

Medical Faculty Council of the
University of Rochester School of Medicine and Dentistry
Charter & By-Laws

Revised and adopted July 25, 2013

MEDICAL FACULTY COUNCIL (MFC)

TABLE OF CONTENTS

ARTICLE I: PURPOSE.....3
ARTICLE II: ORGANIZATION.....3
ARTICLE III: MEMBERSHIP.....3-4
ARTICLE IV: OFFICERS.....4-5
ARTICLE V: MEETINGS.....5-6
ARTICLE VI: AMENDMENTS.....6

ARTICLE I: PURPOSE

The general purpose of the Medical Faculty Council (MFC) is to foster communication by serving as a two-way liaison between the Dean and the faculty of the School of Medicine & Dentistry. Specifically, the MFC will:

1. Serve as a forum for discussion and expression of faculty views in matters relevant to the faculty.
2. Bring key topics and issues concerning the faculty to the attention of the Dean.
3. Disseminate ideas and information from the Dean to faculty in matters relevant to faculty as related to all missions of the School and Medical Center.
4. Obtain faculty perspectives and feedback on specific topics at the request of the Dean. Some key issues may require a vote by the MFC as representatives of the whole faculty.
5. Carry out tasks as requested by the Dean and/or as specified by the MFC.

ARTICLE II: ORGANIZATION

1. The MFC shall constitute a committee of the Medical School Advisory Council (MEDSAC) representing the voice and opinion of the faculty of the School.
2. The Chair of the MFC shall be an *ex officio* member of MEDSAC during his/her term in office.
3. The Senior Associate Dean for Academic Affairs (SADAA) shall be an *ex officio* member of the Medical Faculty Council and present at all meetings held by the MFC. The Dean may appoint another representative at times when the SADAA cannot participate.
4. The MFC may establish subcommittees or workgroups as it deems necessary to conduct business. These groups shall have a specific task for a specified duration and shall report progress and accomplishments directly to the MFC. Membership of such groups shall not be limited to members of the MFC, but at least one member must be a member of the MFC and serve as a liaison between the group and the MFC.

ARTICLE III: MEMBERSHIP

1. The voting membership of MFC will consist of one representative from each School-level Department and Center.
2. Each Department/Center must have at least one primary MFC representative. Each representative must have a primary appointment in the Department or a secondary appointment in the Center, must have a full-time or academic part-time faculty appointment, and must hold a rank of Assistant Professor or higher. Each representative should be submitted by the Department Chair / Center Director, based on input from constituent faculty members; the use of electronic voting processes for this purpose is strongly encouraged. The MFC Chair and the SADAA will ensure that each Department/Center has a representative who participates actively in the MFC.
 - a. Large Departments, defined as ≥ 50 faculty members, may select two primary MFC representatives. Such Departments would still only have one vote at formal MFC voting procedures; the purpose of having more than one representative is to assist with the bidirectional Departmental communications that are essential to the representatives' roles.

- b. All Departments and Centers should identify at least one alternate representative, to ensure their representation should the primary representative be unable to attend a MFC meeting. Alternates should meet the same criteria as the primary representative.
3. Each representative will serve a three-year term on the MFC, with terms beginning in August. Individuals may be chosen to serve a second three-year term, but may not serve for more than two consecutive terms. At initial implementation of this MFC Charter, initial appointments will be for staggered terms of 1, 2, or 3 years in order to avoid full turnover of MFC members three years hence.
4. *Ex officio* (non-voting) members of the MFC will include the Dean, the SADAA, and all School faculty members who currently serve on the University Faculty Senate.

ARTICLE IV: OFFICERS

1. Medical Faculty Council Officers:

- a) **Chair:** This officer can be any faculty member who has been a MFC representative for at least one year. The Chair will serve for a single one-year term beginning July 1st. The Chair will be present at and conduct all MFC meetings and will set the agenda for each MFC meeting. The Chair will act as a liaison for the Dean and will work closely with the Senior Associate Dean for Academic Affairs or other Dean's office *ex-officio* member to organize agenda for MFC meetings. The Chair will be an *ex-officio* member of MEDSAC to represent the MFC at each MEDSAC meeting.
- b) **Associate Chair:** This officer can be any MFC member. The Associate Chair will serve for a single one-year term, but then will serve as Chair for the following year. The Associate Chair should be present at all MFC meetings and will aid in conduct of the meetings. Additionally, if, for any reason, the current Chair is unable to fulfill their MFC duties, the Associate Chair will become Chair and another Associate Chair will be elected.
- c) **Past Chair:** This officer position is reserved for the person who has completed their single one-year term as Chair the prior academic year, assuming that they still have one year remaining in their fulfillment of the three-year MFC membership. This position may not be filled every year depending on when the Chair was elected during their three-year MFC membership. The Past Chair will assist the Chair and Associate Chair with conduct of meetings and agendas. This officer position is a resource for the Chair and Associate Chair for continuity of actions and responsibilities of the MFC.
- d) **Secretary:** This officer position can be held by any MFC member. The Secretary will serve for a single one-year term and may be chosen for a second one-year term. The Secretary cannot serve more than two consecutive terms. The Secretary is responsible for recording the minutes of all MFC meetings and any special meetings related to MFC business. The Secretary will distribute the minutes to all School faculty in a timely manner. The Secretary will be responsible for maintaining the MFC's website and e-communications to assure faculty awareness and participation. The Secretary should be present at all MFC meetings. If the Secretary is unable to attend a meeting, the Associate Chair will assume the Secretary's responsibilities at that time.

- e) **Dean's Office Ex-officio Member:** The SADAA will attend every MFC meeting and will work closely with the MFC Chair to set the agenda and items for each meeting.

2. Election of Officers:

- a) Officers will be elected at the beginning of each academic year (i.e., July) by majority vote of all MFC members; the vote may be conducted electronically. MFC members will nominate other members or themselves to serve as Chair, Associate Chair, and Secretary.

ARTICLE V: MEETINGS

1. The MFC will meet regularly every other month (i.e., 6 meetings/year). The MFC may hold additional or more frequent meetings if deemed necessary by the Officers. Special meetings may be held with at least one week's notice at the discretion of the MFC Chair, the Dean or other Dean's Office representative, or upon petition by one-third of the MFC.
2. The MFC Chair will follow a specified agenda and shall lead all meetings as a forum for discussion and debate. If the agenda requires MFC approval of any item, an informal parliamentary voting procedure will be used.
 - a. If MFC approval is required between meetings, at the discretion of the MFC Chair the MFC may do so using electronic voting procedures.
3. Meeting agendas shall consist of four key components:
 - a. Additions/corrections to MFC Minutes
 - b. Chair's report and updates
 - c. Follow-up on old business or issues
 - d. New topics/issues/concerns
4. The agenda for each meeting will be set by the Chair and Associate Chair together with the Senior Associate Dean for Academic Affairs or other Dean's Office representative. The agenda should cover issues of importance to all School faculty. All faculty and MFC members are invited and encouraged to transmit suggestions for topics and issues of discussion and inquiry. The only stipulation is that the topics should be reasonable, relevant, and of legitimate concern.
5. As required by the agenda, votes on motions may be taken on key issues brought to the MFC by the Dean or other leaders, MFC members, or other faculty concern. A simple majority of those present is required for passing such motions.
6. The MFC Chair and Associate Chair will be responsible for communicating the results of such votes, and other recommendations and opinions of the MFC to the Dean's Office and/or MEDSAC.
7. The Dean's Office will be responsible for the cost of the MFC meetings, additional secretarial assistance, aid in the distribution of materials and minutes to all School faculty, and in other reasonable expenses at the recommendation of the MFC and at the discretion of the Dean's Office.
8. Under special circumstances after consultation with the President of the University (or her/his designee), the MFC may call meetings involving all School faculty. The oversight and agenda of such meetings will be conducted as per the direction of the President/designee.

ARTICLE VI: AMENDMENTS

1. The MFC may amend this Charter & By-Laws as it deems necessary, typically as decided together with the approval of the Dean's Office. Such amendments shall require approval by two-thirds of the MFC members present for a formal vote (or two-thirds of those responding to a call for an electronic vote), followed by simple majority of votes by the general faculty returned within two weeks of notification of the proposed amendments.