

Adopted: December 17, 1962
Amended: 1963, 1967, 1968, 2005

**BY-LAWS FOR THE STAFF AND FACULTY
UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF MEDICINE**

The faculty of the School of Medicine shall be comprised of all persons with rank of Instructor and higher. All persons with academic appointments may attend meetings of the faculty and participate in discussion. Voting privileges and committee assignments shall be limited to those with the rank of Instructor and above. Special faculty (clinical, adjunct, and visiting) do not have voting privileges, but may serve as ad hoc members of committees.

**FACULTY COUNCIL AND JOINT HEALTH SCIENCES FACULTY STATUS COMMITTEE
(JHSFSC)**

The Faculty Council and JHSFSC, the principal advisory committees to the Dean of the School of Medicine, shall be constituted to be representative of the entire faculty. They will be responsive to both the administration and the faculty on policy matters. The Faculty Council and JHSFSC will meet regularly to assure that they play an active advisory role to both the administration and the faculty, and this role will be best fulfilled by receiving information about matters of concern from both groups. The interests of the Faculty Council and JHSFSC will be limited to those matters of importance to the School of Medicine.

The Faculty Council shall be composed of ten (10) tenured faculty members. Five (5) members are elected by the faculty and five (5) are appointed by the Dean from those general academic areas not represented by the elected members. The term of service is five (5) years. The Dean is not a member. Elections and appointments are staggered to allow for continuity of experienced members. For the election the Dean will construct a ballot of eligible tenured faculty members for distribution to and vote by the regular faculty.

The JHSFSC shall be composed of nine (9) tenured faculty members. Five (5) members are elected by the faculty and four (4) are appointed by the Dean from those general academic areas not represented by the elected members. The term of service is five (5) years. The Dean is not a member. Elections and appointments are staggered to allow for continuity of experienced members. For the election the Dean will construct a ballot of eligible tenured faculty members for distribution to and vote by the regular faculty.

At the first meeting after the election/appointment of new members the Faculty Council and JHSFSC will elect a chair. The Faculty Council and JHSFSC will meet at appropriate intervals. They will adopt guidelines for discussion and deliberation. Agenda items may be submitted by members or by the Dean. A summary of each meeting will be prepared by a staff member of the Dean's Office and will be kept in that office.

The Faculty Council will serve as the promotions committee for those departments of the School of Medicine that are not joint departments with other schools. The JHSFSC will serve as promotions committee for those departments that are joint departments with other schools. The Faculty Council and JHSFSC may seek advice from other promotion committees.

STANDING COMMITTEES

The standing committees of the School of Medicine shall be designated by the Dean and appointed by him. The Dean shall be an ex-officio member of all standing committees. Committees shall submit written reports as requested by the Dean.