional unit.

(d) The title of Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, or Visiting Instructor may be used for an individual who is appointed to a department for a defined period of time and who holds the same or equivalent rank at his or her own institution.

(e) The title of Research Professor, Research Associate Professor, Research Assistant Professor, or Research Instructor may be used for an individual who devotes most of his or her time to research and makes minimal contributions to the education and service missions of the School of Medicine.

(f) The title of Clinical 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 Provost.

(g) The title of Research Associate may be used for individuals with a doctoral or equivalent degree who work in a supportive research role. A Research Associate does not have status as a faculty member in the School of Medicine. A Research Associate may not function as a principal investigator on a sponsored research project.

(h) An individual with a doctoral or equivalent degree who is pursuing additional education and training may be appointed with one of the following titles (which do not confer faculty status):

Postdoctoral Associate – for an individual who recently was awarded a Ph.D. or equivalent degree and who will be involved in full time research or scholarship. The appointment is viewed as preparatory for an academic and/or research career and is supported by internal or external research funds. The appointee works under the supervision of a faculty member.

Postdoctoral Scholar – for an individual who recently was awarded a Ph.D. or equivalent degree and who will be involved in full time research or scholarship. The appointment is viewed as preparatory for an academic and/or research career and is supported by an external grant that prohibits the individual from being considered an employee, or by a grant in which the funding source does not permit collection of a fringe benefit rate, or is being paid a stipend by an agency outside of the University. The appointee works under the supervision of a faculty member.

Section 4.

Terms of Appointment

(a) The University of Pittsburgh rules of appointment will apply to all faculty members of the School of Medicine. The term of appointment for Visiting Professors, Visiting Associate Professors, Visiting Assistant Professors, and Visiting Instructors 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. Research associates shall be appointed on a one

year term. Faculty members with the research or visiting prefix at the various ranks may not hold tenure.

(b) No member of the faculty may be recommended for removal during a current term of appointment, except for cause.

Section 5. **Annual Review of Regular Faculty**

Each faculty member of the School of Medicine is required to have an annual performance review by the department chair or designee. A formal description of the review process shall be provided to each faculty member by the Office of the Vice Dean at the time of appointment.

ARTICLE II - DUTIES

Section 1. **Faculty** - Subject to the authority of the Dean, 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; (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 to receive 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 a 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 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** - The Executive Committee of the Faculty is the primary policy-making body of the School of Medicine. 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 faculty of the School of Medicine as provided in Article I, Section 2; (d) 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 Interim Chairs of Departments - The Chair or Interim Chair of each department shall have the responsibility, duty, and authority: (a) to administer properly the affairs of the department in the best manner to advance the instruction of students according to the School's curriculum; (b) to facilitate research; (c) to provide justly, wisely, and economically for the expenditure of departmental funds for the best interests of the department and School; (d) to nominate, with the advice of senior members of the department, candidates for appointment, reappointment or promotion in the department, as prescribed in Article I; (e) to consult with and seek advice from the members of the department to promote efficient and effective operation of the department; (f) to consult with and seek advice from faculty members of other departments and of other faculties to achieve 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 the department, 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 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 one meeting per year at which the Dean shall give a State of the School address and at which other matters, as necessary, may be discussed. 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 meeting, a report of the activities of the Executive Committee shall be presented.

Section 2.

Executive Committee - The Executive Committee shall hold approximately one meeting per month. 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.

ARTICLE IV - QUORA

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

ARTICLE V - COMMITTEES

- Section 1.** There shall be nine 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.
- 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 non-voting members: the Chancellor of the University and the Senior Vice Chancellor, Health Sciences; Dean; Vice Dean; and the following voting members: the Chair or Interim Chair of each department in the School of Medicine.

In addition, three members-at-large of the Executive Committee will be elected by the faculty. One will be from a basic science department and two from clinical departments. These members-at-large will serve for three years. Nominations will be solicited from the Executive Committee and/or from the faculty. Faculty members-at-large are eligible for re-election to the Executive 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 issues before the Committee.

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 and/or Vice Dean shall serve as the Chair of the Executive Committee of the Faculty.

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 medical student 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 educational program leading to the MD degree according to the rules and regulations approved by the Faculty. The Dean shall charge the Committee but may not make decisions to admit or not admit individual applicants.

D. Medical Student Promotions Committee - This Committee shall consist of 15 representatives of departments in accordance with the departmental groupings indicated in the School of Medicine Student Handbook. This Committee shall monitor and make recommendations on the academic progress of medical students of the School of Medicine. This Committee shall report its recommendations to the Dean for implementation and inform the Executive Committee of these actions at its regular meetings.

E. Committee for Tenured Faculty Promotions and Appointments - This Committee shall consist of at least 18 members of the faculty with staggered three year terms. Members are nominated and elected by ballot of the Executive Committee. Membership shall consist of tenured associate professors and professors. The Standing Committee shall review all proposals for appointment with tenure, promotion with tenure, promotion in the tenure stream, and conferral of tenure at the associate professor and professor ranks. Positive recommendations shall be submitted to the Executive Committee for further action.

F. Committee for Non-Tenured Faculty Promotions and Appointments - This Committee shall consist of at least 24 members of the faculty with staggered three year terms. Members are nominated and elected by ballot of the Executive Committee. Membership shall consist of tenured and non-tenured associate professors and professors. This Committee shall review all non-tenured proposals for promotion and appointment at the associate professor and professor ranks. Positive recommendations shall be submitted to the Executive Committee for further action.

G. Committee for Affiliated Faculty Promotions and Appointments - 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 may be elected by ballot of the Executive Committee from a slate of candidates prepared by the Dean or Vice Dean, or members may be

appointed by the Dean or Vice Dean. This Committee will review departmental proposals for clinical and adjunct promotions and appointments. Positive recommendations will be forwarded to the Executive Committee for further action.

H. Graduate Council - This Committee shall consist of one representative of each of the graduate programs of the School of Medicine and the Associate Dean of Graduate Studies. The Committee shall administer the policies of the graduate programs of the School of Medicine and review nominations to the Graduate Faculty.

I. Education Policy Council – This Committee shall consist of representatives of major educational programs in the School of Medicine and other individuals appointed by the Vice Dean. The Committee shall examine how the School's educational programs relate to and interact with one another and set policies and take action as necessary to ensure the optimal function of all of the School's educational programs.

Section 3.

Departmental Meetings - It shall be the responsibility of each department chair to arrange and hold not less than three meetings during the regular academic year of all regular members of the department of the rank of instructor or higher.

Section 4.

All Standing and Special Committees shall report their proceedings to the Executive Committee and through it to the faculty. The Dean, Vice 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 meeting of School of Medicine faculty by a two-thirds majority of those present. The proposed amendment shall be distributed to the faculty one month prior to the date of the meeting. 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)
(Updated language approved by the Executive Committee January 11, 2011)
(Faculty approval pending)