

**BYLAWS  
LEWIS KATZ SCHOOL OF MEDICINE (LKSOM) AT TEMPLE UNIVERSITY**

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JULY 8, 2012;  
OCTOBER 5, 2016;  
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**ARTICLE I. PREVAILING AUTHORITY OF UNIVERSITY POLICIES**

The term “University Policies” shall refer to (1) any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his (her) authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.

In the event of any conflict or contradiction between these bylaws or any action taken by any school or college under the authority of these bylaws, on the one hand, and any University Policy now in effect or adopted in the future, on the other hand, then the pertinent provision or provisions of these bylaws or the action taken pursuant thereto shall be superseded by the pertinent University Policy.

**ARTICLE II. FACULTY**

**A. Membership**

The Faculty shall consist of all persons who hold academic appointments in one or more of the departments or centers of LKSOM. The Faculty is comprised of:

1. Persons appointed by the President of Temple University as faculty of LKSOM, whether such appointment is with or without tenure.
2. Persons appointed by the Dean of LKSOM as faculty to non-tenure tracks that may reside in either departments or centers of LKSOM.
3. Persons appointed to emeritus/a status by the President of Temple University.

**B. Faculty Appointment Tracks and Titles**

1. Persons appointed by the President of Temple University as faculty of LKSOM hold “Tenure Track appointments.” These are salaried appointments. Titles for faculty appointed on the Tenure Track are Professor, Associate Professor, and Assistant Professor.
2. Persons appointed by the Dean to the faculty of the School of Medicine hold “Non-Tenure Track appointments.” These appointments may be salaried or unsalaried.
3. Titles for Non-Tenure Track appointment faculty are Professor, Associate Professor, Assistant Professor, and Instructor, and may be accompanied by the modifiers Adjunct, Visiting, Educator, Research, Scholar, and/or Clinical. The

precise titles for Non-Tenure Track faculty shall be created from time to time by the Dean after consultation with LKSOM's Medical Faculty Senate (MFS) and with the approval of the President.

**C. Organization**

1. The Faculty shall be organized into departments and centers/institutes for academic and administrative purposes. In general, "departments" and "centers" indicate organizational structures within LKSOM, whereas "institutes" indicate organizational structures that extend beyond LKSOM. Full-time salaried faculty members holding appointments on either the tenure or non-tenure tracks collectively shall constitute the collegial assembly known as the Medical Faculty Senate (MFS).
2. A Chair shall direct each academic department. At the discretion of the Chair, departments may be organized into sections or divisions, directed by Section Chiefs or Division Chiefs.
3. A Director shall direct each duly approved Center or Institute. At the discretion of the Director, Centers/Institutes may be organized into programs led by Program Directors.

**ARTICLE III. LKSOM DEAN**

- A. The President of the University appoints the Dean of LKSOM in conformance with such guidelines as the President may promulgate from time to time.
- B. The Dean of LKSOM shall report to and be accountable to the President or his/her designee, such as the Provost, and shall serve at the pleasure of the President.
- C. The Dean of LKSOM is the chief executive/administrative officer and the chief academic officer of LKSOM. The Dean provides leadership and guidance to the School of Medicine to ensure excellence in educational and research programs in alignment with the University's mission and strategic goals.
- D. The Dean's duties and responsibilities are defined by any pertinent policies of the University Board of Trustees, by the Dean's position description that may be issued by the President from time to time, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the University Board of Trustees or the President.
- E. The Dean works in close partnership with the senior leadership of the Health System to ensure the close alignment of the clinical and clinical research programs with the educational and research missions of the School of Medicine.
- F. The Dean of LKSOM shall exercise such authority as may be delegated to him/her by University policies. The Dean of LKSOM shall be responsible for the administration of the school budget that may be adopted by the University Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.

- G.** The Dean shall support the MFS in carrying out their duties as set forth in the MFS bylaws.

#### **ARTICLE IV. LKSOM ORGANIZATION**

**A. LKSOM Administration and Staff**

The Dean shall be responsible for supervising LKSOM's administration and, subject to applicable University policies and within the LKSOM authorized budget, shall appoint Vice Deans, Senior Associate Deans, Associate Deans, Assistant Deans, Department Chairs, Center/Institute Directors, and other academic and administrative personnel to assist in those administrative activities.

**B. Academic Departments/Centers/Institutes**

- 1.** Academic Departments/Centers/Institutes are established by the Dean from time to time with the approval of the President and the University Board of Trustees.
- 2.** Each Academic Department/Center/Institute shall be administered by a Department Chair or Center Director. Chairs/Directors serve at the pleasure of the Dean. Chairs/Directors are appointed for initial terms not to exceed six years but may be considered for subsequent reappointment. When a vacancy occurs, the Dean shall define the process to be used in filling that vacancy.

**3. Responsibilities and Authority**

Each Department Chair/Center Director:

- (a)** shall be directly accountable to the Dean;
- (b)** shall be responsible for the administration of his/her Department/Center/Institute;
- (c)** shall hold regular meetings of the Department/Center/Institute faculty to present pertinent information and to discuss issues that may include, among others, Department/Center/Institute or school policies, educational, research, and service programs, long-range objectives, and current problems. Chairs of larger Departments/Centers/Institutes that have been divided into Sections/Programs may elect to have regular meetings with the Section Chiefs/Program Directors rather than with the entire faculty, with the expectation that the Section Chiefs will meet with their Section/Program faculty to present and discuss matters from the Section Chiefs'/Program Directors' meetings at regular intervals;
- (d)** shall recruit and recommend to the Dean the appointment of faculty and other personnel;
- (e)** shall be responsible for his/her Department's/Center's/Institute's role in carrying out the programs that are the responsibility of LKSOM faculty;

- (f) shall be responsible for the implementation of all University and School of Medicine policies and regulations applicable to the Department/Center/Institute;
- (g) shall prepare the Department/Center/Institute budget to be submitted to the Dean annually, including recommendations for compensation of both faculty and non-faculty personnel;
- (h) shall be responsible for the budgetary control of his/her Department/Center/Institute and the allocation of space within his/her Department/Center/Institute in consultation with the Dean;
- (i) shall recommend faculty appointments, promotions, tenure, and study leaves to the Dean and pertinent LKSOM committee for review and processing;
- (j) shall organize the Department/Center/Institute in a way that best serves the needs of the Department/Center/Institute and the School of Medicine, and provides for appropriate interaction with Department/Center/Institute faculty and between its faculty and leadership;
- (k) shall be responsible for the career development and mentoring of their faculty; and
- (l) shall fulfill other duties that may be outlined in the letter of appointment.

**C. LKSOM Medical Faculty Senate (Collegial Assembly)**

The Medical Faculty Senate (MFS) shall provide a forum to discuss any matters involving LKSOM. The powers of the Senate in relation to the Dean or the administrative officers of LKSOM include 1) consultation, 2) review, 3) ratification, and 4) recommendation, and as defined in Article III of the By-laws of the Constitution of the All-University Senate.

The rules and regulations governing the organization and activities of the MFS are set forth in the bylaws of that organization and describe the voting membership, officers, committees, and activities of that body.

**1. Membership**

- (a) Except as noted in paragraph (b), below, all persons holding full-time academic appointments on the tenure track, clinician educator track or non-tenure track within LKSOM as Instructor, Assistant Professor, Associate Professor, or Professor shall be members of the Medical Faculty Senate. Membership shall be given without application upon the individual's appointment to the faculty.
- (b) Persons who hold faculty appointments but who serve a predominant role in administration and who do not have major roles in teaching and/or research

are not considered to be members of the Medical Faculty Senate. This provision specifically excludes faculty-administrators with substantial roles in setting medical school policies and making college- level fiscal decisions. Attendance at meetings of the Medical Faculty Senate and engagement in other activities of the Medical Faculty Senate by such persons shall be by invitation as extended by the President or Steering Committee of the Medical Faculty Senate.

## **2. Meetings**

- (a) The Medical Faculty Senate shall meet in Regular Session at least once in each academic semester on dates announced by the President and the Steering Committee. A General Notice shall be circulated at least thirty days prior to each Regular Meeting. A meeting Agenda will be circulated at least seven days prior to each Regular Meeting.
- (b) Special Meetings – Special Sessions may be called by the President of the Medical Faculty Senate, or by written petition of twenty voting members. In addition, the Dean of LKSOM may request the President of the Medical Faculty Senate to call a Special Session. Advance Notice and Agenda of Special Meetings must be provided to every voting member at least seven days prior to the date of the meeting.

## **3. Parliamentary Authority**

The rules contained in Robert's Rules of Order Revised shall govern the Temple University Medical Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with the By-laws or the special rules of order of this Senate.

## **D. Standing Committees**

All members of standing committees shall have the right to vote except as noted below. Faculty elected by the MFS must include those faculty who self-nominate.

The Dean is a non-voting ex officio member of all standing committees except where expressly excluded from membership. Each committee shall establish its own procedures.

### **1. Appeals Committee**

MD program students have the right to appeal decisions related to promotion, remediation, probation, or dismissal made by the Academic Standards and Promotions Committee due to procedural irregularity and/or compelling circumstances. The committee makes recommendations to the Dean, whose rulings are final. If the Committee must meet at a time when it is impossible to convene a quorum, the Dean may appoint alternate members on an ad hoc basis. The Appeals Committee shall follow all University and School of Medicine policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance.

All members must be full-time faculty of LKSOM and must hold the rank of Associate Professor or higher. Faculty members are appointed by the Dean and no member of the ASPC may serve on the Appeals Committee. Faculty members can be Department Chairs.

A quorum requires the presence of three voting members.

**(a) Members shall include:**

- **Voting members:**
  - the faculty Chair of the Committee;
  - two basic science faculty members; and
  - two clinical science faculty members.
- **Ex officio, non-voting members:**
  - the Dean of the LKSOM; and
  - the Associate Dean for Student Support from the North Philadelphia campus.

**(b) Chair**

- The Chair shall be appointed by the Dean. The Chair serves a two-year term and can be re-appointed. The Chair shall not serve more than three consecutive terms as the Chair.

**(c) Terms of Office**

- The term of office for faculty members is three years. Faculty members may be reappointed without limitation of term.
- In the event of a departure from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty as appropriate, to serve until the end of the academic year.

**2. Committee on the Status of Women Faculty**

The Committee on the Status of Women Faculty coordinates and promotes activities and programs that promote the professional development of women in medicine at all levels: faculty, administration, residents, and students. It also promotes and supports initiatives that foster leadership development in women faculty. For gender-related issues, it provides liaison with the medical school administration.

**(a) Members shall include:**

- five faculty members, at least two from basic science departments and at least two from clinical departments, selected by the MFS from nominees proposed by its Nominating Committee. The slate of candidates compiled by the MFS must include those faculty who self-nominate for membership on the Committee;

- five faculty members appointed by the Dean, with at least two from basic science departments and at least two from clinical departments; and
- the Senior Associate Dean of Diversity, Equity, and Inclusion, or their designee.

**(b) Chair**

- Chair shall be elected for a three-year term.

**(c) Terms of Office**

- Members serve three-year staggered terms. A member may be re-elected, but no member shall serve more than two consecutive terms.
- In the event of a departure from the Committee before the end of one's term, the Dean may appoint a faculty member who is active in research to serve until the end of the academic year.

**3. Conflict of Interest Committee**

The Conflict of Interest Committee is charged with examining conflicts of interest and commitment related to research, clinical care, fiduciary responsibilities, education, and employment and shall meet only with LKSOM counsel in attendance. The jurisdiction of the Committee includes all faculty with the exception of the Dean, all students of LKSOM, GME employees of TUHS, and employees of LKSOM who engage in research. The Committee makes their findings and recommendations for management to the Dean or designee. The Dean's disclosures and determination of any conflicts are referred to the Vice President of Research Administration and University Counsel. The Committee will meet at least quarterly.

**(a) Members shall include:**

- four basic science faculty members, two elected by MFS and two appointed by the Dean;
- four clinical faculty members, two elected by MFS and two appointed by the Dean;
- a member of TU counsel (must be present at all meetings);
- the Senior Associate Dean or the Associate Dean of Research ex officio;
- a representative from the University Office of Research;
- the Director of COI at LKSOM ex officio; and
- the Senior Associate Dean of Faculty Affairs who will serve ex

officio, non-voting.

The Dean shall not be a member of this Committee.

**(b) Chair**

- The Institutional Official will serve as the Chair.

**(c) Terms of Office**

- The faculty will serve three-year terms that are staggered.
- In the event of a departure from the Committee prior to the end of one's term, the Dean may appoint a replacement.

**4. Continuing Medical Education (CME) Advisory Committee**

The Continuing Medical Education (CME) Advisory Committee serves as an advocate for the Office of Continuing Medical Education, helps establish, monitor, and review strategic goals and plans, recommends new programs and directions, and assists in the evaluation of current programs, including review of outcomes assessments. It ensures that all CME activities are in compliance with the requirements of the Accreditation Council on Continuing Medical Education and other accrediting bodies to which the Office may relate.

**(a) Members shall include:**

- six members of the LKSOM faculty appointed by the Dean, including a residency program director;
- the Chief Medical Officer of Temple University Hospital ex officio;
- the Medical Director of CME ex officio; and
- the Director for CME who will serve ex officio, without vote.

**(b) Chair**

- The Chair shall be a member of the LKSOM faculty, named by the Dean. This position is in addition to the members named above.

**(c) Terms of Office**

- Members serve three-year staggered terms.
- Each member may be re-appointed twice.
- The Committee Chair is named to a three-year term and may be re-named once for a total period not to exceed six years.
- In the event of a member's departure from the Committee before the end of that member's term, the Dean may appoint an individual in that same membership category to complete the unexpired term.



**5. Dean's Advisory Committee**

The Dean is normally expected to obtain the advice of the Dean's Advisory Committee on the school budget, formulation and revision of academic policies and programs, appointment of academic administrators, and such matters as the Dean may regard as important to academic excellence in the medical school. The Dean's Advisory Committee shall meet as often as necessary to address the issues submitted to it by the Dean, but not less often than quarterly.

Except when other rules are adopted by the Dean after consultation with the Dean's Advisory Committee, Robert's Rules of Order (latest revision) shall guide the work of the Dean's Advisory Committee.

**(a) Members shall include:**

- at least fifteen people, including faculty members, the Senior Associate Dean Faculty Affairs ex officio, and the Dean ex officio as Chair; but a larger Committee, always consisting of an even number of faculty, may be constituted by the Dean after consultation with the MFS. The Dean's Advisory Committee shall be large enough to give appropriate representation to the academic disciplines within the school and to give appropriate consideration to diversity within the faculty;
- one-half of the faculty members of the Dean's Advisory Committee shall be composed of faculty elected by the MFS, and one-half of the faculty members shall be appointed by the Dean. Both the faculty appointed by the Dean and the faculty elected by the MFS will have equal representation from basic science and clinical departments. The MFS president will be an ex officio member of the Dean's Advisory Committee; and
- one member of the adjunct faculty from each of the clinical and regional campuses appointed by the Dean or his/her designee. These appointments shall be in addition to the one-half of the full-time faculty on the Committee, appointed by the Dean.

**(b) Terms of Office**

- Faculty members shall serve two-year staggered terms. Faculty may be reappointed or reelected to the Dean's Advisory Committee for one additional term. The MFS president and student representatives may serve for only one term.
- In the event of a departure from the Committee before the end of one's term, the Dean shall appoint a faculty member, medical student, or graduate student, as appropriate, to serve until the end of the academic year.

**6. Diversity Committee**

The Diversity Committee will advise the Senior Associate Dean of Diversity, Equity, and Inclusion on issues regarding the promotion of diverse perspectives and experiences within LKSOM as a whole, including but not limited to the experiences and perspectives of all students, faculty, and administration. The Council will coordinate with other offices and committees in areas related to their charge.

**(a) Members shall include:**

- four faculty members, at least one from basic science and one from clinical departments, elected by the MFS;
- at least four faculty members, at least one from basic science and one from clinical departments, appointed by the Dean;
- Senior Associate Dean of Diversity, Equity, and Inclusion (DEI), who will serve as an ex officio member without vote, and the Associate Dean of Diversity, Equity, and Inclusion and Director of Diversity, Equity and Inclusion, who will serve as ex officio members;
- a student member from one of the Graduate Programs selected by the Associate Dean of Graduate Education;
- three medical student members nominated by SNMA (Student National Medical Association), LMSA (Latino Medical Student Association), and OWLGBTQ in Medicine groups with alternates to serve as their designees when student representatives are unable to attend;
- two residents (not from the same Department) nominated by the Assistant Dean of GME;
- the Assistant Dean of GME who will serve ex officio;
- one representative from the Center for Urban Bioethics;
- one post-doctoral fellow nominated by the Senior Associate Dean of Research;
- two community representatives solicited by the Senior Associate Dean of DEI from local community groups; and
- one administrative staff nominated by the Senior Associate Dean of DEI.

**(b) Chair**

- The Committee will select a Chair. The Senior Associate Dean and

the Associate Dean of DEI may not serve as Chair.

- The Chair shall be elected to a three-year term and may be re-elected.

**(c) Terms of Office**

- The term of office for faculty members will be three years with staggered terms. The faculty member may be re-elected or reappointed.
- The term of office for student members will be for one year. They may be reappointed.
- In the event of a departure from the LKSOM-DC before the end of one's term, the Dean may appoint a faculty member representing the same group as that of the person resigning to serve the unexpired term.

**7. Faculty Appointments and Promotions Committee**

The Faculty Appointments and Promotions Committee will review and make specific recommendations about all new applications for appointment at the Associate Professor and Professor level except applications for a simultaneous recommendation for promotion and tenure, wherein the Tenure Committee (below) shall be the responsible reviewing body for both recommendations. The procedures and recommendations of the Appointments and Promotions Committee must conform to the University's policies and criteria and any duly adopted school appointments and promotions policies. The Faculty Appointments and Promotions Committee must give due consideration to appointments and promotions guidelines that may be issued by the President or his/her designee, setting forth the documentation and assessment that the President will seek in formulating his/her decisions.

The Faculty Appointments and Promotions Committee will make its recommendations for approval or disapproval in each case to the Dean.

**(a) Members shall include:**

- **Voting members:**
  - six faculty members, three from basic science departments and three from clinical departments, elected by the MFS;
  - six faculty members appointed by the Dean; and
  - one member of the adjunct faculty holding appointment with non-prefixed titles from regional campuses. This member will vote only on new appointments to the adjunct faculty or on promotions of current members of the adjunct faculty.
- **Ex officio, Non-voting members:**
  - the Senior Associate Dean for Faculty Affairs; and

- the Assistant Dean for Faculty Affairs.

The Dean shall not be a member of this Committee.

**(b) Chair**

- The Chair shall be elected annually by the Committee from among the members having at least one year of experience on the Committee. The Committee shall also elect an alternate Chair to administer meetings in which the Chair may have a conflict of interest with the candidate(s) under review.

**(c) Terms of Office**

- Members serve three-year staggered terms. No member shall serve more than two consecutive terms. In the event of a departure from the Committee before the end of one's term, the Dean shall appoint a faculty member to serve until the end of the academic year. The unexpired term is then filled by whichever body had elected/appointed the member who departs from the Committee.

**(d) Quorum and Procedures**

- No deliberations or decisions on appointments or promotions can be made without a quorum of seven voting members present.
- No member of the candidate's department who is a member of the Departmental Promotion Committee who has already voted on the promotion decision at that level may participate in the discussions of that candidate or in voting upon the promotion recommendation for that candidate.

**8. Faculty Tenure Committee**

The Tenure Committee will serve to review applications for tenure and to make recommendations about specific applications for tenure and promotion in academic rank if the request for tenure and promotion occurs in the same academic year. The procedures and recommendations of the Tenure Committee must conform to the University's tenure and promotion policies and criteria and any duly adopted school tenure policies. The Tenure Committee must give due consideration to tenure and promotion guidelines that may be issued by the President or his/her designee setting forth the documentation and assessment that the President will seek in formulating his/her recommendations to the Board of Trustees about tenure and for awarding promotions in rank. Decisions related to tenure are the responsibility of the University's Board of Trustees, whereas decisions related to promotions of Presidential faculty rest with the University President.

The Tenure Committee will make an independent recommendation in each tenure case and the Committee's recommendation is forwarded to the Dean. Where a faculty member is simultaneously recommended for promotion and tenure, the Tenure Committee shall be the responsible reviewing body for both recommendations. Documentation relative to the candidate's qualifications is to

be assembled by the candidate, the candidate's departmental Tenure Committee, and the candidate's Chair. Although the candidate has the primary responsibility to ensure that all required documentation has been collected, the departmental Tenure Committee, the departmental Chair, and the LKSOM Tenure Committee have an obligation to inform the candidate when the required documentation is not complete. The LKSOM Tenure Committee shall review the candidate's file at an initial meeting and may address any questions it has to the Departmental Tenure Committee or request additional information.

**(a) Members shall include:**

- **Voting members:**

- four faculty members, two from basic science departments and two from clinical departments, holding tenure, elected by the tenured voting members of the MFS; and
- five faculty members, holding tenure, appointed by the Dean.

- **Ex officio, Non-voting members:**

- the Senior Associate Dean for Faculty Affairs; and
- the Assistant Dean for Faculty Affairs.

The Dean shall not be a member of this Committee.

**(b) Chair**

- Each year, the Committee shall elect its Chair from among its members who have at least one year of experience on the Committee. The Committee shall also elect an alternate Chair to administer meetings in which the Chair may have a conflict of interest with the candidate(s) under review.

**(c) Terms of Office**

- Members serve three-year staggered terms. An individual may be re-elected/reappointed, but no member shall serve more than two consecutive terms. In the event of a departure from the Committee before the end of one's term, the Dean shall appoint a tenured faculty member to serve until the end of the academic year. The unexpired term is then filled by whichever body had elected/appointed the member who resigned.

**(d) Quorum and Procedures**

- All members of the Tenure Committee voting on a particular candidate must have been present for all meetings and discussions concerning the candidate.
- No deliberations or tenure decisions can be made without a quorum of five voting members present.
- No member of the candidate's department who is a member of the Departmental Tenure Committee who has already voted on the

tenure decision at that level may participate in the discussions of that candidate or in voting upon the tenure recommendation for that candidate.

- The candidate must be informed of the Committee's recommendation, including negative comments or opinions, or the basis for negative statements, prior to submission of the Committee's recommendation to the Dean. The candidate may respond to the Committee's recommendation or to information underlying its recommendation in writing. In such a case, the candidate's response must be included in the candidate's dossier.
- The candidate may ask a faculty member to act as an advocate to address the Committee concerning his/her qualifications and to be present to answer questions from the Committee, or the candidate may elect to address the Committee himself/herself. Neither the faculty advocate nor the candidate himself/herself may be present during any deliberations of the Committee, nor may they vote on the application for tenure.
- The Committee shall establish written guidelines for its procedures to ensure uniformity and continuity with University and LKSOM policies.

## **9. Graduate Program Committee**

The LKSOM Graduate Program Committee (LKSOM-GPC) is an interdisciplinary group providing oversight to all of the graduate-level programs within the Lewis Katz School of Medicine leading to the granting of PhD, MS, MMS, and MA degrees. Currently approved graduate programs at LKSOM include the PhD and MS in Biomedical Sciences (BMSC), MA in Urban Bioethics (UBTH), MMS in Medical Sciences-Physician Assistant (PA), and Certificate in Narrative Medicine. The number of graduate programs may be modified from time to time with the approval of the Graduate School and Board of Trustees of Temple University (TU). The responsibilities of the LKSOM-GPC include but are not limited to providing general leadership for each graduate program, interfacing with the Graduate School of the University, maintaining consistency of the academic activities within each graduate program, and maintaining the overall well-being of all graduate programs.

The LKSOM-GPC will also recommend criteria for membership in the medical school graduate faculty and for eligibility to teach graduate courses. It will ensure that medical school graduate faculty meet medical school and University requirements, that medical school graduate faculty standards conform to TU policies, and that those standards are consistent within the school. The LKSOM-GPC will review and recommend for approval by the Graduate School of the University any proposals for new graduate programs, and modifications to the academic requirements and content of any approved graduate program that are requested by its respective Curriculum Committee (see below).

- (a) **Members shall include:**
- two medical school graduate faculty members from each of the approved graduate programs, appointed by the Dean;
  - three at-large members of the medical school graduate faculty elected by the MFS; and
  - the Associate Dean for Graduate Studies and the Associate Dean for Graduate and Postbaccalaureate Programs who will serve ex officio.

The Dean shall not be a member of this Committee.

- (b) **Chair**
- The Chair will be appointed by the Dean.

- (c) **Terms of Office**
- Medical school graduate faculty appointed by the Dean serve three-year staggered terms and may be reappointed.
  - Medical school graduate faculty elected by MFS shall be elected for three-year terms and may serve two consecutive terms.
  - In the event of a departure from the LKSOM-GPC before the end of one's term, the Dean may appoint a faculty member representing the same group as that of the person resigning to serve the unexpired term.

10. **Graduate Programs' Admissions Committees**

Each Graduate Program will have its own Admissions Committee. Each Admissions Committee shall directly recommend to the Graduate School that the student applicants be admitted to their respective Graduate Programs, with the exception of students requiring a waiver of a Graduate School admissions requirement. All waivers of Graduate School admissions requirements must first be approved by the Associate Dean for Graduate Studies and the Associate Dean for Graduate and Postbaccalaureate Programs. Committee members will participate in recruitment activities as determined by the Chair.

- (a) **Members may vary in number depending on the size and scope of each graduate program, but each Graduate Program Admissions Committee shall include:**
- a minimum of five graduate faculty involved in the teaching of that graduate program, appointed by the Dean. For the MMS-Medical Sciences Physician Assistant program, these positions will be held by principal faculty members in the program. For the BMSC Graduate Program, two representatives from each of the five clusters of the Program, and one representative from each of the NIH-funded T32 training grants will be appointed;

- two at-large medical school graduate faculty elected from the MFS; and
- the Associate Dean for Graduate Studies and the Associate Dean for Graduate and Postbaccalaureate Programs who will serve ex officio, without vote.

The Dean shall not be a member of this Committee.

**(b) Chair**

- The Chair will be appointed by the Dean.

**(c) Terms of Office**

- LKSOM graduate faculty appointed by the Dean serve three-year staggered terms and may be reappointed.
- At large faculty will be appointed for three-year terms but may be appointed to no more than two consecutive terms.
- In the event of a departure from the Committee before the end of one's term, the Dean may appoint a member of the group which the person resigning represents to serve the unexpired term.

**11. Graduate Programs' Committees on Curriculum**

Each Graduate Program will have its own Curriculum Committee. Each Curriculum Committee will be responsible for evaluating the quality and effectiveness of their respective curriculum. Responsibilities include but are not limited to, modifications to curricular requirements and content. The Committee will recommend the addition or discontinuation of courses and the integration of curriculum changes with the requirements of their respective degree program and the Graduate School. Recommendations of each graduate program Curriculum Committee will be presented to the LKSOM-GPC for approval.

**(a) Members may vary in number depending on the size and scope of each graduate program, but each Graduate Program Committee on Curriculum shall include:**

- a minimum of five graduate faculty members involved in the teaching of that graduate program, appointed by the Dean. For the MMS-Medical Sciences Physician Assistant program, principal faculty members in the program will be appointed. For the BMSC graduate program, members will include the two cluster leaders of each of the five clusters;
- two at-large members of the medical school graduate faculty elected by the MFS;
- two graduate students from that graduate program who are in good academic standing, appointed by the Dean; and
- the Associate Dean for Graduate Studies and the Associate Dean for



Graduate and Postbaccalaureate Programs who will serve ex officio, without vote.

The Dean shall not be a member of this Committee.

**(b) Chair**

- The Chair will be elected annually from the graduate faculty membership on the Committee. Neither of the Associate Deans shall serve as Chair.

**(c) Terms of Office**

- Graduate faculty appointed by the Dean serve three-year staggered terms and may be reappointed.
- Medical school graduate faculty elected by MFS shall be elected for three-year terms and may serve two consecutive terms.
- Graduate student members shall serve a one-year term and may serve two consecutive terms.
- In the event of a resignation from the Committee prior to the end of one's term, the Dean shall appoint a member of the faculty or a graduate student, as appropriate, to serve the unexpired term.

**12. Graduate Programs' Committees on Student Performance**

Each Graduate Program will have its own Student Performance Committee. Each Student Performance Committee will monitor the academic, research and clinical performance as appropriate of students in their respective Graduate Programs. Student academic appeals and grievances will be heard by their respective Graduate Program Student Performance Committee. The Committee will make its recommendations to the Associate Dean Co-Chairs of the LKSOM-GPC. The Committee will follow all medical school and TU policies and procedures. Students will be referred to other TU offices, where those offices have jurisdiction over the subject of the student's appeal or grievance. Other responsibilities include but are not limited to monitoring the academic standing of students consistent with their respective Graduate Programs and University policies.

**(a) Members may vary in number depending on the size and scope of each graduate program, but each Graduate Program Committee on Student Performance shall include:**

- a minimum of three graduate faculty members involved in the teaching of that graduate program, appointed by the Dean;
- one at-large medical school graduate faculty elected from the MFS;
- one graduate student from that graduate program, with the exception of the MMS-PA Program, who is in good academic standing, appointed by the Dean; and

- the Associate Dean for Graduate Studies and/or the Associate Dean for Graduate and Postbaccalaureate Programs who will serve ex officio without vote.

The Dean shall not be a member of this Committee.

**(b) Chair and Chair-Designate**

- The Chair will be elected annually from the graduate faculty Committee membership.

**(c) Terms of Office**

- Graduate faculty appointed by the Dean serve three-year staggered terms and may be reappointed.
- LKSOM graduate faculty elected by MFS shall be elected for three-year terms and may serve two consecutive terms.
- The graduate student members shall serve for one year and may serve two consecutive terms.
- In the event of a departure from the Committee before the end of one's term, the Dean shall appoint a member of the group which the resigning person represents to serve the unexpired term.

**13. MD Program Academic Standards and Promotions Committee**

The MD Program Academic Standards and Promotions Committee (ASPC) reviews the performance of all students and approves promotion to each phase of the curriculum and graduation, and is responsible for decisions related to the remediation, probation, and dismissal of medical students based on the academic and non-academic performance standards outlined in the LKSOM grading and promotional policies. The Academic Standards and Promotions Committee shall follow all University and School of Medicine policies and procedures.

Faculty members serving on the Academic Standards and Promotions Committee are appointed by the Dean/Dean's Designee from those faculty nominated (including self-nominations) or elected by the Medical Faculty Senate as indicated below, unless otherwise specified.

A quorum requires the presence of eight voting members; five shall be faculty members of the Committee.

**(a) Members shall include:**

- **Voting members:**
  - the faculty Chair of the Committee;
  - four basic science faculty members, two elected by the Medical Faculty Senate and two appointed by the Dean;

- four clinical faculty members, two elected by the Medical Faculty Senate and two appointed by the Dean;
  - one faculty member from the regional campus;
  - the Senior Associate Dean for the regional campus ex officio;
  - three medical students in good standing appointed by the Dean/Dean's designee. Students are selected in the spring of their M1 year and serve on the Committee as outlined below; and
  - one basic science and one clinical faculty member appointed to the Committee as alternate members. Alternate members may attend all meetings, but do not participate in discussions or voting unless a quorum of members is not present.
- **Ex officio, Non-voting members:**
    - the Senior Associate Dean for Education; and
    - the Associate Dean for Student Support from the North Philadelphia campus.

The Dean shall not be a member of this Committee.

**(b) Chair**

- The Chair must be a full-time faculty member of LKSOM and must hold the rank of Associate Professor or higher. The Chair shall be appointed by the Dean/Dean's designee. The Chair serves a two-year term and can be re-appointed. The Chair shall not serve more than three consecutive terms as Chair.

**(c) Terms of Office**

- The term of office for faculty members is three years. Faculty members may be re-elected/reappointed without limitation of term.
- Medical students may serve for three years (M2, M3 and M4 years).
- In the event of a departure from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty or medical student, as appropriate, to serve until the end of the academic year.

**14. MD Program Curriculum Committee**

The MD Program Curriculum Committee has the authority and responsibility for the oversight, design, management, integration, and evaluation of the curriculum leading to the MD degree. The Committee is responsible for the development of the MD education program objectives and for using the

objectives to guide the review and continuous improvement of the quality and effectiveness of the curriculum.

The Curriculum Committee shall constitute standing subcommittees as needed to effectively fulfill its responsibilities.

Faculty members serving on the Curriculum Committee are appointed by the Dean/Dean's designee, and from those faculty nominated (including self-nominations) or elected by the Medical Faculty Senate as indicated below, unless otherwise specified.

A quorum requires the presence of nine voting members; five shall be faculty members of the Committee.

**(a) Members of the Curriculum Committee shall include:**

- **Voting members:**

- the faculty Chair of the Committee;
- faculty Chairs of each Subcommittee of the Curriculum Committee (Phase 1, 2, 3);
- two Department Chairs: one from a basic science department and one from a clinical department;
- a faculty member from the Office of Health Equity, Diversity and Inclusion;
- two faculty members (one from a basic science and one from a clinical department) elected by the Medical Faculty Senate;
- two at-large faculty members (one from a basic science and one from a clinical department) appointed by the Dean/Dean's designee;
- two faculty members from a regional campus or clinical affiliate site;
- the Director of the Health Sciences Library ex officio;
- the Director of Information Technology ex officio; and
- a student representative from each campus for each class in good standing elected by the Student Government Association. The two student representatives for a class serve as a voting bloc.

- **Ex officio and non-voting members:**

- the Associate Dean for Undergraduate Medical Education;

- the Associate Dean for Student Support from the North Philadelphia campus;
- the Senior Associate Dean for the regional campus; and
- the Assistant Deans for each Phase of the Curriculum.

**(b) Chair**

- The Chair must be a full-time faculty member of LKSOM and must hold the rank of Associate Professor or higher. The Chair shall be appointed by the Dean/Dean's designee. The Chair serves a three-year term and can be re-appointed. The Chair shall not serve more than two consecutive terms as the Chair. When feasible, the Chair shall alternate between clinical and basic science faculty.

**(c) Terms of Office**

- Faculty members shall serve for three-year staggered terms and shall not serve for more than two consecutive terms.
- The student members serve four-year terms.
- In the event of a departure from the Committee prior to the end of one's term, the Dean/Dean's designee shall appoint a faculty member or medical student, as appropriate, to serve until the end of the academic year.

**(d) Ad hoc Committees or Task Forces**

- The Curriculum Committee has the authority to constitute Ad hoc Committees or Task Forces as needed to address specific curricular issues.

**15. MD/PhD Program Advisory Committee**

The MD/PhD Program Advisory Committee will consult with the Dean or the Dean's designee about the policies and procedures of the MD/PhD. Program. Responsibilities of the Committee include, but are not limited to, recruitment, interview, and admission of MD/PhD students in conjunction with the MD Admissions Committee; review of MD/PhD student progress; maintenance of the MD/PhD student handbook; and an ongoing review of the MD/PhD Program.

**(a) Members shall include:**

- two representatives from each of the Biomedical Sciences Graduate Program clusters (areas of concentration) appointed by the Dean;
- two clinical faculty members appointed by the Dean;
- one member of the MD Admissions Committee appointed by the Chair of the Admissions Committee;

- one MD/PhD student in good academic standing, in at least the PhD portion of the program appointed by the Dean;
- the Director of the MD/PhD Program ex officio; and
- the Associate Dean for Graduate Studies and the Associate Dean for Admissions who will serve ex officio without vote.

**(b) Chair**

- The Director of the MD/PhD Program shall serve as the Chair of this Committee.

**(c) Terms of Office**

- The representatives from the Biomedical Sciences Graduate Program clusters, clinical faculty members, and the MD Admissions Committee are appointed to three-year staggered terms and may be reappointed.
- The MD/PhD student member shall serve a one-year term and may be reappointed one time.
- In the event of a departure from the Committee prior to the end of one's term, the Dean or his/her designate may appoint a member of the faculty, as appropriate, to serve the unexpired term.

**16. Medical Student Admissions Committee**

The Medical Student Admissions Committee shall consist of members of the faculty and other qualified individuals who have sole and final authority in selecting student applicants to be admitted to the MD program. The Committee shall make recommendations regarding the policies governing admissions to the Curriculum Committee for approval.

A quorum requires the presence of ten voting members of the Admissions Committee, eight of whom shall be faculty members of the Committee.

The Admissions Committee has two subcommittees: the Regional Campus Admissions Subcommittee and the Acceptance Subcommittee.

The Chair of the Regional Campus Admissions Subcommittee presents regional campus applicants to the Admissions Committee. The Admissions Committee reviews each candidate and votes to determine a recommendation about admission.

The Admissions Committee delegates authority to the Acceptance Subcommittee to manage enrollment based on the Admissions Committee recommendations. A quorum requires the presence of five voting members of the Acceptance Subcommittee; three shall be non-Dean's staff faculty members.

**(a) Members shall include:**

**Voting members:**

- the faculty Chair of the Committee;
- a minimum of twelve faculty members, including ex officio members, nominated by the Department Chair or self-nominated and appointed by the Dean;
  - one faculty member from the MD/PhD Admissions Committee;
  - at least two faculty from basic science departments; and
  - at least two faculty from clinical departments;
- two medical students in good standing appointed by the Associate Dean for Admissions. Students are selected in the spring of their M2 year and serve on the Committee as outlined below. Alternate student members may attend all meetings but do not participate in discussions or voting unless two student members are not present; and
- one member of the North Philadelphia community, nominated by the Associate Dean for Admissions and appointed by the Dean.

**Ex officio voting members:**

- a faculty representative from the Office of Undergraduate Medical Education;
- a faculty representative from the Office of Student Support; and
- a faculty representative from the Office of Health Equity, Diversity, and Inclusion.

**Ex officio non-voting members:**

- the Associate or Assistant Dean of Admissions for LKSOM; and
- the Senior Associate Dean for the regional campus.

The Dean shall not be a member of the Admissions Committee or any Subcommittee.

**(b) Chair**

- The Chair must be a full-time faculty member of LKSOM and must hold the rank of Associate Professor or higher. The Chair will be selected by the Associate Dean for Admissions. The Chair serves a term of one year, renewable up to three years.

**(c) Terms of Office**

- Faculty serve three-year rotating terms and may be reappointed without limitation of term.
- Students serve for up to two-year terms and may not be reappointed.
- In the event of a departure from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty or medical student, as appropriate, to serve until the end of the academic year.

**(d) Subcommittees**

**Regional Campus Subcommittee**

The Regional Campus Admissions Subcommittee will be composed of faculty representatives, one member of the Bethlehem community, and two medical students from the regional campus as well as the Senior Associate Dean for the regional campus (ex officio). The Senior Associate Dean of the regional campus serves as the Chair of the Regional Campus Admissions Subcommittee. Members of the Subcommittee are selected by the Senior Associate Dean for the regional campus.

**Acceptance Subcommittee**

The Acceptance Subcommittee will be composed of faculty representatives from the Offices of Undergraduate Medical Education, Student Support, and Health Equity, Diversity, and Inclusion, and the Senior Associate Dean for the regional campus (ex officio), as well as the Associate Dean for Admissions (ex officio non-voting) and the faculty members from the Admissions Committee responsible for screening applications.

**17. Post Baccalaureate Program Advisory Committee**

The Post Baccalaureate Program Advisory Committee will consult with the Dean or the Dean's designee about the policies and procedures of the Post Baccalaureate Program. Responsibilities of the Committee include but are not limited to review of the Post-Baccalaureate Program curriculum and student performance, maintenance of the student handbook, and the overall well-being of the Program.

**(a) Members shall include:**

- three basic science medical school faculty members appointed by the Dean;
- two clinical medical school faculty members appointed by the Dean;



- two prior students from the Advanced Core in Medical Sciences (ACMS) program appointed by the Dean; and
- the Associate Dean for Graduate and Postbaccalaureate Programs ex officio, without vote.

**(b) Chair**

- The Chair will be elected annually from the basic science and clinical faculty members on the Committee.

**(c) Terms of Office**

- The representatives from the basic science and clinical departments are appointed to three-year staggered terms and may be reappointed.
- Student members are appointed for a one-year term.
- In the event of a departure from the Committee prior to the end of one's term, the Dean or his/her designate may appoint a member of the faculty, as appropriate, to serve the unexpired term.

**18. Research Committee**

The Research Committee shall consist of faculty who recommend research policies for the school to the Dean and the allocation of research funds and research space that may be made available to the school. They shall also evaluate applications for grants if requested by the Dean and recommend faculty for awards in recognition of outstanding scholarly or research activities.

**(a) Members shall include:**

- only faculty members who are actively involved in research;
- four faculty members, two from basic science and two from clinical departments, elected by the MFS;
- three faculty members appointed by the Dean; and
- the Senior Associate Dean of Research who will serve ex officio, non-voting. The Associate Dean of Research will also serve as an ex officio member.

**(b) Chair**

- The Chair is elected annually by the members of the Research Committee from among the members with at least one year of experience on the Research Committee. Neither the Senior Associate Dean of Research nor the Associate Dean of Research shall be the Chair. The Chair may be reelected.

**(c) Terms of Office**

- Members serve three-year staggered terms. A member may be re-

elected, but no member shall serve more than two consecutive terms.

- In the event of a departure from the Committee before the end of one's term, the Dean may appoint a faculty member who is active in research to serve until the end of the academic year.

**19. Student Learning Environment Committee**

The Student Learning Environment Committee works to ensure an appropriate learning environment by reviewing and determining the appropriate actions to address concerns related to behaviors that violate professional behavior standards, bias, and mistreatment. The Committee ensures that its processes and decision-making align with University, School of Medicine, and Health System policies and procedures as appropriate.

Faculty members serving on the Learning Environment Committee are appointed by the Dean/Dean's designee from those faculty nominated (including self-nominations) or elected by the Medical Faculty Senate as indicated below, unless otherwise specified.

A quorum requires the presence of eight voting members; five must be faculty members of the Committee.

**(a) Members shall include:**

- **Voting members:**
  - the faculty Chair of the Committee;
  - four basic science faculty members, two elected by the Medical Faculty Senate and two appointed by the Dean;
  - four clinical faculty members, two elected by the Medical Faculty Senate and two appointed by the Dean;
  - one faculty member from the regional campus;
  - a faculty member from the Office of Health Equity, Diversity and Inclusion;
  - three medical students in good standing appointed by the Dean/Dean's designee. Students are selected in the spring of their M1 year and serve on the Committee as outlined below; and
  - one basic science and one clinical faculty member appointed to the Committee as alternate members. Alternate members may attend all meetings, but do not participate in discussions or voting unless a quorum of members is not present.

- **Ex officio, Non-voting members:**
  - the Associate Dean for Student Support from the North Philadelphia campus; and
  - the Associate Dean for Student Support for the regional campus.

**(b) Chair**

- The Chair must be a full-time faculty member of LKSOM and must hold the rank of Associate Professor or higher. The Chair shall be appointed by the Dean/Dean's designee. The Chair serves a three-year term and can be re-appointed. The Chair shall not serve more than two consecutive terms as the Chair.

**(c) Terms of Office**

- The term of office for faculty members is three years. Faculty members may be re-elected/reappointed without limitation of term.
- Medical students may serve for three years (M2, M3 and M4 years).
- In the event of a departure from the Committee prior to the end of one's term, the Dean may appoint a member of the faculty or medical student, as appropriate, to serve until the end of the academic year.

**E. *Ad Hoc Committees***

**1. Search Committees**

Search Committees for Department Chairs and other ad hoc committees shall be appointed by the Dean after consultation with interested parties and, as appropriate, the Dean's Advisory Committee. As appropriate, the committees shall include graduate and/or medical student member(s).

**2. Faculty Responsibility Committee**

The Dean, in consultation with the Dean's Advisory Committee, shall appoint an ad hoc Faculty Responsibility Committee to investigate serious allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. No more than one member of the Faculty Responsibility Committee should be appointed from the same department as the faculty member who is subject to investigation. The Faculty Responsibility Committee shall have no fewer than five members.

The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written

or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies upon such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.

The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence, oral, written, or tangible, submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation or to carry out University Policies. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary, and University Counsel shall endeavor to give reasonable assistance if possible. The faculty member may seek the assistance of legal counsel.

The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions, and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents, and any other written or tangible evidence upon which the Committee relied. Within thirty days or as soon thereafter as is practicable, the Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the Temple University Faculty Senate Personnel Committee and to the President or his/her designee.

## **F. Student Bodies**

### **1. Medical Students**

**(a) Membership** shall include all students enrolled for the MD degree.

**(b) Requirements**

For promotion and graduation, each student must satisfy the academic requirements and meet the standards of professionalism and code of conduct as stated in written University policies, which are applicable to LKSOM, and in accordance with policies announced by the Dean and approved by the Dean's Advisory Committee.

**(c) Student Rights, Disciplinary Procedures, and Honor System**

These shall be as stated in written University and LKSOM policies.

**(d) Student Governance**

Student body governance, including the election and/or appointment of officers and student representatives shall be as stated in the Constitution and Bylaws of the Student Government Association (SGA) as ratified by the student body. The Constitution and Bylaws of SGA must be consistent with written University policies and the Bylaws of LKSOM. In order to be binding, the Dean must approve any article or section that states or implies a commitment or responsibility on the part of the administration or faculty.

**2. Graduate Students (MA, MS, MMS (PA) and Ph.D. Candidates)**

These are students who are candidates for graduate degrees and certificates in one of the departments or programs of LKSOM. These students are officially enrolled in the Graduate School of Temple University and must meet all the requirements specified by that School. Student rights, disciplinary procedures, and student governance shall be as stated in written University policies.

**3. Postdoctoral Fellows**

These are individuals, usually with a doctoral degree, who are involved in research or training in a basic science or clinical department but are usually not enrolled formally for an additional degree or certification by a medical specialty board.

**4. Current Registrants in Continuing Education Programs**

These are licensed physicians pursuing educational programs for the furtherance of their education, to maintain licensure, or to maintain board certification.

**ARTICLE V. REVISIONS OR AMENDMENTS TO BYLAWS**

The Dean may recommend revisions or amendments to these Bylaws after consultation with the MFS or the Dean's Advisory Committee. Recommended revisions shall be forwarded to the President or his/her designee. Recommended revisions or amendments will be reviewed by University Counsel to ensure conformity to University policies. After review by University Counsel, the President or his/her designee may approve revisions or amendments and set the date upon which they will become effective.

In all cases, the Dean shall review the LKSOM bylaws approximately every five years and, after consultation with the MFS, may recommend revisions or amendments.



*July 8, 2009 revisions: Permitted adjunct faculty to serve on designated standing committees. Approved by President.*

*July 8, 2010 revision: New composition and charge to Standing Committee on CME. Approved by interim President.*

*Oct 5, 2016 revision: New committees, institutes, and graduate student programs. Approved by the President.*

*July 30, 2018 revision: New language to Medical Education Curriculum Committee. Approved by the President.*

*December 13, 2024 revision: New language and committee composition. Approved by the Provost as the President's designee..*