

BY-LAWS OF THE SENATE OF THE ALBERT EINSTEIN COLLEGE OF  
MEDICINE

REVISED

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## **BY-LAWS OF THE AECOM SENATE**

In order that the College of Medicine may maintain and improve its position as an eminent contributor to the education of physicians, the advancement of science, the maintenance of health, the prevention of disease, and the improvement of the provision of medical care, it is evident that there must be understanding, trust and enthusiastic cooperation among the faculty and student body, the Dean, the President of the University, and the Board of Trustees of the University, Board of Overseers of the school<sup>1</sup> and the Boards of Governors of the relevant hospitals. The essence of the governance of the school is that success and growth depend on open, honest discussion of all issues.

### **SECTION 1. THE SENATE**

- 1.1 The Senate shall be the organization through which the faculty and student body participate in the formulation of the policies of the College of Medicine. The Senate shall discuss all issues of importance to this school and may vote on recommendations to be made to the Dean.
- 1.2 In order to improve the cooperative functioning of the various governing bodies affecting the school, the Speaker of the Senate shall be invited to the meetings of the Board of Overseers. In addition, the Dean and the Speaker shall seek agreement from the Board of each affiliated hospital to invite delegates elected by and from the Senate.
- 1.3 Roberts Rules of Order (revised) shall be used for conduct of the business of the Senate, its Council and its committees.

### **SECTION 2. THE DEAN.**

- 2.1 The Dean is a member of the Senate ex-officio. The Dean, subject to the authority of the President of the University, is the chief academic and administrative officer of the College and is responsible for implementing all policies.
- 2.2 The Dean is the principal representative of the faculty to the President of the University and to the public.
- 2.3 The Dean appoints Assistant Deans in administrative capacities as he/she deems necessary and Associate Deans with the advice and consent of the Senate Council.

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<sup>1</sup> Nothing in this document is intended to restrain or restrict the legal rights of the President, Board of Trustees or the Board of Overseers.

- 2.4 The Dean is responsible for the formulation of the College budget. The Committee on Fiscal Affairs shall serve in an advisory capacity in this process. After its completion and submission to the President and Board, the budget shall be presented for information to the Senate Council and Senate by the Dean.
- 2.5 Decisions involving changes in educational policy including curriculum, and in policies and criteria for student admissions, promotions and graduation, shall be made by the Dean with the advice and consent of the Senate Council and the Senate.
- 2.6 Decisions concerning academic policies, criteria, and procedures for faculty appointments and promotions shall be made by the Dean with the advice and consent of the Senate Council and the Senate.  
Recommendations to the President concerning the granting of new tenure positions and the number to be awarded each year shall be made by the Dean with the advice of the Senate Council and the Senate.
- 2.7 Decisions by the Dean or recommendations by the Dean to the Board of Overseers concerning any major reorganization of academic structure including the addition or deletion of Institutes, Departments, or supra-departmental Divisions, or Affiliations, shall be made with the advice of the Senate Council and the Senate.

The Dean shall apprise the Senate Council and the Senate, at the earliest possible date, of any matter under consideration in the aforementioned areas. Before formally presenting a recommendation to the President or the Board, the Dean shall review the recommendation with the Senate Council and present all the relevant data at a meeting of the Senate. The Senate may designate and charge appropriate Committees to analyze the issues and solicit faculty response to guide its recommendations to the Dean at its next meeting.

In the event that the Dean wishes to modify or disapprove the recommendation of the Senate, he shall inform the Senate in writing of his intentions and reasons and present all the relevant data. No action shall be taken until the Senate, where time permits, has had a month to consider the Dean's statement to submit for his consideration a written response and to discuss with him the matters in question.

In the final recommendation to the Board or the President, the Dean shall note the support or dissent of the faculty as expressed by the Senate.

After discussion, the Senate may either accept the Dean's recommendation or request, within a week, an opportunity to present its point of view to the President and the Board of Overseers prior to their decision regarding the

Dean's recommendation.

When extraordinary circumstances require decision and action in a shorter period of time than that described above, the Dean may explain the reasons for the urgency and the Senate will waive any or all of the minimum time requirements in this review process and make its recommendations within the time required by the circumstances.

- 2.8 The Dean shall review on an ongoing basis with the Senate Council all major developments, opportunities and problems within the College and relevant decisions and actions.
- 2.9 The Senate and Senate Council shall be available to the President for advice on the structure and composition of a Search Committee to select a new Dean. At least 50% of the members of a Search Committee designated for this purpose shall be members of the faculty of the Albert Einstein College of Medicine. The mechanism for the selection of these representatives to the Search Committee shall be determined with the approval of the Senate and the Senate Council at the time of the Search Committee's formation.

The Senate shall advise the President concerning the renewal of a Dean's appointment within a year prior to the conclusion of the term of office, as well as the suggested length of the Dean's appointment, which will normally be for a five-year period. In order to facilitate this process, a committee to advise the Senate shall be constituted and start its deliberations prior to the termination of the penultimate year of the Dean's appointment. The Senate Advisory Committee shall consist of the elected members of the Senate Council plus 6 members proposed by the Committee on Committees and approved by the Senate. The Advisory Committee shall report and recommend to the Senate which shall make its recommendation to the President.

In the event that an acting dean must be selected, the Council and Committee on Committees should each designate 2 clinical and 2 preclinical faculty members to constitute a Committee to recommend an acting Dean. The President of the University should be invited to appoint an additional member of this committee. The Advisory Committee shall report and recommend to the Senate within 30 days and the Senate shall make its recommendation to the President.

### SECTION 3. THE SENATE COUNCIL

- 3.1 The Senate Council shall consist of: the Dean, who shall be Chairperson of the Council; the Speaker and Vice-Speaker of the Senate; 10 members elected by the Senate from its membership; 1 student senator elected by the

student senators; and 2 members appointed by the Dean. The proportion of Chairs elected to the Council shall not exceed their proportional representation in the Senate. No one other than the Dean shall serve more than 3 consecutive years on the Council. The Dean shall have the privilege of inviting the Chief Executive Officers of major affiliated hospitals ex-officio to any meeting.

3.2 Quorum shall consist of 7.

3.3 The Council shall:

3.3.1 have continuing responsibility for counseling the Dean,

3.1.2 make recommendations concerning priorities of the various issues facing the College,

3.3.4 invite College and Senate Committees to report to it. The Council may suggest modifications of a Committee's reports to the Committee or to the Senate, but may not prevent presentation of a report to the Senate,

3.3.5 the recommendations of the Council shall be reported by the Speaker to the Senate for confirmation or modification,

3.3.6 serve as a Standing Committee for review of the academic structure of the school, including the number and nature of Departments and interdepartmental programs, and the nature and definition of "divisions," if this term applies to supra-departmental groupings. The recommendations of the Council shall be reported to the Senate for advice and consent.

3.3.7 discuss with the Dean contemplated changes in Departmental Chairmanships and advise the Dean on appointment of Search Committees for Departmental Chairpersons.

Search Committees for Departmental Chairpersons, or for those Directors of Service who are chosen in this way, shall be appointed by the Dean in consultation with the Council. The Dean shall present to the Council the proposed charge for the Search Committee and a preliminary slate and shall solicit recommendations for additions and deletions. After a Search Committee has been selected by the Dean from this slate, its composition shall be presented by the Dean to the Council for final recommendations.

3.3.8 advise the Dean and consent on the appointment of College

Committees (see 10.1).

The Dean shall present to the Council the proposed charge to a Committee and shall request submission of recommendations for its membership both in writing and at a Council meeting. In the case of the Educational Planning and Policy Committee, the Committee on Fiscal Affairs, and the Committee on Faculty Affairs, Academic Freedom and Tenure, and, at his discretion, in the case of any other Committee, the Speaker of the Senate shall have the specific responsibility of soliciting recommendations for the slate from the Committee on Committees. The Dean shall present all the recommendations to the Senate Council and shall make the final selection of the Committee members and Chairman with the consent of the Senate Council.

- 3.4 The Senate Council shall meet at least twice each month and reports of the proceedings of these meetings shall be presented to the Senate and minutes prepared by the Vice-Speaker of all Council meetings shall be distributed to all Senators.
- 3.5 The Council may invite the President of the University and/or the Board of Overseers to at least one joint meeting each year.

#### SECTION 4. DEPARTMENTS

- 4.1 The word Department in these By-Laws refers to academic departments of the College of Medicine.
- 4.2 Each Department shall have By-Laws of its own which shall include rules governing representation to the Senate. These By-Laws must be approved by the Senate Committee on Rules and Credentials as compatible in philosophy and function with the Senate By-Laws, and must be filed in the Medical College Library.

#### SECTION 5. ELECTION OF THE SENATE

- 5.1 Elected members of the Senate shall be elected by departmental or other election of constituencies as defined by the Credentials Committee and approved by the Senate. Appendix I represents the definition in force at the time of adoption of these By-Laws. All members of the faculty of the rank of Associate, Instructor or higher may vote for faculty representatives. A full-time member of the faculty shall have one vote and a part-time or voluntary member of the faculty shall have a fractional vote, the weight of which shall be determined in his/her Department.

Each Department's By-Laws shall include a description of the mode of representation of the constituencies within that Department.

- 5.2 The Departmental Chairperson or representative of the voting unit shall, on April 1, submit to the Chairperson of the Credentials Committee of the Senate the list of authorized voters and the method by which its election shall be conducted, in accordance with the By-Laws of that unit in a written secret manner. Ballots shall be opened and counted at a pre-announced Departmental meeting.

Elections will be carried out during May/June and the new Senate will be seated in September.

- 5.3 Medical students shall elect Senators at the time of Departmental elections except for the First Year Class which shall conduct its election within 2 months of matriculation at Albert Einstein College of Medicine. The Associate Dean for Students and Graduate Medical Education shall inform the Speaker and Chairman of the Senate Rules Committee of the results.
- 5.4 Graduate students and postdoctoral fellows shall elect Senators in their meeting at the time of the Departmental election, and house staffs within one month of the time they begin service.
- 5.5 Non-faculty Senators are elected for a one-year term. Faculty Senators shall be elected in April for terms of two years. In the initial election of any voting unit, one-half the Senators from Departments with an even number of Senators shall have two-year terms (those with the greatest number of Departmental votes) and the remaining half shall have one-year terms. For Departments with an odd number of Senators, the same principle shall apply, with the provision that two-year terms shall be assigned to the higher proportion. For example, in a Department with five Senators, the three candidates receiving the greatest number of votes shall have two-year terms. If the number of Senators from a Department is increased, terms shall be assigned so that at least half of the Senators shall be elected each year.
- 5.6 A faculty member who holds appointments in two or more Departments may elect which department he/she will be counted in for Senate representation with the agreement of both chairs. The Senate Rules Committee and the relevant chairs must be notified if this is other than the Department of primary appointment. Each faculty member with a joint appointment shall have one appointment which is considered primary. This must be agreed to by the faculty member, the appropriate Chairperson and the Dean, and be specified in the appointment letter.
- 5.7 Faculty senatorial delegations with three or more elected Senators shall, at all times, include not less than 16% and not more than 50% junior (ranks below

Associate Professor) faculty members. Statutory Senators shall be included in total size of senatorial delegation for purposes of establishing numbers of Senators holding ranks below Associate Professor. Senatorial delegations with two elected Senators shall include at all times at least one senior faculty member, but not more than four consecutive years shall elapse during which such a delegation shall include no faculty member of rank below Associate Professor.

- 5.8 If a junior faculty member is promoted to senior rank during his/her term as a Senator he/she may be considered junior with respect to required representation for the remainder of his/her term in the Senate, providing no other faculty member is elected to fulfill the requirements of representation of junior faculty.
- 5.9 Each voting unit shall elect one or more alternate members of the Senate who may attend and vote in the absence of regular members. Proxy votes will not be permitted.
- 5.10 Since acceptable attendance implies staying until the session is adjourned, then attendance shall be taken at the announced adjournment time of the meeting. Any Senator who is absent from three regular Senate meetings in any one session shall thereupon cease to be a Senator. His/her voting unit shall be informed of this fact immediately and the Senate seat will remain vacant for the remainder of the academic year. (A new Senator may be elected in accordance with the Department's By-Laws). A Senator will not be considered absent if his/her alternate attends in his/her place. A Department Chairperson shall not be deprived of membership because of absence.
- 5.11 A voting unit may recall Senators by vote in accordance with its own By-Laws, but in no case shall recall be effected by less than half the total number of members of the unit eligible to vote. A seat vacated by recall or resignation may be filled immediately by an alternate or by election of a new Senator according to Departmental By-Laws.

## SECTION 6. ELECTION OF THE SENATE COUNCIL

- 6.1 After the election of officers, the new Speaker and new Vice-Speaker shall join the Council and the previous Speaker, Vice-Speaker and the rest of the Council shall continue to serve until after the election of the new Council.

In September the Senate officers shall conduct by mail an election for the ten elected Councilors. One Councilor, who shall be a student Senator, shall be nominated and elected by the student Senators. The officers shall conduct this selection by two mail ballots.

For selection of the ten elected members, a nominating ballot with a list of all Senators shall be sent to all Senators. There shall then be an electing ballot listing the twenty-five who had received the most votes on the nominating ballot. Both the nominating and electing ballots shall be constructed to require that each voter must vote for at least four preclinical faculty members, at least four clinical faculty members, and not more than 3 Chairpersons. Preclinical and Clinical Departments are as defined in Appendix I. Because the students shall elect a student this category is optional on the two ballots. That is, the selection of additional students is determined by the electorate. The electing ballot shall indicate the rank and classification (clinical/basic science/student/geographical location) of each nominee. The final Council shall then consist of:

The Dean  
Ten elected Senators  
One student elected by the student Senators  
The Speaker and Vice-Speaker of the Senate  
Two members appointed by the Dean

## SECTION 7. OFFICERS OF THE SENATE

- 7.1 The Officers of the Senate shall be a Speaker, a Vice-Speaker, a Secretary, a Treasurer, and a Parliamentarian.
- 7.2 At the October meeting, the officers, with the exception of the Parliamentarian, shall be elected from the membership of the Senate. They shall be elected one at a time by a) open nomination from the floor, agreed to by the nominees, b) written ballots, with re-balloting between the two receiving the largest number of votes if no nominee receives a majority. The Parliamentarian shall be nominated by the Committee on Committees.
- 7.3 The Speaker is the principle executive officer of the Senate. He/she shall convene and conduct meetings of the Senate and perform such duties as the Senate may request.
- 7.4 The Vice-Speaker shall assist the Speaker and perform his/her duties in the Speaker's absence and he/she shall prepare the minutes of the Senate Council.
- 7.5 The Secretary shall be responsible for recording the meetings and with the Speaker, preparing the minutes. He/she shall further be responsible for maintaining a file for the minutes of the Senate, Senate Council and all resolutions adopted by the Senate. The file shall contain the original tapes of each meeting.
- 7.6 The Treasurer shall be Chairperson of the Senate Budget Committee which

shall consist of three additional Senators chosen by the Committee on Committees and confirmed by the Senate. With the Committee's advice and consent he/she shall keep the Senate's accounts and be responsible for both those funds provided by the administration and for the collection and dispersal of funds (as voted by the Senate).

- 7.7 The Parliamentarian shall be responsible for the conduct of the Senate according to Roberts Rules of Order (revised). He/she will be an ex-officio member of the Committee on Rules and Credentials.
- 7.8 The Officers of the Senate may invite the President and/or members of the Board of Overseers to attend any meeting of the Senate.

## SECTION 8. SENATE MEETINGS

- 8.1 Regular meetings of the Senate shall be scheduled at least monthly. An extraordinary meeting of the Senate may be called by the Speaker at his/her discretion. A meeting must be called by the Speaker within two weeks of request by (1) the Dean, (2) a majority of the Senate Council, or (3) a petition signed by 10 Senators or by 25 members of the faculty and/or students.
- 8.2 Except in extraordinary circumstances, to be determined by the Senate, meetings of the Senate shall be open. Only Senators may vote. In conducting discussion and debate, the Speaker shall give priority in recognition to Senators and Chairpersons of Senate Committees, but others may be invited by the Speaker, Dean or Senate Council and, within the limits of appropriateness and time as judged by the Speaker, the Speaker may allow the floor to any member of the academic community. The Speaker may set reasonable time limits for subjects or for speakers (subject of course to revision by the body).
- 8.3 Meetings of the Senate shall be convened and conducted by the Speaker of the Senate or, in his/her absence, by the Vice-Speaker, in accordance with Roberts Rules of Order (revised), except as otherwise described in these By-Laws.
- 8.4 Minutes of all Senate meetings shall be distributed to the President of the University, the Dean and all Senators, and made available to all faculty and students in the Medical Library and Dean's Office. Minutes of all Council meetings shall be distributed to all Senators.

### 8.5 Agenda

- 8.5.1 Items may be placed on the agenda of the Senate meetings by the Dean, the officers of the Senate, a

majority of the Senate Council or a petition signed by 10 members of the Senate or 25 members of the faculty and/or student body. The agenda of regular meetings shall be discussed by the Senate Council and shall be set by the Speaker and Vice-Speaker.

8.5.2 The first item at all regular meetings shall be a call for the approval of the minutes of the prior Senate meeting. The Speaker can request that any additions or corrections to the minutes which require long discussion be held after the Dean's report.

8.5.3 The second item on the agenda of all regular meetings shall be the Dean's report, which should include information concerning major actions taken by the Dean, policies formulated, and the response to recommendations made to him/her by the Senate. He/she shall also report on such other matters as he/she may desire. A question period shall follow this report.

8.5.4 The third item on the agenda shall be the Speaker's report to be in the following order:

- 1) Unfinished business which will include a report to the Senate on the development of resolutions adopted by the Senate. The Rules and Credentials Committee and the Senate Parliamentarian will assist in the preparation of this report.
- 2) Report on the meetings of the Senate Council that have occurred in the interval following the previous Senate meeting.
- 3) Any issues or problems considered of interest to or significant for the medical school.

8.5.5 The fourth item on the agenda shall be the report by the Chairperson of the Committee on Committees.

## 8.6 Voting

8.6.1 The Senate is a continuing body. Its actions and recommendations continue unless revoked regardless of new sessions or changing

representation.

- 8.6.2 A quorum shall consist of 50% of the elected faculty membership except that the following (though they are voting members) do not contribute to the number used to calculate 100%: The Alumni representative, the house staff representatives. When balloting is conducted by mail, it shall be of the faculty membership except that the following (though they are voting members) do not contribute to the number used to calculate 100%: The Alumni representative, the house staff representatives.
- 8.6.3 During July and August a "summer quorum" consisting of 1/2 the number required for a regular quorum shall be accepted. However, unless a regular quorum is present, actions passed under a summer quorum must be reconfirmed in September by a regular quorum.
- 8.6.4 Ordinarily a majority vote of the members present and voting shall be accepted. However, it shall be the Dean's privilege to require confirmation of any vote at the next regular Senate meeting. Such a request shall be published to all Senators two weeks in advance of the next meeting.
- 8.6.5 Voting shall be usually by show of cards, only Senators participating. However, a written secret ballot will be used if it is requested by any two Senators.

## SECTION 9. COMMITTEE OF PROFESSORS

The Committee of Professors shall consist of all full Professors of the Senate, both statutory and elected. Reports of Search Committees, appointed by the Dean from slates proposed by the Senate Council, shall be presented to the Committee of Professors for review at a meeting held in executive session. Such reports shall be presented by all Search Committees making recommendations for Departmental Chairs and for Directors of Services where Search Committees are required.

## SECTION 10. TYPES OF COMMITTEES

10.1 In order to facilitate the conduct of College and Senate activities, there shall be four types of Committees and they shall be appointed as follows:

- College Committees, by the Dean with the advice and consent of the Senate Council (see 3.3.8).
- Dean's Committees, by the Dean with the advice of the Senate Council (as he/she deems appropriate).
- Senate Committees, by the Senate through the mechanism of the Committee on Committees of the Senate or as otherwise specified in these By- Laws or Appendices.
- Search Committees, by the Dean with the advice of the Senate Council.

College Committees, Dean's Committees and Senate Committees may be either Standing or Ad Hoc. (Appendix II).

The composition of all Committees shall be distributed to the faculty and students by the Speaker of the Senate.

10.2 The actions of all College and Senate Committees are subject to review by the Senate and to the provisions of Section 1 of these By-Laws.

10.3 Every Committee, Standing or Ad Hoc, must report at least annually to the Senate. It shall be the obligation of the appointing bodies to review the membership of each Committee and the adequacy with which each Committee is carrying out its charge, and to recommend changes as appropriate.

## SECTION 11. THE COMMITTEE ON COMMITTEES

11.1 The Committee on Committees shall provide the mechanism by which the Senate can appoint Senate Standing and Ad Hoc Committees responsible to the Senate with charges that are carefully defined and with membership representative of the faculty and students.

11.2 This Committee shall propose Committees to the Senate upon the request of (a) the Dean, (b) the Senate Council, (c) the Senate, (d) the Speaker, or (e) it may do so upon its own initiative. Committees so chosen may be formed and begin work immediately, but the recommendations of the Committee shall be subject to acceptance by the Senate at its next meeting. This committee shall report to the Senate at each Senate meeting immediately after the Speaker's report.

11.3 The members of the Committee on Committees shall be Senators. No Senator shall serve on both the Council and this Committee. No statutory Senator shall serve for more than three consecutive years. The Committee shall have nine members including at least two Senators from clinical departments, two Senators from preclinical departments and two students or house officer Senators. The Chairperson will be elected by the Committee membership. The Committee shall serve at the Senate's pleasure or until replaced (see 10.3). The Committee on Committees shall review annually the membership and chairs of all committees whose membership is recommended whole or in part by the Committee on Committees and assure that the provisions of 12.1 are adhered to.

11.4 The election of this committee shall be by mail ballot of all members of the Senate from a slate proposed by the Senate with nominations and seconds from the floor. Each ballot must designate at least two names from each category. There must be at least five nominated from each category.

## SECTION 12. COLLEGE AND SENATE COMMITTEES

### 12.1 Membership:

Each of the Committees shall have at least one member from the Senate.

No one may serve on more than two standing Committees, except for the Committees on Appointments and Promotions, the Admissions Committee, the Educational Policy and Planning Committee, and the Committee on Faculty Affairs, Academic freedom, and Tenure.

12.2 Chairpersons of Committees shall report at least once each year to the Faculty Senate, and may make interim reports to the Faculty Senate at their request or the request of the Speaker. They shall be expected to sit with the Senate and have the privilege of the floor, though unless they are Senators they shall not affect the number required to make a quorum. Committee reports may not be tabled unless the "rules are suspended," which requires a two-thirds vote, or by laying on the table each successive report as it comes up for action.

12.3. Each committee should report early in the session to the new Senate. Major decisions by Committee shall be promptly reported to the Senate.

12.4 The meetings of Committees shall be open except when discussions of confidential matters require them to meet in executive session.

12.5 Designated Committees at the time of adoption of these By-Laws are listed in Appendix II. The structure and mandate of the Senate Council and the

Committee on Committees can not be changed by Senate vote but only by the procedure for amendment.

### SECTION 13. AMENDMENTS TO THE BY-LAWS

- 13.1 Adoption of Amendments to the By-Laws shall require approval of two-thirds of the membership of the Senate in two separate sessions of the Senate, and by the Dean, the President of the University and the Boards. For this purpose a session shall be defined as the meetings of the Senate for one year following each general election. Amendments that have been adopted by the Senate shall be circulated to the Faculty, Students, Administration and President of the University and the Board of Overseers once per year, following the second vote of approval by the succeeding sessions of the Faculty Senate.
- 13.2 Proposed amendments shall be presented for discussion at one meeting of the Senate and circulated to all Senators. The first vote of the Faculty Senate by mail ballot shall take place within two months after the initial discussion of the Amendment. If the Amendment is approved by a number equal to two-thirds of the elected Faculty membership of the Senate and of those voting on the first ballot, the second ballot shall take place in the following Senate year. The Amendment shall become effective immediately after the second Senate approval and approval by the Dean, President, and Boards, unless another date is provided for in the Amendment. Approval by the Dean, President, and Boards is assumed unless objection is received within three months.
- 13.3 The appendices of the By-Laws, including Committees other than those in Sections 9 and 12.5, may be modified by 3/5 vote of the Senate present and voting at two successive meetings. Their modification does not require application of the amendment procedure.

## APPENDIX I - SENATE REPRESENTATION

1. Faculty membership in the Senate shall be on a Departmental basis, and the equitable representation of faculty serving at different geographic localities shall be determined by their Departments. If there are separate departments of the same discipline in different geographic locations, their combined elected representation shall be of a single department. There shall be no separate faculty group representation other than academic departments.
2. Chairpersons of Academic Departments shall be statutory Senators. The number of non-statutory Senators from each Department shall be calculated from the departmental census using the ratios given in #3.
3. Ratios:
  - [a] Basic Science Departments [ratio 1:4 full time, 1:25 part time until 10 Senatorial positions are allocated (based on full-time faculty) and then 1:12 full time, 1:75 part time thereafter] include: Anatomy and Structural Biology, Biochemistry, Cell Biology, Developmental Biology and Cancer, Molecular Genetics, Microbiology and Immunology, Molecular Biology, Molecular Pharmacology, Neuroscience, Pathology, Physiology and Biophysics.
  - [b] Clinical Departments [ratio 1:14-full time, 1:100 part time/voluntary until 10 Senatorial positions are allocated (based on full-time faculty) and then 1 :42 full time, 1.300 part time thereafter] include: Anesthesiology, Cardiothoracic Surgery, Dentistry, Epidemiology and Social Medicine, Gynecology and Obstetrics, Laboratory Medicine, Medicine, Neurology, Neurological Surgery, Nuclear Medicine, Ophthalmology and Visual Science, Orthopedic Surgery, Otolaryngology, Pediatrics, Plastic and Reconstructive Surgery, Psychiatry, Radiation Oncology, Radiology, Rehabilitation Medicine, Surgery, Urology.
  - [c] The selection of Senators representing students and graduate students shall be on a ratio of 1:25. House Officers shall elect two from AECOM-BMHC, two from MHMC, one from LIJ and one from Bronx- Lebanon.
4. The Medical Library shall elect one.
5. The Society of the Alumni shall elect one.
6. The Nominating Committee is charged with soliciting nominations for the Senate Officer positions prior to the meeting at which Senate Officers are elected. Candidates nominated by the Committee must meet all other necessary requirements for election and these nominations do not preclude nominations from the floor at the time for the election.

## APPENDIX II. STANDING COMMITTEES

(These are sample charges which have been previously developed for some of the Standing Committees. Revisions will be prepared with advice from the Committees themselves and offered to the Senate).

Committees on Appointments and Promotions shall evaluate all recommendations for appointments and promotions to the rank of Senior Associate, Associate Professor and Professor. There shall be one Committee for Associate Professor appointments and promotions consisting of Associate and Full Professors and one for Professor appointments and promotions consisting entirely of Full Professors. The Committees will utilize the same procedures and each may appoint Ad Hoc Committees consisting of one member of the parent Committee and as many members from the faculty at large as deemed appropriate to the committee to review in detail the recommendations submitted. The Ad Hoc Committee shall submit their reports to the parent Committees which shall make their recommendations directly to the Dean.

For the selection of all Chairpersons of Departments and Heads of specified Divisions, Search Committees appointed by the Dean with the Senate Council shall present their recommendations for ratification to a meeting of the Committee of Professors of the Senate consisting of all full Professors who are Senators. Members of the Department or Division involved shall be permitted to comment on a recommendation, but shall be absent when discussion and voting take place.

Committee on Continuing Education shall be concerned with developing and implementing programs of postgraduate medical education as deemed appropriate and necessary. Such programs may be developed in concert with national or local professional societies, with hospitals in the community or with other relevant organizations. As deemed appropriate, the Committee may recommend programs of education for members of the allied health professions. Its Chairperson shall be elected by the committee. Appropriate Subcommittees may be established as needed at affiliates.

Committee on Faculty Affairs, Academic Freedom and Tenure shall advise the Dean on such matters as policies for assuring protection of academic freedom, the development of an appropriate tenure policy, and the formulation of appropriate and equitable faculty salary scales. This committee exists as both a Dean's Committee and as a Senate Committee.

Committee on Fiscal Affairs shall serve in an advisory capacity to the Administration in formulating the annual budget and budget priorities.

Committee on Medical Student Admissions shall recommend students for admission to AECOM. The Associate Dean for Educational Affairs, Associate Dean for Students and Graduate Medical Education shall be ex-officio members of this Committee.

Committee on Minority Affairs

Committee on Publications is charged with the dissemination of information of relevance and interest to the faculty. The Vice-Speaker of the Senate shall be Chairperson of this Committee and the Speaker and Secretary shall be ex-officio members.

Committee on Rules and Credentials shall be responsible for assisting the Speaker in the preparation of the report on the development of resolutions adopted by the Senate, elections to the Senate, for establishing general guidelines concerning geographical and institutional representation, and for reviewing the By-Laws of Departments. Recommendations of the Committee must be approved by the Senate.

Committee on Student Affairs shall be concerned with the welfare of medical and graduate students at AECOM, exclusive of academic matters, but including matters of health, housing, recreation and extracurricular activities. It shall, at its discretion, hear and investigate grievances of students, making recommendations to appropriate persons or groups for equitable resolution of the issues or problems. One-half of membership of this Committee shall be students.

Committee on Women's Affairs shall be concerned with the welfare and rights of women in the AECOM community. It shall keep under review the status of women, and shall make recommendations for adjustments of demonstrated inequities and relief of legitimate grievances. As needed, and in relation to employment at AECOM, it shall recommend programs for child care and maternal welfare.

Educational Planning & Policy Committee shall be concerned with formulating immediate and long-range educational goals, with emphasis on under-graduate medical education; establishing procedures for achieving these goals; evaluating educational programs. Voting members of the Committee shall number at least nine, and one-third of the voting members shall be medical or M.D.-PhD. students. Ex-officio, non-voting members shall include the Associate Dean for Educational Affairs, Associate Dean for Students and Graduate Medical Education and Chairperson of the Committee on Student Promotions. Voting members must be approved by the Dean. The Committee may form whatever Subcommittees are deemed necessary to carry out its policy and planning functions, and membership of these Sub-committees should include faculty and students who are not on the parent Committee.

Student Promotions Committee shall be concerned with promotions of students. The Chairperson of the Student Promotions Committee shall be an ex-officio, non-voting member of the Educational Planning & Policy Committee.

Faculty Review Committee shall, at its discretion, consider grievances brought to it by individual members of the faculty. Hearings shall be private and the Review Committee will observe confidences when so requested. The Committee shall make recommendations to the appropriate persons or groups for equitable resolution of the issues or problems.

Long Range Planning Committee shall consider long range plans for the College's future development in education, research, clinical and supportive activities. It shall serve in an advisory capacity in assessing proposed additions of major facilities or affiliations and in establishing future directions for the College.

Space Committee is charged with the periodic assessment of space utilization by all the Departments in the medical school, considered in relation to their programmatic needs, personnel involved, and funding. The Committee responds to requests by Departments for additional space by a similar analysis. The Committee's assessments and recommendations are forwarded to the Dean for his/her final decision.

(When the subject of consideration by a Committee becomes simultaneously the subject of consideration by a court of law or of an arbitration procedure, or a regulatory agency, the appropriateness of Committee consideration until such proceedings are concluded shall be determined by the Dean with the advice of the Senate Council.)

Effective October 20, 1993