THE GEORGE WASHINGTON UNIVERSITY
SCHOOL OF MEDICINE AND HEALTH SCIENCES
BYLAWS

I. NAME OF THE ORGANIZATION

The Faculty Assembly of the George Washington University School of Medicine and Health Sciences (SMHS) shall be comprised of its Faculty and when meeting for purposes below shall be referred to as the “Faculty Assembly.”

II. PURPOSE OF BYLAWS

These Bylaws define the role of the Faculty and administration in the governance of SMHS and in developing policies related to the academic programs in order to enhance the mission of teaching, healing, discovering and service.

III. FACULTY ASSEMBLY

A. Definition of Faculty

1. Active Status

   a. **Regular.** University professor, professor, associate professor, assistant professor, and instructor. Each of the regular, active-status ranks may be tenure-accruing or non-tenure accruing as specified in the original letter of appointment.

   b. **Limited Service.** Adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor, clinical professor, professorial lecturer, associate professorial lecturer, assistant clinical professor, associate clinical professor, assistant professorial lecturer, clinical instructor, lecturer, special lecturer.

   c. **Visiting.** Visiting professor, visiting associate professor, visiting assistant professor, and visiting instructor.

   d. **Special Service.** Special service faculty may be appointed by the Dean upon recommendation of the appropriate faculty and officers of the administration as teaching professor or program administrator and/or with such other special service faculty designation as may be approved by the Provost in order to fulfill special teaching or program administration or development needs. These appointments do not provide tenure, and special service faculty are not expected to generate productive scholarship.
2. Retired Status

University professor emeritus, professor emeritus, professor emeritus in residence, associate professor emeritus, associate professor emeritus in residence and retired (in any given rank for age or disability).

B. Membership in the Faculty Assembly

The following shall be included in the membership of the Faculty Assembly:

1. Active status

2. Retired status

3. Members of the research staff who may be appointed by the Dean upon recommendation of the appropriate faculty and officers of the University as research professor, associate research professor, assistant research professor, and research instructor.

C. Voting Rights of Faculty

Voting membership in the Faculty Assembly shall extend to all persons whose primary appointments are full-time regular active status faculty with the title of University professor, professor, associate professor, assistant professor, or instructor (hereinafter referred to as “the Faculty”). Voting membership is not extended to limited service faculty, visiting faculty, research staff, special service faculty, or retired faculty.

Ex-officio membership (by nature of the office) shall be accorded to the emeritus faculty as non-voting. The Vice President for Health Affairs and Dean of SMHS (hereinafter “Dean”) shall vote in the case of a tie vote.

IV. ROLES AND RESPONSIBILITIES OF THE FACULTY ASSEMBLY

The Faculty Assembly shall recommend through the Executive Committee of the Faculty Assembly (hereinafter referred to as Executive Committee) to the Dean on matters relating to the academic and administrative policies leading to the M.D. degree and degrees and certificates in the health sciences. The Faculty Assembly shall have the authority to:

- Receive information from the Dean regarding matters of faculty interest or concern;
- Receive nominations and elect from among the regular faculty an Executive Committee to function on its behalf regarding faculty issues and concerns;
- Receive reports from the Faculty Assembly Committees (hereinafter referred to as “Committees”) regarding committee activities;
• Recommend to the Executive Committee to take appropriate action with respect to any matter of concern to the Faculty Assembly;

• Review any action taken by the Executive Committee and on the basis of such review, take action as may be deemed appropriate by the Faculty Assembly;

• Act as a referendum body on questions referred to it for that purpose, as directed by the Executive Committee or Dean;

• Receive reports from the Dean regarding the execution and implementation of academic policies and proposals; and

• Elect representatives to the University Faculty Senate.

V. THE EXECUTIVE COMMITTEE OF THE FACULTY ASSEMBLY

The Executive Committee shall be an elected committee that acts on behalf of the Faculty Assembly.

A. Executive Committee Functions

The Executive Committee shall have the following functions:

• To advise and recommend policies to the Dean;

• To consider any matters of interest or concern to the Faculty Assembly and to make recommendations to the Faculty Assembly, Dean, and to the University Faculty Senate through elected representatives;

• To serve as liaison between the Dean and the Faculty Assembly;

• To nominate the membership of standing committees, and to establish and appoint members to ad hoc committees to study and make reports on any matters of concern to the faculty;

• To receive reports from all Committees and to present them to the Faculty Assembly;

• To assign specific matters for study to the appropriate standing or special committees;

• To prepare an annual report for the Faculty Assembly that includes the work of all standing, special, and ad-hoc committees, as well as matters of interest regarding departments or other faculty groups, and any other matters directed to be included in the annual report by the Faculty Assembly;
To propose the agenda for meetings of the Faculty Assembly, in consultation with the Dean, and serve as the means through which regular faculty members may introduce matters for consideration by the Faculty Assembly in accordance with these Bylaws;

To act, in accordance with these Bylaws, on behalf of the Faculty Assembly in those matters requiring immediate action when it is not feasible to call a special meeting of the Assembly;

To report regularly to the Faculty Assembly about any actions that may have been taken on its behalf; and,

To serve as the Committee on Committees for the Faculty Assembly and in that capacity to nominate a slate of members of the Faculty Assembly for each standing and special committee. Voting members of the Faculty Assembly shall have the right to make additional nominations by petition to the Executive Committee prior to the election meeting or from the floor at the Faculty Assembly with the appropriate second. The Executive Committee shall determine the size and composition of committees where this is not defined by the Bylaws, and in any event shall recognize in its process the following: experience; interest; record of service; and especially, the need for continuity.

B. Executive Committee Membership

1. Voting Members. The Executive Committee shall consist of fifteen (15) regular faculty members elected by the Faculty Assembly. The composition shall be as follows:

   a. Chair of the Department of Medicine
   
   b. Chair of the Department of Surgery
   
   c. Two (2) chairs from clinical departments other than Medicine and Surgery
   
   d. Two (2) chairs from basic science departments
   
   e. Two (2) chairs from health sciences departments
   
   f. Two (2) regular faculty from basic science departments
   
   g. Two (2) regular faculty from health sciences departments
   
   h. Two (2) regular faculty from the clinical departments
   
   i. One (1) regular faculty from Children’s National Medical Center (CNMC)
Non-chair faculty members shall not be from the same department.

In the case that a clinical department has both an academic chair and a clinical chair, the academic chair will be eligible for service on the Executive Committee.

2. Any regular faculty member of the Executive Committee shall be eligible for election by the Executive Committee as its Chair and Vice Chair. The positions of Chair and Vice Chair shall be split between representation from clinical departments and the basic science or health sciences departments. The term of office of the Chair and Vice Chair shall be one (1) year and each shall be eligible for re-election to one (1) second year term of office.

3. **Ex-Officio Members.** The Dean, Senior Associate Deans, Associate and Assistant Deans (at the discretion of the Dean), Associate Dean for Academic Affairs from CNMC and the President of the GW Medical Faculty Associates (MFA) shall serve as non-voting *ex-officio* members of the Executive Committee. (In the event that the President of the MFA shall also serve on the Executive Committee as the Chair of a clinical department, the President of the MFA shall delegate to the Vice Chair of the clinical department, the right to vote on the Executive Committee). One limited-service faculty member shall be appointed by the Dean to serve as an *ex-officio* and non-voting member. SMHS faculty who serve on the University Faculty Senate shall also serve as *ex-officio* and non-voting members of the Executive Committee.

C. **Executive Committee Meetings**

1. **Regular Meetings.** Regular meetings of the Executive Committee shall be held at least once each month throughout the year.

2. **Special Meetings.** Special meetings of the Executive Committee may be called: (i) by the Chair of the Executive Committee; (ii) at the request of the Dean; (iii) by three (3) voting members of the Executive Committee; and/or, (iv) by ten (10) voting members of the Faculty Assembly. Minutes of all meetings shall be kept and distributed to the Faculty Assembly.

D. **Term**

The term of office for elected faculty members on the Executive Committee shall be for three (3) years beginning on July 1, save that in the first election following the adoption of these Bylaws members shall serve a period of one (1), two (2) or three (3) years to be decided by lot so as to provide for the annual election of one-third of the faculty members of the Executive Committee.

VI. **OFFICERS OF THE FACULTY ASSEMBLY**

The Dean shall serve as Chair of the Faculty Assembly. The Chair of the Executive Committee shall serve as Vice Chair of the Faculty Assembly.
VII. **ADMINISTRATION AND GOVERNANCE**

The Dean shall serve as the Chief Academic Officer of the SMHS.

The Dean shall be responsible for leading the SMHS to the accomplishment of its mission and allocating, directing and supervising all resources as necessary.

Annually, the Dean shall provide to the Executive Committee, a full report of the current status of the SMHS.

The Dean shall preside at Faculty Assembly meetings and with the Faculty, develop its policies.

The Dean shall appoint the Chairs of the Committees and the *ex-officio* and non-voting members to the Committees of the Faculty Assembly described herein, unless otherwise specified.

VIII. **THE ADMINISTRATIVE UNITS OF THE SCHOOL**

The administrative units of the School shall consist of:

A. **Academic Departments**

1. **Definitions.**

   a. *Academic Department* shall mean a department or other unit of the SMHS as established in accordance with the University’s policies and procedures.

   b. *Clinical Departments* shall include:

      ▪ Anesthesiology and Critical Care Medicine;
      ▪ Dermatology;
      ▪ Emergency Medicine;
      ▪ Medicine;
      ▪ Neurological Surgery;
      ▪ Neurology;
      ▪ Obstetrics and Gynecology;
      ▪ Ophthalmology;
• Orthopaedic Surgery;
• Pathology;
• Pediatrics\(^1\);
• Psychiatry and Behavioral Sciences;
• Radiology;
• Surgery; and
• Urology.

c. *Health Sciences Departments* shall include:

• Clinical Research and Leadership;
• Physical Therapy and Health Care Sciences; and
• Physician Assistant Studies.

d. *Basic Science Departments* shall include:

• Anatomy and Regenerative Biology;
• Biochemistry and Molecular Biology;
• Integrative Systems Biology;
• Microbiology, Immunology and Tropical Medicine; and
• Pharmacology and Physiology.

2. **Administrative Officer.** The administrative officer of the department shall be the Chair. The Chair, with full participation and advice of the faculty of the department shall advise and implement procedures necessary for the orderly functioning of the department and shall represent the department in matters referred to the Dean for approval or decision.

\(^1\) The selection of the Department Chair of Pediatrics follows a different procedure which has been jointly outlined by the GW and CNMC.
3. **Department Chair.** The Department Chair shall be selected as provided for in these Bylaws. The Department Chair shall have the authority and responsibility for:

- collaborating with education deans to ensure excellence in the undergraduate and graduate education programs;
- fostering research, in the department and interdepartmentally;
- promoting clinical excellence and training in the clinical departments;
- promoting collaboration in the community;
- encouraging professional development of faculty;
- fostering professional relationships within the School and its Administration;
- encouraging fundraising activities in consultation with the Dean and the School’s senior development personnel;
- planning and assignment of departmental facilities in collaboration with administration;
- recruiting and recommending to the Dean for faculty appointment, reappointment award of tenure, promotion, sabbatical leave and retirement;
- recommending to the Dean, or his/her designee, the course and clerkship directors; in the case of health sciences, the program director will make recommendations to the chair who in turn will recommend to the Dean;
- evaluating the faculty of the department;
- submitting an annual report to the Dean; and
- participating with the Dean in the development of departmental academic budgets that are reflective of the need for the growth and development of the department and School.

4. In the event that a clinical department may have both an academic chair and a clinical chair:

**Academic chair** shall mean an individual appointed by the SMHS to direct and oversee the academic functions of the department.

**Clinical chair** shall mean an individual appointed by and serving at the pleasure of the President of the GW MFA to direct and oversee the clinical activities of the department.
B. **Other Administrative Units**

Other administrative units shall perform such roles and responsibilities as specified by the Dean in terms of purpose of that administrative unit.

IX. **MEETINGS OF THE FACULTY ASSEMBLY**

A. **Regular Meetings**

Regular meetings of the Faculty Assembly shall be held at least two (2) times a year. The agenda shall be prepared by the Dean and the Vice Chair of the Faculty Assembly and shall include any matter requested by the Executive Committee or by written petition of twenty-five (25) or more members of the Faculty Assembly. The notice of a regular meeting shall include the time, place, and agenda of the meeting and shall be circulated to the membership no later than the tenth day preceding the meeting.

B. **Special Meetings**

A special meeting of the Faculty Assembly may be called: (i) by the Dean; (ii) by the Chair of the Executive Committee; or (iii) at the request of twenty-five (25) or more voting members of the Faculty Assembly. The agenda for a special meeting shall be prepared by the person calling the meeting in consultation with the Executive Committee. All notices of special meetings shall include the time, place and agenda of the meeting and shall be circulated to the membership with as much notice as circumstances permit but no less than seven (7) days.

C. **Quorum**

A quorum for any regular or special meeting of the Faculty Assembly shall consist of twenty-five (25) voting members.

D. **Voting Requirements**

1. Resolutions submitted to the Faculty Assembly by the Executive Committee shall be approved by a majority of those voting.

2. The Faculty Assembly shall act by the affirmative vote of a majority of those voting unless the action proposed is an adverse review of a decision of the Executive Committee in which case the affirmative vote of two-thirds of those voting shall be required, provided there are fifty (50) voting members.

3. The initial confirmation and adoption of the Bylaws of the Faculty Assembly shall be subject to a majority vote of those voting. Any amendments or changes to the Bylaws require two-thirds of those voting provided there are a minimum of fifty (50) voting members.
4. Meetings of the Faculty Assembly shall normally be closed, subject to the SMHS Faculty Assembly’s right to declare the meeting open to non-members by a majority vote of those voting.

5. The first vote on a question shall normally be by voice, and the Chair of the Faculty Assembly shall announce the result. If the Chair of the Faculty Assembly or any voting member present calls for a show of hands of the Faculty Assembly, the Chair shall call for a show of hands, announcing the number of affirmative and negative votes. Any member of the voting faculty present may call for a secret ballot.

6. If the Faculty Assembly, due to absence of a quorum, shall be unable to convene at a regular or specially scheduled meeting or fails to consider the items on the agenda, the Executive Committee will, at its next scheduled meeting, consider such agenda items and determine whether the issues are of sufficient urgency to require the response of the faculty by absentee ballot. The Executive Committee shall decide by a majority vote of those present as a matter of ordinary business, whether to initiate and conduct such a ballot. Decision of this issue by faculty vote of majority of those voting will be binding upon the Faculty Assembly provided there are no less than fifty (50) recorded absentee votes.

7. Items for the agenda of the Faculty Assembly shall be prepared in accordance with Section IX requiring either accordance with these Bylaws or by the Robert’s Rules of Order, Newly Revised. Such items must be presented in written and precise language for direct vote or debate and distributed as part of the agenda of a proposed scheduled meeting.

E. **Conduct of Meetings**

Except as otherwise specified in these Bylaws, the Faculty Assembly shall govern itself according to Robert’s Rules of Order, Newly Revised, for establishing conduct of meetings and shall inform all voting procedures. The Parliamentarian of the SMHS Faculty Assembly shall advise the Chair on points of order. The Parliamentarian shall be nominated by the Executive Committee and elected by the Faculty Assembly.

X. **FACULTY ASSEMBLY COMMITTEES**

A. **General**

1. **Committees.** Faculty Assembly committees shall include:

   - The Executive Committee;
   - Standing Committees; and
   - Special Committees as described herein.
The Executive Committee and the Standing Committees shall meet as directed, but in no case less than twice a year. Committee meetings shall conform to orderly procedures and report to the Executive Committee as necessary and to the Faculty Assembly at least annually.

2. **Terms.** Faculty members of all committees shall be elected or appointed for up to two (2) consecutive three-year terms, unless extended to serve beyond the second term by the Executive Committee and except that in the year following the adoption of these Bylaws whereby terms shall be for one (1), two (2) or three (3) years, determined by lot, to allow for future staggered representation.

3. **Ensuring Quorum.** The Executive Committee shall establish procedures for temporary replacement of members of the Executive or Standing Committees in order to maintain full representation and the ability to assemble a quorum for meetings.

**B. Standing and Special Committees**

1. **General Principles**
   a. The Standing and Special Committees of the Faculty Assembly shall have the authority to take action as designated below.

   b. The name, membership, duties and jurisdiction of each standing committee of the Faculty Assembly shall be designated in these Bylaws. The Executive Committee may establish special committees and subcommittees as necessary.

   c. The Standing and Special committees may consist of members of the Faculty Assembly, members of the Office of the Dean as ex-officio, representatives of student and other interest groups, and individuals appointed by the Dean.

   d. Every Standing Committee, Special Committee or Subcommittee at the discretion of the SMHS Executive Committee, may include at least one (1) voting member of the SMHS Executive Committee as a non-voting member if that Committee does not include a voting member of the SMHS Executive Committee among its members.

   e. In so far as practicable, each Committee shall be broadly representative of the faculty.

   f. The composition and membership of each Standing and Special Committee or Subcommittee shall be reported to the members of the Faculty Assembly in a timely manner.

   g. The Chair of each Standing or Special Committee shall be a regular member of the faculty.
h. Specific Responsibilities. The Chair of each Standing Committee shall at a minimum, submit a written annual report to the Executive Committee at its June meeting summarizing the committee’s activities.

2. Standing Committees

a. Committee on MD Program Admissions.
The Committee on MD Program Admissions shall be responsible for making decisions regarding accepting students into the MD program and shall make decisions according to the rules and standards for the selection and admission of students.

The membership of this committee shall consist of up to twenty-four (24) voting members, ten (10) of whom are nominated by the Executive Committee. The Dean shall appoint up to eight (8) additional faculty who may vote, with approval from the Executive Committee, and appoint four (4) medical students, with two (2) from MS II, and two (2) from MS IV as voting members. Additionally, the Dean will appoint up to two (2) residents as voting members. A quorum for this committee shall be defined as nine (9) voting members of which a majority are faculty.

b. Committee on Appointments, Promotions, and Tenure (APT).
The APT Committee shall be responsible for reviewing and recommending, for the Dean’s approval, the faculty considered for the rank of Assistant Professor, Associate Professor, and Professor, with faculty appointments and promotions designated as tenure track or non-tenure track. The APT Committee shall also review specific and special cases based on the referral by the Dean and shall review the SMHS, “Guidelines for Appointment, Promotion and Tenure” for approval by the Dean and Faculty Assembly.

The APT Committee shall consist of four (4) members from the clinical faculty; two (2) members from the basic sciences faculty; two (2) members from health sciences faculty; and, one (1) faculty member from CNMC (the Chair of the CNMC APT Committee or his/her designee), as voting members. Members of the APT Committee shall be at or above the rank of Associate Professor; recommendations on promotion shall be made by members of the committee of higher or equal rank of the faculty being considered. All recommendations on tenure for health sciences and basic science faculty will be made only by tenured faculty. All committee members except for clinical faculty must be tenured.

c. Committee on Health Sciences Curricula.
The Committee on Health Sciences Curricula shall advise the Dean and provide oversight regarding matters pertaining to program and curricular development within the Health Sciences Program. This committee shall consider all matters of undergraduate and graduate health sciences
education, including new program and course proposals, major changes in existing programs and courses, and other matters significantly affecting the curriculum.

This committee shall consist of seven (7) elected faculty members and shall include at least one representative from each of the Health Sciences departments, as well as one student appointed to the committee, as voting members. To fulfill its charge, this committee may develop a subcommittee structure which may include subcommittees for curricular development and for curricular evaluation. The Chairs of these subcommittees shall be selected from the membership of this committee. Subcommittee members may be nominated from the membership of the Committee and from other relevant faculty and administrators invited to participate. The Dean may appoint other decanal members and chairs to serve as ex-officio and as non-voting.

d. Committee on Undergraduate Medical Education Curriculum (CUMEC). The CUMEC shall advise the Dean and provide oversight on the establishment and review of the goals, objectives and evaluation of the undergraduate medical education program, the implementation and assessment of new educational techniques and curricular changes, and the initiation and evaluation of new educational proposals.

The CUMEC shall consist of six (6) faculty members from the clinical departments; three (3) faculty members from the basic sciences; four (4) course directors [two (2) from Years I and II, and two (2) from Years III and IV, respectively]; and, four (4) student representatives from Years I, II, III, and IV as voting members. Members of the CUMEC may be at any of the professorial ranks. Additionally the Dean shall appoint decanal non-voting and ex-officio members to the CUMEC whose roles and responsibilities pertain to the undergraduate medical education program.

The CUMEC, to accomplish its charge above, shall appoint subcommittees for curricular innovation, integration and evaluation. The chairs of the subcommittees shall be selected from the membership of the committee and may include decanal members. The Dean may appoint other decanal members whose roles and responsibilities pertain to the undergraduate medical education program to these subcommittees as ex-officio and non-voting.

e. Committee on Health Sciences Student Evaluation. In accordance with the Student Handbook for Health Sciences Program, the Committee on Health Sciences Student Evaluation shall serve as the principal body to evaluate, advise, and provide oversight for matters pertaining to the academic and professional performance of students in the health sciences.
This committee shall: evaluate and make recommendations regarding students referred for academic difficulties or issues of professional comportment; evaluate unresolved grade appeals by students; and review any additional cases referred to the committee by the Dean or his/her designee. In all cases, the committee shall make appropriate recommendations to the Dean or his/her designee.

This committee shall consist of seven (7) elected members of Assistant Professor rank or higher, and include at least one (1) representative from each of the Health Sciences Departments, as well as representatives of the undergraduate and graduate programs, as voting members.

f. **Committee on Medical Student Evaluation (MSEC).**
   In accordance with the Regulations for M.D. Candidates, the MSEC shall provide oversight on all matters related to the evaluation, and advancement for promotion for the graduation of medical students. The MSEC will be responsible for evaluating students referred by the Dean’s office for academic difficulties, allegations of honor code violations and/or issues of professional comportment. The MSEC will review and, as necessary, recommend revisions to the *Regulations for M.D. Candidates* to the Executive Committee.

   The MSEC shall be composed of eight (8) faculty members from the clinical departments; four (4) faculty members from the basic sciences, as voting members. The Dean may appoint up to four (4) additional voting faculty members to assure appropriate representation across the School, and may appoint up to four (4) students, one (1) from each year of the M.D. Program as voting members of the committee. Additionally the Dean may appoint other *ex-officio* and non-voting decanal members of the committee. With the exception of the committee members appointed by the Dean, the members of the MSEC shall be nominated by the Executive Committee and approved by the Faculty Assembly.

g. **Committee on Research.**
   The Committee on Research shall develop policies and procedures to foster and promote research; serve as an advisory body to the Dean of SMHS for the allocation of fiscal and other resources in support of research; receive and review applications for intramural research support; and recommend faculty for awards in recognition of outstanding research activities.

   There shall be a minimum of ten (10) faculty members who are actively involved in research. The committee membership shall consist of four (4) basic science faculty, four (4) clinical faculty, and two (2) health sciences faculty as voting members.
h. Committee on Masters and Doctorate Graduate Programs.
The Committee on Masters and Doctorate Graduate Programs shall make recommendations pertaining to the masters and doctorate degree programs and their integration with other health programs and schools. It shall also serve as the liaison between SMHS and other graduate and non-graduate programs.

The membership of this committee shall consist of seven (7) faculty who are graduate program directors for the Masters and doctorate degree programs granted by the Columbian College of Arts and Sciences in the School of Medicine and Health Sciences as voting members; with the Director of the GW Institute for Biomedical Sciences, the Dean of the Columbian College of Arts and Sciences, and other Assistant or Associate Deans as appointed by the Dean. The decanal appointees or their designees shall serve ex- officio, and without vote.

XI. PROCEDURES FOR THE SELECTION OF DECANAL POSITIONS AND DEPARTMENT CHAIRS

Academic administrative officers such as The Dean of the School of Medicine and Health Sciences, Associate Deans, Assistant Deans or other academic offices of a similar rank shall be qualified for faculty membership by training and experience.

A1. Dean of the School of Medicine and Health Sciences

At the request of the President or the Provost of the University for a search for the Dean of the School of Medicine and Health Sciences (SMHS), the SMHS Executive Committee shall organize a search committee for the Dean of the SMHS.

Faculty nominations for the search committee for the position of Dean will be requested from all of the Faculty Assembly. Faculty nominations will be reviewed by the Executive Committee. The Executive Committee will select the search committee members from the nominations and then select the Chair of the search committee. The Chair of this committee will consult with the Provost and Executive Vice President for Academic Affairs.

The search committee shall consist of three (3) faculty members from the clinical departments, one (1) of whom is a chair of a clinical department; two (2) faculty members from the basic science departments, one (1) of whom is a chair of a basic science department; two (2) faculty members from the health sciences department, one (1) of whom is a Chair of a health sciences department; and one (1) faculty member from CNMC as voting members. All faculty members must be either tenured, or in the case of the clinical departments, be of the rank Associate Professor or Professor.
In addition, the Chair of the SMHS Executive Committee shall appoint one (1) student from the SMHS to serve as an ex-officio and non-voting member of the committee. The President or the Provost of the University shall appoint one member of the Medical Affairs Committee of the George Washington University Board of Trustees or an alumnus/alumni of the SMHS as an ex-officio and non-voting member.

Additionally, the President of the MFA or his/her designee may serve as an ex-officio and non-voting member of the search committee. A senior member of the Office of the Provost may serve as an ex-officio and non-voting member of the search committee.

A2. Associate, Assistant Deans, or Other Academic Officials of Similar Rank

Faculty nominations for the search committee for the positions of associate or assistant dean or other academic officials of similar rank will be requested from all of the Faculty Assembly. Faculty nominations will be reviewed by the Executive Committee. The Executive Committee will select the search committee members from the nominations and the Dean will select the Chair of the search committee. The Chair of the search committee will consult with the Dean.

For associate, assistant deans or other academic officials of similar rank in Health Sciences, the search committee shall consist of: four (4) faculty members from the health sciences departments, one (1) of whom is a chair of a department; two (2) faculty members from the basic sciences departments, one (1) of whom is a chair of a department; and two (2) faculty from the clinical departments, one (1) of whom is a chair of a department. All faculty members must be either tenured or in the case of the clinical departments, be at the rank of Associate Professor or Professor. One (1) health sciences student will be appointed to this committee as a voting member. The Dean of SMHS or his or her designee shall serve as ex-officio and non-voting.

For associate, assistant deans or other academic officials of similar rank in the SMHS (MD program), the search committee shall consist of: three (3) faculty members from the clinical departments, one (1) of whom is a chair of a department; two (2) faculty members from the basic sciences departments, one (1) of whom is a chair of a department; and two (2) faculty members from the health sciences departments, one (1) of whom is chair of a department; and one (1) faculty member from CNMC. All faculty members must be either tenured or in the case of the clinical departments, be of the rank of Associate Professor or Professor. One (1) student from the MD Program will be appointed to this committee as a voting member. Additionally, the President of the MFA or his/her designee may serve as an ex-officio and non-voting member of the search committee. The Dean will serve as an ex-officio and non-voting member of the search committee.

Search committees for other associate, assistant decanal positions or other administrative offices of similar rank shall consist of the regular active status faculty members who are tenured, or in the case of the clinical faculty at the rank
or Associate Professor or Professor, with committee composition both representative and proportional to the specific search.

B. **Basic Science and Health Sciences Department Chairs**

Faculty nominations for membership on the search committee for the chair of a health sciences or basic sciences department, unless constituted by an *ad hoc* expedited search committee, will be sought by email from the faculty of the SMHS. The committee shall consist of no less than five (5) faculty members of which no less than two (2) faculty members shall be members of the department concerned, as voting members. The Executive Committee shall select a committee from among the nominees and present them to the Faculty Assembly of the SMHS for approval. The Dean shall appoint the Chair of the committee. The committee shall interview candidates and present one or more candidates to the Dean for consideration.

C. **Clinical Department Chairs**

Faculty nominations for membership on the search committee for the chairmanship of a Clinical Department, unless constituted by an ad-hoc expedited search committee, will be sought by email from the faculty of the SMHS. The committee shall consist of no less than five (5) faculty members, of which no less than two (2) faculty members shall be members of the department concerned, as voting members. The Executive Committee of SMHS shall select a committee from among the nominees and present them to the Dean and the President of the MFA for approval. The Dean and the President of the MFA shall appoint the Chair of the search committee. The committee shall interview candidates and present one or more candidates to the Dean and President of the MFA for consideration. Should the Dean and the President of the MFA not be able to agree on a candidate, the appointment of the chair shall be in accord with the Academic Affiliation Agreement (AAA).

D. **Expedited Search Committees**

The Dean may request an ad-hoc expedited search committee for department chairs at his/her discretion.Composition of such committee shall be comprised of no less than five members; two (2) of whom are appointed by the Dean and three (3) elected by the Executive Committee as voting members. No less than two (2) of the members of the committee should come from the department for which the search is initiated. Faculty members at the rank of Associate Professor and above shall be eligible for committee participation.

At the request of the President or the Provost of the University for an expedited search for the Dean of the School of Medicine and Health Sciences (SMHS), the SMHS Executive Committee shall organize a special search committee. The search committee shall consist of three (3) faculty members from the clinical departments, one (1) of whom is a chair of a clinical department; two (2) faculty members from the basic science departments, one (1) of whom is a chair of a
basic science department; two (2) faculty members from the health sciences departments, one (1) of whom is a chair of a health sciences department; and one (1) faculty member from CNMC as voting members. All faculty members must be either tenured, or in the case of the clinical departments, be of the rank Associate Professor or Professor.

In addition, the Chair of the SMHS Executive Committee shall appoint one (1) student from the SMHS to serve as an *ex-officio* and non-voting member of the committee. The President or the Provost of the University shall appoint one member of the Medical Affairs Committee of the George Washington University Board of Trustees or an alumnus/alumni of the SMHS as an *ex-officio* and non-voting member. Additionally, the President of the MFA or his/her designee may serve as an *ex-officio* and non-voting member of the search committee. A senior member of the Office of the Provost may serve as an *ex-officio* and non-voting member of the search committee.

**XII. AMENDMENTS**

Amendments to the SMHS Faculty Bylaws may be proposed to the Faculty Assembly by the Dean, by petition to the Dean signed by twenty–five (25) regular faculty members of the Faculty Assembly, and/or by a Faculty Committee established for that purpose. Proposed amendments shall be published and appear as an item of business on the agenda for a regular or special meeting of the Faculty Assembly.

The adoption of a proposed amendment by the Faculty Assembly shall require the favorable two-thirds vote of those voting provided there are at least fifty (50) voting members as specified under these Bylaws in Section IX (D), “Voting Requirements.”