MISSION

As one of the ten colleges and schools of Loyola University of Chicago (the “University”), the Stritch School of Medicine (“SSOM”) is committed to scholarship and the education of medical professionals and biomedical scientists. SSOM, including its faculty, trainees and staff are called to go beyond facts, experimentation, and treatment of disease to prepare people to lead extraordinary lives and treat the human spirit in an environment that encourages innovation, embraces diversity, respects life, and values human dignity.

We believe that thoughtful scholarly excellence, service, stewardship and continuing reflection advance our ability to contribute high-impact research and provide the highest-quality education. Our Catholic heritage and Jesuit traditions of ethical behavior and scholarly distinction in research and education lead to new knowledge that advances our mission, globally and in the communities we serve.

PREAMBLE

The purpose of these SSOM bylaws is to formalize the mechanism of internal governance for SSOM. At all times, the procedures and provisions in these bylaws are supplemental and subordinate to the University’s governing documents and policies, including the University’s Articles of Incorporation, Bylaws, the Faculty Handbook, as well as University policies and rules now in existence, and hereafter amended or adopted from time to time. If there is any inconsistency between these SSOM bylaws and the University’s governing documents and policies, the University’s governing documents and policies shall control.

Article I. ORGANIZATION AND GOVERNANCE

A. The Board of Trustees

The governing body of the University is its Board of Trustees, which manages the affairs of the University, including the election of the President and all vice presidents and other officers. The Board holds regular meetings four times a year. In the intervals between the meetings of the Board, the Executive Committee of the Board of Trustees may exercise the powers of the Board in the management of the University, with certain exceptions. In addition to the Executive Committee, the Board of Trustees has also established committees charged with making recommendations to the Board of Trustees in the following areas: Academic, Advancement, Audit, Enrollment, Retention and Assessment, Facilities and Capital Assets, Finance, Investment Policy, Jesuit and Catholic Identity, and Student Affairs. In September of 2011, the Board also established a new Academic Health Sciences Committee. These committees make use of the officers, regents, faculty, staff, students, and others in the University community as resources for their work. Through its committees, the Board exercises its oversight responsibilities.

B. The President

The President of the University is the chief executive officer of the University, serves at the pleasure of the Board of the Trustees, and is an ex officio member of the Board.
C. Responsibilities of the Dean, Chairs, Institute Directors, and Faculty

The scope of responsibilities for the dean, chairs, institute directors, center directors and faculty are outlined in the Loyola University of Chicago Faculty Handbook (“Faculty Handbook”) which can be found at http://www.luc.edu/academicaffairs/faculty_handbook.shtml. The SSOM organizational chart is found at http://www.stritch.luc.edu/content/governance-and-policies.

Article II: DEAN OF SSOM

The dean of SSOM (the “Dean”), a full-time faculty member, must be qualified by education and experience, and is the chief academic officer of SSOM. S/he is appointed by the President of the University after consultation with the Senior Vice President and Provost for Health Sciences (the “Health Sciences Provost”).

The Health Sciences Provost is the chief academic officer for the Health Sciences Division, including SSOM, the Niehoff School of Nursing and graduate degree programs offered by Health Sciences Division faculty of the University. The Health Sciences Provost reports to the President of the University, and works in partnership with the deans who report to him/her, vice presidents, faculty, staff and others in the University community to achieve the University’s mission. The Dean of SSOM is responsible to the Health Sciences Provost for leadership within the school and for administering the policies and regulations of the University. In addition, the Dean of SSOM has the other responsibilities set forth in the Faculty Handbook. The Dean interfaces with the Health Sciences Provost, and other institution officials, but also has the right of direct access to the University President and other University officials as necessary to fulfill her/his responsibilities. The Dean has the responsibility and authority to implement University and SSOM policies to achieve excellence in research, education (including curricular development), and community service.

A. Educational and Research Programs

The Dean is responsible for oversight of SSOM scholarship, including education and research programs in undergraduate medical education and, in cooperation with the Graduate School Deans, Graduate School program directors and the Vice Provost for Research, the curriculum of the Health Sciences Division graduate degree programs.

B. Financial

The Dean is responsible for the financial health of SSOM and for long-range financial and program planning. The Dean, with the agreement of the Health Sciences Provost, the University chief financial officer and the University President, has the:

1. authority to approve or disapprove all proposed expenditures of budgeted funds whether from University or Research and Education accounts;
2. authority to approve or disapprove all transfers of budgeted funds between budget categories;
3. responsibility to prepare, in consultation with SSOM leadership (educational and research deans, academic departmental chairpersons and institute/center directors) the proposed annual budgets (salary and non-salary operations) of all departments and to transmit such budgets to the Health Sciences Provost.
C. Administrative Appointments/Ad Hoc Committee Members

1. Associate and Assistant Deans are appointed by, and serve at the request of, the Dean.
2. Standing and ad hoc committee members are appointed by, and serve at the request of, the Dean.

D. Academic Departmental Chairpersons and Faculty Appointments, Evaluations, and Assessments

Academic departmental chairpersons at SSOM are appointed by the Dean of SSOM after consultation with the Health Sciences Provost, any other appropriate dean, and the full-time faculty of the department. Academic departmental chairpersons have the responsibilities as set forth in the Faculty Handbook including submitting recommendations for faculty appointment, promotion in rank, and tenure to the Dean.

The Dean will assess the performance of every academic departmental chairperson and faculty member, including individuals holding endowments to support their academic positions, in accordance with the Faculty Handbook and the policies referenced in the Faculty Handbook.

E. Staff

In accordance with approved University policies and procedures, and in concurrence with the University’s Human Resources Department, the Dean has authority to approve all aspects of the employment of SSOM non-faculty personnel, including selection, discipline, and dismissal.

F. Space and Facilities

The Dean, with the agreement of the Health Sciences Provost and the University Senior Vice President for Capital Planning and Campus Management, has the authority to allocate space allotted to SSOM and to supervise its property, physical plant, and parking.

Article III: DEAN’S CABINET

A. Purpose

The internal governing body for SSOM is the Dean’s Cabinet (“Cabinet”), which is organized exclusively for the purpose of advising on matters pertinent to the administration, regulation, and management of SSOM. The Dean’s Cabinet will be assigned responsibilities that, in the Dean’s judgment, are necessary to carry out its duties.

The Dean’s Cabinet, chaired by the Dean of SSOM, will:

1. serve as the primary advisory body for formal SSOM matters, including policies;
2. provide thoughtful, evidence-based recommendations to enhance SSOM’s stature; and
3. advise on other matters considered appropriate by the Dean.

There will be a minimum of 12 regular meetings each year utilizing a schedule selected by the Dean of SSOM. Special meetings may be called by the Dean of SSOM.

Cabinet members include the following faculty and other members as determined by the Dean of SSOM:
1. Highest ranking dean for Medical Education  
2. Highest ranking dean for Research and Graduate Studies or designee  
3. Highest ranking dean for Advancement or designee  
4. Highest ranking dean for Administration & Finance or designee  
5. Highest ranking dean for Information Technologies or designee

Other members who may be invited to meetings of the Dean’s Cabinet include the Standing SSOM Committee Chairs listed on the SSOM webpage: http://www.stritch.luc.edu/content/governance-and-policies and the Chair of the Research Advisory Committee of the Health Science Division Committee.

The Dean may invite non-Cabinet members, including faculty members, to any meeting in order to provide the opportunity for faculty input.

B. Standing Committees

A standing committee, or permanent committee, is a subunit of the Dean’s Cabinet established to aid the Dean’s Cabinet in its governance and operation. A standing committee supports a particular operational area of SSOM and provides reports to the Cabinet, via one Cabinet representative, on its recent activities and actions. In addition to currently existing standing committees, the Cabinet may create or terminate standing committees or form separate ad hoc committees.

The Dean of SSOM has overall responsibility for appointment and approval of standing committee membership, and the Dean’s office manages the annual appointment process. The Dean of SSOM will solicit recommendation for standing committee membership from existing standing committee chairs, SSOM academic departmental chairpersons, SSOM institute and center directors, and SSOM students. The Office of the Dean of SSOM will provide final recommendations to the Dean’s Cabinet for approval. The term of office for standing committee members is three years, using staggered terms to provide continuity. Committee appointments and re-appointments are effective July 1 through June 30.

All standing committees must have a charge statement, membership description, general meeting schedule, and rules and procedures. In addition, all committees shall make their agenda and minutes easily available to faculty.

Standing committees can be found at http://www.stritch.luc.edu/content/governance-and-policies.

Article IV: MEDICAL COUNCIL

The Medical Council, chaired by the Dean of SSOM, is formed to facilitate expression of student and faculty opinion concerning those matters dealing primarily with research, educational activities, and policies and procedures.

A. Composition

The Medical Council will be composed of the following faculty, student, and administration representatives:

1. Faculty (4 Members):
Faculty members are elected to the Faculty Council as described in the Faculty Handbook. The elected faculty council representatives will select four members to serve on the SSOM Medical Council.

2. **Students (7 Members)**
   a. Medical Student Union president
   b. Immediate past Medical Student Union president
   c. Class president (or representative) from the second and the third year class
   d. Current co-presidents of the Graduate Student Council
   e. Student representative elected by the MD/PhD students

3. **Other Leadership and Administration (3 Members)**
   a. One basic science chair using an annual rotation amongst chairs
   b. One clinical chair using an annual rotation amongst chairs whose department sponsors a required clerkship
   c. MD/PhD Program Director

4. **Education and Research deans (2 Members)**
   a. Highest ranking dean for Education
   b. Highest ranking dean for Research

**B. Functions**

1. The Dean of SSOM has the authority to call meetings of the Medical Council, preside at meetings, and prepare and distribute agenda and minutes.

2. The Dean of SSOM will consider agenda item suggestions from members at each meeting under “new business.”

3. The function of the Medical Council shall include, but not be limited to:
   a. facilitating expression of student and faculty opinion and concerns;
   b. ensuring open communication among students, faculty, Faculty Council, and the Dean;
   c. providing input regarding effectiveness and cooperation of SSOM departments in addressing common educational, scholarly, and research needs;
   d. providing input regarding faculty concerns in the areas of admissions, curriculum development and evaluation, and student promotion.

**Article V: ACADEMIC DEPARTMENTAL CHAIRPERSONS**

Academic departmental chairpersons at SSOM report to the Dean and have the responsibilities set forth in the Faculty Handbook and the policies referenced in the Faculty Handbook. These responsibilities generally include:

1. Chairpersons consult with and inform department members of all major matters of policy affecting faculty in their department.
2. Chairpersons make recommendations to the dean for initial and emeriti faculty appointments, tenure, promotions in rank, salary increases, leaves of absence, notices of intent not to renew appointments of non-tenured faculty, and terminations.

3. In matters of faculty promotion and tenure, the recommendations submitted by the chairperson must include an explanation of the basis for the recommendation and any department vote.

4. Chairpersons review each full-time faculty member’s performance annually and discuss the completed written evaluation form with the faculty member before sending it to the dean.

5. Chairpersons develop and review, in consultation with tenured and tenure-track faculty, written departmental standards and guidelines for promotion and tenure. Once approved by the appropriate deans, the University Rank and Tenure Committee, and the Senior Academic Officer, these guidelines should be disseminated to all full-time faculty in the department.

6. At the direction of the dean, and in consultation with the faculty, chairpersons assign faculty members to teach courses at prescribed times and places.

7. Chairpersons call and preside at meetings of their departments.

8. Chairpersons nominate faculty in their department to the graduate dean for membership on the graduate faculty.

9. Chairpersons appoint departmental committees and student advisors.

10. Chairpersons consult with their dean to establish an annual operating budget for the department.

11. Chairpersons are responsible for the efficient use of all departmental resources including the operating budget.

In addition to their responsibilities to the Dean of SSOM, the basic science academic departmental chairpersons are engaged in scholarly and educational activities in the Graduate School of the University and, as such, are also responsible to the Dean of the Graduate School.

Article VI: SSOM INSTITUTE AND CENTER DIRECTORS

SSOM institute directors and center directors report to the Dean of SSOM and have the responsibilities set forth in the Faculty Handbook and the policies referenced in the Faculty Handbook. These responsibilities generally include:

1. Administrative oversight;

2. Development and assessment of the curriculum and mission of their academic unit;

3. Development and scheduling of appropriate courses;

4. Publicizing of their academic unit and recruiting and advising students; and

5. Managing their academic unit budgets (if applicable).

Generally, the responsibilities of institute directors and center directors include faculty evaluations, but do not include recommendations regarding promotion and tenure.

Article VII: FACULTY

Faculty are governed by the Faculty Handbook (http://www.luc.edu/academicaffairs/faculty_handbook.shtml). Each faculty member will have a primary appointment in an SSOM academic department and may have a joint appointment in a second SSOM academic department. The academic department in which the faculty member holds a primary appointment will be the locus for annual evaluation and teaching responsibilities. Teaching schedules, office hours, and other logistical considerations must be coordinated among the academic departmental chairpersons in whose areas the faculty member has work responsibilities for a given academic term, all as described in the Faculty Handbook.
Academic departmental chairpersons shall hold departmental faculty meetings on a regular basis, but not less than four times per year.

Faculty members shall be given reasonable access, by appointment, to their departmental chairperson. Faculty members are also provided with an opportunity to participate in the discussion of issues being considered by the University through the elected representatives of the University’s Faculty Council or other faculty representative bodies. These faculty representative bodies provide input and, when appropriate, make policy recommendations on issues being considered by the University. Additionally, SSOM faculty can also participate in discussions regarding policies and procedures at SSOM through the representatives on the SSOM Medical Council as described in Article IV above. This participation shall be facilitated by the availability of the Medical Council agenda and approved minutes to faculty, and the opportunity to view drafts of policies and procedures prior to finalization.

Article VIII: MEDICAL STUDENT UNION

A. Purpose

The Medical Student Union ("MSU") is the representative body for the students of SSOM. This role shall include maintaining effective communication between the students of SSOM and the administration of SSOM, and promoting activities that encourage student interaction and community involvement.

B. Composition

Membership of the MSU consists of the elected officers of each class, MSU elected officers (chosen from past or present members), two at-large members from each class, one representative from each student organization registered at SSOM, one student representative from the MD/PhD Program, one representative from each MSU Committee that stands for more than six months, and one Organization of Student Representative (OSR) representative from each second, third, and fourth year class.

C. Function and Procedures

MSU shall meet once a month or as deemed necessary by its President. Appropriate committees shall be established and chairs appointed by its President, and the MSU shall recommend student representation on SSOM Standing Committees. MSU meetings shall be open to all medical school students, faculty, and staff, who also shall have floor rights at such meetings.

Article IX: AMENDMENT OF SSOM BYLAWS

These bylaws may be amended by the Dean, pursuant to advice from the Dean’s Cabinet. Any such amendment shall become operative and effective only upon the approval of the Health Sciences Provost, or of such person or committee as the Provost may appoint, and the President of the University.