

# 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, or within the tenure stream, to the rank of professor or associate professor, the Dean shall 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, or outside the tenure stream, to the rank of professor or associate professor, and to research professor or research associate professor, the Dean shall 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 shall 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 shall be non-voting, ex-officio members of the committees. Positive recommendations from standing committees shall 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 shall transmit a recommendation to the Dean, and the Dean shall transmit a recommendation to the Provost.

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

Secondary appointments and promotions to the rank of professor or associate professor shall 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 shall submit a recommendation to the Dean. If the Dean approves the appointment, the Dean will forward the recommendation to the Provost.

To recruit a department chair, the Dean shall appoint a search committee of at least five members to identify suitable candidates and make recommendations to the Dean. The Dean will ensure that diversity is well represented on search

committees to maximize identification and careful consideration of a broad pool of candidates.

### **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 does not have major instructional responsibilities.

(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 awarded to a faculty member. 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.

(i) The title of Emeritus Professor or Emeritus Associate Professor may be used in accordance with the Faculty Handbook and the source documents to which it refers.

**Section 4.**                    **Terms of Appointment**

(a) The University of Pittsburgh rules of appointment shall 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, and may be renewed twice. The terms of appointment for non-tenure stream faculty shall be not less than one year nor more than five years, and may be renewed. 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, 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 Regular Faculty**

Each regular 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 upon appointment.

A negative review and/or a recommendation for adverse action with which the faculty member disagrees shall first be discussed with the Department Chair to determine if resolution within the Department is possible. If that proves to be unsatisfactory to the faculty member or is not feasible, the faculty member (including department chairs) may file a formal appeal to the Dean. In this determination, the Dean shall seek the advice of a panel of members of the Executive Committee. This panel shall have at least five members, the majority of whom shall be elected members-at-large. Panel members must not have conflicts of interest in the case.

The University of Pittsburgh has policies for a two-step process for faculty grievances. The relevant policies and procedures are:  
<http://www.cfo.pitt.edu/policies/policy/02/02-03-01.html>,  
<http://www.cfo.pitt.edu/policies/procedure/02/02-03-01.html>, <http://www.cfo.pitt.edu/policies/policy/02/02-03-01A.html>, and  
<http://www.cfo.pitt.edu/policies/procedure/02/02-03-01A.html>.

## **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 deemed 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 and advisory body of the School of Medicine. Constituted as hereinafter provided, it shall: (a) plan for the detailed execution of the academic policies formulated by the Faculty and endorsed by the Dean; (b) act as an advisory body to the Dean; (c) act upon recommendations for appointments and promotions of the faculty of the School of Medicine as provided in Article I, Section 2; (d) act upon any case of proposed 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 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 provide for or designate and supervise the annual faculty performance evaluation and plans for the coming year for all of the members of the faculty in the department in a manner that is fair, equitable, objective and accurately weighted in regard to the fraction of time the faculty member allocates to teaching, research and other scholarly activities, administration and service and clinical service activities for faculty members with clinical activities; (g) 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 (h) 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 three meetings per year. At one of those meetings, the Dean shall give a State of the School address. Special meetings may be called at any other time by the Dean and must be called upon the written request of twenty-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. In order to obtain the greatest representation possible of the faculty, when deemed advisable and prudent by the Dean and a majority of the faculty members elected to the Executive Committee of the Faculty, votes on motions made and discussed at meetings of the Faculty and elections of members to the Executive Committee may be taken by electronic means that are available to all of the Faculty and known to assure security and secrecy of the ballots.

**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.

**Section 3.**            **Parliamentary Rules** - For all faculty meetings, unless otherwise stated, the most recent edition of Roberts Rules of Order shall prevail.

**Section 4.**            **Secretary** - The Vice Dean shall appoint an appropriate individual to serve as secretary of meetings of the Faculty. This individual shall prepare minutes in a timely manner for approval by the members of the faculty and for posting on the Faculty Affairs web site.

#### **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 ten standing committees of the faculty as hereinafter named and constituted. Other committees shall be appointed by the Dean, as deemed necessary, or proposed and approved 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; and the following voting members: Dean, Vice Dean, and the Chair or Interim Chair of each department in the School of Medicine.

In addition, nine members-at-large of the Executive Committee shall be elected by the faculty. Three shall be from basic science departments and six 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 Committee shall review all proposals for appointment with tenure, appointment as associate professor or professor in the tenure stream, 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 without tenure and outside the tenure stream. 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 shall review departmental proposals for clinical 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 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.

**J. Planning and Budget Committee** – This committee shall consist of 15 voting members of which 12 are elected from their respective departments and three are appointed by the Dean of the School of Medicine. The committee is charged with reviewing programmatic and budgetary issues within the School of Medicine and reports its recommendations directly to the Dean of the School of Medicine. Each member department shall provide for an election in a manner that is representative of the faculty of that department and that is deemed convenient and appropriate for that department. Two nonvoting members from the Office of the Dean include a financial representative and an academic administrative assistant. Members, who may be either staff or faculty members, serve a three year term on the committee. To insure adequate representation of the large number of departments in the School of Medicine, (1) the committee membership shall be balanced between the clinical and basic science departments with a composition of approximately two-thirds membership from clinical departments and one-third membership

from basic science departments; and (2) one-third of the membership shall be replaced annually to rotate the member departments.

**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. As provided for in Article III, Section 1, the vote may be carried out by electronic means, after the amendment is proposed and discussed at a meeting of the faculty. A two-thirds majority of the number of faculty members voting electronically is required for passage.

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, but not approved by the Faculty at the Faculty Meeting October 7, 2013

Updated language approved by the Executive Committee January 14, 2014 and approved by the Faculty June 9, 2014 by electronic vote

Amended August 2014