

COVER PAGE

UNIT CODE OF OPERATIONS
BRODY SCHOOL OF MEDICINE
EAST CAROLINA UNIVERSITY

Amended Code Approval

1. Approved by the tenured faculty of the Unit Chair, ad-hoc Code Amendment Committee:

Charles E Boklage, PhD Date: 01-28-10

2. Submitted to Dean:

Paul R G Cunningham, MD, FACS Date: 01-28-10

3. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:

Chair: Timm Hackett Date: 3-26-10

4. Approved by the East Carolina University Faculty Senate:

Chair of the Faculty: Marianna Walker (FS Resolution #10-21) Date: 3-30-10

5. Approved by East Carolina University Chancellor/or designee:

Chancellor: Steve Ballard Date: July 1, 2010
(Effective date)

Revision of Code: ID2; IE1; IE4d,f; IG1 Part(s)

GOVERNANCE CODE

Brody School of Medicine East Carolina University

Preamble

This code allows for faculty participation in and establishes procedures for the unit's internal affairs and is consistent with all applicable appendices of the *East Carolina University Faculty Manual*. With a large, diverse faculty, the Brody School of Medicine seeks a broad base of participation by faculty in its governing structures and procedures, and in meeting the requirements of various accrediting bodies. This code defines the governing structures and procedures. Included among the procedures are those which allow the faculty to participate by making recommendations to the dean on appointments, reappointments, promotions, and permanent tenure. Recommendations resulting from these procedures are advisory in nature, both to the department chair and the dean. This Code identifies unit responsibilities which have been delegated to the departments by the dean. It reflects these delegations but remains consistent with the intent of the *East Carolina University Faculty Manual*.

I. Organization

- A. The dean is the senior academic and administrative officer of the Brody School of Medicine who will be appointed and evaluated in accordance with established University policies. The dean is responsible for the school's budget, policies, operations, programs, and long-range planning; for its curricular, instructional, and research programs; for recommendations on faculty appointments, reappointments, promotion, and permanent tenure; and for the school's associations with appropriate organizations. The dean will, in a timely manner, present to the faculty for review and approval the final drafts of the school's Southern Association of Colleges and Schools (SACS) report, major planning documents, and other assessments of the school's operations prior to submission outside the school. The dean will discuss at a regularly scheduled faculty meeting the school's annual budget and annual report. The dean will ensure that this Code's provisions are followed.
- B. Administrative Staff: The dean has the authority to appoint an administrative staff including assistant and associate deans who will report to the dean. Assistant and associate deans will have faculty appointments within the Brody School of Medicine. Members of the dean's staff may have delegated responsibility for areas including but not limited to:
- administration
 - admissions
 - clinical affairs
 - continuing medical education
 - faculty development
 - finances
 - graduate medical education

- informatics
- minority affairs
- operations
- research and graduate studies
- student affairs
- undergraduate medical education

The dean may also appoint other staff members to whom the dean may delegate responsibility for the financial and clinical operations of the Brody School of Medicine. These staff members are not required to hold faculty appointments.

- C. **Academic Center Directors:** The dean will appoint directors of the academic centers approved by the ECU Board of Trustees. The purpose of the academic centers is to provide interdepartmental, multi-disciplinary opportunities for research, improved education, and enhanced clinical care.

All academic center directors will be tenured or will hold probationary-term appointments within the Brody School of Medicine. The responsibilities of the directors will be to facilitate programs of the centers, manage resources and funds assigned to the centers, and assist the chairs of appropriate departments in recruiting faculty with expertise related to the activities of the centers.

D. **Brody Council**

1. **Composition:** The Brody Council shall consist of the dean, who will serve as chair, a member of the administrative staff designated by the dean, the chairs of all academic departments, and the directors of the academic centers. All of these members will have voting privileges. Each chair and center director may designate in writing one alternate for the academic year who will attend and have voting privileges when the chair or center director is unable to attend. The dean may appoint non-voting resource members.
2. The Brody Council shall meet as needed. A meeting may be required by the dean or a majority of the Council members provided at least three working days written notice is provided before the meeting. The agenda for all meetings will be set by the dean and will include all items submitted by the members provided the items are submitted at least three working days before the meeting. A quorum shall consist of a majority of the group's membership. Written minutes of all meetings will be available in the Office of the Dean.
3. **Purpose of the Brody Council:** The council is to advise and assist the dean by doing the following:
 - a. reviewing and making recommendations regarding the policies and procedures of the School;
 - b. establishing and maintaining appropriate lines of communication between the administration and the faculty;

- c. establishing and maintaining appropriate lines of communication between the Brody School of Medicine and hospitals and other outside agencies;
 4. Reporting of Brody Council Activities: Activities of the council will be reported to the faculty by the respective chairs. The dean will summarize the activities of the Brody Council at all regularly scheduled meetings of the general faculty.
- E. Standing Committees
 1. Committee Appointments: Except for members of the Brody School of Medicine Tenure and Promotions Committee, all committee members, including committee chairs, will be appointed by the dean for a one-year term beginning July 1 and ending June 30 unless otherwise specified in this Code. Faculty members serving on all standing committees shall be voting faculty members as defined in Section II.C. of this Code. An exception to this requirement is that any Course Director may be eligible for appointment by the dean to membership on the Curriculum Committee concerned with the year of his or her course. The dean will consult with the chairs and faculty in making committee appointments so that committee membership represents the diverse interests of the faculty. The dean or a designated representative shall serve as a voting ex-officio member on all standing committees except the Tenure and Promotions Committee. Members may be reappointed on all committees except Tenure and Promotions, whose members may not be elected to consecutive terms. Minutes of all standing committee meetings shall be provided to the dean or the dean's representative.
 2. The standing committees are as follows:
 - Admissions
 - Continuing Medical Education
 - Executive Curriculum
 - M-1 Curriculum
 - M-2 Curriculum
 - M-3 Curriculum
 - M-4 Curriculum
 - Space Allocation/Reallocation
 - Tenure and Promotions
 - Graduate Studies
 - Research
 - Student Affairs
 - Student Review and Promotion
 - M-1
 - M-2
 - M-3
 - M-4
 3. Committee Organization and Procedures

- a. Before September 1 of each academic year each committee will hold its initial meeting. Meetings will be called by the chair of the committee except for the Tenure and Promotions Committee. The dean will call the first meeting of this committee where a chair will be elected who will then call future meetings.
- b. The quorum for a committee will be a majority of the voting members of the committee. An affirmative vote requires a majority of those present. All committee members are voting members unless otherwise designated.

4. Committee Purposes and Membership

a. Admissions

Purpose: Review and recommend students for admission to medical school.

Membership: As the numbers of applications fluctuate, the number of appointments to this committee may vary. Membership will include basic sciences faculty, clinical sciences faculty, and medical students from the M-2 through M-4 classes.

b. Continuing Medical Education

Purpose: Review the school's continuing medical education programs and act as a forum for expression of faculty interest and concerns about continuing medical education.

Membership: At least one faculty member from each clinical department. As deemed appropriate to the charge of the committee, faculty from basic sciences and/or ex-officio, non-voting, adjunct faculty members from the private practice community may be added at the request of the associate dean for CME.

c. Space Allocation/Reallocation

Purpose: Establish guidelines for space allocation and make space allocation recommendations.

Membership: Three faculty members from the clinical science and three faculty members from the basic science departments.

d. Executive Curriculum

- M-1 Curriculum
- M-2 Curriculum
- M-3 Curriculum
- M-4 Curriculum

Purpose: The M-1 M-4 committees review the curriculum for each respective year and make recommendations to the Executive Curriculum Committee. The Executive Curriculum Committee will review the recommendations and forward them to the dean along with its assessment of how the changes might impact the

total curriculum. The Executive Curriculum Committee will also review the entire curriculum and make recommendations to the dean.

Membership:

Executive Curriculum Committee

Chairs of M-1, M-2, M-3 and M-4 Curriculum Committees

Associate Dean for Medical Education

Dean or Dean's Designee/representative

– will serve as chair of committee

Student Representative from M-4 Curriculum Committee

Medical Student Council Academic Affairs Committee chair (non-voting)

Representative from Health Sciences Library (HSL) (non-voting)

At-Large Faculty Members -- elected each April at regular SOM Faculty Meeting for two-year term (staggered so that only one is elected each year)

one from a clinical science department

one from a basic science department

M-1 Curriculum Committee

All M-1 Course Directors

One M-1 Student Representative

One M-2 Student Representative

Dean or Dean's Designee/representative (non-voting)

Associate Dean for Medical Education (non-voting)

M-2 Curriculum Committee

All M-2 Course Directors

One Faculty Member from a Clinical Department that offers an M-3 Clerkship

One Basic Science Faculty Member from a Department that offers an M-1 Course

One M-2 Student Representative

One M-3 Student Representative

Dean or Dean's Designee/representative (non-voting)

Associate Dean for Medical Education (non-voting)

M-3 Curriculum Committee

All M-3 Course and Clerkship Directors

Two Basic Science Faculty Members

One M-3 Student Representative

One M-4 Student Representative

Dean or Dean's Designee/representative (non-voting)

Associate Dean for Medical Education (non-voting)

M-4 Curriculum Committee

One Faculty Representative from each Clinical Department
Two Faculty Members to represent the Basic Science Departments
One M-4 Student Representative
Dean or Dean's Designee/representative (non-voting)
Associate Dean for Medical Education (non-voting)

e. Tenure and Promotions

Purpose: As described in Appendix D of the *ECU Faculty Manual*, each department will establish a personnel committee, a tenure committee, and promotion committee regarding initial appointments, reappointments, granting of permanent tenure, and promotions. Given the diversity of the departments of this school, however, the Brody School of Medicine Tenure and Promotions Committee's purpose is to review recommendations for promotion and tenure by each department's committees and department chair. The Tenure and Promotions Committee will advise the dean on personnel recommendations.

Membership: The committee will be composed of nine tenured faculty members and a non-voting resource member. Four members will represent the clinical sciences departments and four will represent the basic sciences departments. These eight members will serve staggered four-year terms. Each year the voting faculty will elect one clinical science faculty member and one basic science member. The ninth faculty member will be appointed by the dean each year. The dean's appointee cannot serve as chair of the committee but will have voting privileges. Voting members may not be department chairs or members of the dean's administrative staff. The chair of the committee will be elected by the committee at their first meeting of the year. The dean will appoint the non-voting resource member.

f. Graduate Studies

Purpose: Advise the dean on the development of the school's graduate programs and act as a forum for expression of interest and concerns of the graduate faculty and graduate students of the Brody School of Medicine.

Membership: The graduate program director from each graduate program, three clinical department graduate faculty members and two graduate students, one of whom will be the president of the doctoral student association, will serve on the committee. The Committee will elect its chair annually from the membership.

g. Research

Purpose: Advise the dean on the development of the school's research productivity and on appropriate utilization of the core research facilities of the school.

Membership: Four clinical sciences faculty and four basic sciences faculty. The school's academic center directors will serve as resources to the committee.

h. Student Affairs

Purpose: Serve as a forum for expression of interests and concerns by the medical students and graduate students.

Membership: The president of each medical school class (the vice-president of each respective class can serve as an alternate in the president's absence), a representative elected by the Medical Student Council, one graduate student, two basic sciences faculty, and three faculty from clinical departments. The assistant dean(s) for student affairs and one additional representative each from the Office of Student Affairs and the Academic Support and Counseling Center will serve as ex-officio, non-voting members.

i. Student Review and Promotion

- M-1 M-3

- M-2 M-4

Purpose: Each committee reviews the progress of medical students in that year of medical school and recommends students for advancement to the next year of medical school. The recommendations of the M-4 committee for students to receive the doctorate in medicine must be approved by a majority of a quorum of the voting faculty assembled at a meeting.

Membership: The M-1 committee will consist of one faculty member from each department that teaches in the M-1 curriculum and one representative each from the offices of Student Affairs and the Academic Support and Counseling Center who will serve as ex-officio, non-voting members. The M-2 -- M-4 committees will be similarly constituted.

F. Ad hoc Committees, Special Committees, and Task Forces:

The dean may appoint voting faculty members to ad hoc committees, special committees, and task forces, including those mandated by the *ECU Faculty Manual*. Minutes of committee meetings and an annual report of committee activities shall be provided to the dean or to the dean's designated representative.

G. Departments and Department Chairs

1. The following are the academic departments of the Brody School of Medicine.

Basic Sciences

Anatomy and Cell Biology
Biochemistry and Molecular Biology
Comparative Medicine
Bioethics and
Interdisciplinary Studies
Microbiology and Immunology
Pharmacology and Toxicology
Physiology
Public Health

Clinical Sciences

Cardiovascular Sciences
Emergency Medicine
Family Medicine
Internal Medicine
Obstetrics and Gynecology
Oncology
Pathology and Laboratory Medicine
Pediatrics
Physical Medicine and
Rehabilitation
Psychiatric Medicine
Radiation Oncology
Surgery

2. Department Chair

The department chair is the administrative head of each department and must hold a tenured or probationary-term appointment within that department. The chair will be selected and evaluated in accordance with established University policies. The duties of the chair are to:

- a. represent the faculty of the department;
- b. organize and lead faculty recruiting efforts;
- c. promote effective professional relationships within the department, school, and university;
- d. evaluate annually each faculty member's performance in writing and recommend salary increases to the dean;
- e. manage the operation of the department's offices and staff, including making administrative appointments within the department;
- f. jointly with the department's tenure committee, annually provide each probationary-term faculty member with a written statement of progress toward tenure;
- g. jointly with the department's tenure committee, advise and counsel faculty members on tenure and promotion application procedures;
- h. give due consideration to the recommendations of departmental committees;
- i. forward recommendations from the department's committees defined in Appendix D of the *ECU Faculty Manual*, conveying the

- committees' recommendations along with those of the chair to the dean;
 - j. designate the use of physical facilities and other resources available to the department;
 - k. manage funds assigned to the department;
 - l. convene departmental faculty meetings at least quarterly at a time to be announced at the beginning of the academic year. Special meetings may be called by the chair or by a majority of the voting faculty members of the department provided at least three working days written notice is given;
 - m. schedule and monitor the teaching and patient care activities of the department;
 - n. assist faculty in their professional and career development;
 - o. perform other duties as delegated by the dean.
3. Departmental Committees
- a. Each department will have, at a minimum, those committees necessary to implement the regulations of East Carolina University and the Brody School of Medicine. These include, in part, the Personnel Committee, the Promotion Committee and the Tenure Committee whose function, composition and duties are described in Appendix D of the *ECU Faculty Manual*.
 - b. Each department may define additional committees appropriate to the needs of the department.

II. Faculty

A. Definition of the Faculty

The faculty of the Brody School of Medicine consists of all persons in the school who have regular faculty rank or faculty title.

B. Definition of the Graduate Faculty

1. Membership of the graduate faculty is defined in Appendix F of the *ECU Faculty Manual*.
2. Voting rights and other privileges and responsibilities are defined in Appendix F of the *ECU Faculty Manual*.

C. Definition of Voting Faculty

Except as noted below, the voting faculty of the Brody School of Medicine consists of all faculty holding full-time appointments in the school who have regular faculty rank or title except fellows and research associates, and who are in at least the twelfth consecutive month of appointment.

1. For the purposes of Initiation, Review, and Approval of Appointments, Reappointments, and the Conferral of Permanent Tenure, voting faculty are defined in Appendix D of the *ECU Faculty Manual*.
2. For purposes of voting for making recommendations on code content to the permanently-tenured unit faculty members, voting faculty are defined

in Appendix L of the *ECU Faculty Manual*. For evaluations of the unit administrator, the voting faculty will be defined in accordance with applicable University policies.

3. For purposes of voting on other Brody School of Medicine issues, the voting faculty consists of all faculty holding full-time appointments in the school who have regular faculty rank or title except fellows and research associates, and who are in at least the twelfth consecutive month of appointment.
4. For voting on departmental issues not referred to in appendices D and L of the *ECU Faculty Manual*, departments will determine the definition of voting faculty.

D. Faculty Meetings

1. A general faculty meeting called by the dean will be held at least quarterly. Meetings will be conducted according to the most recent edition of Robert's Rules of Order Newly Revised. Special meetings may be called by the dean or by one-third of the voting faculty provided at least three working days written notice is given.
2. A quorum consists of one-half of the voting faculty.
3. If a quorum has been established, an affirmative vote requires a majority of the voting faculty assembled at a meeting.
4. The agenda for all regular or called faculty meetings must be distributed at least three working days prior to the meeting.

III. Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and the Conferral of Permanent Tenure

These procedures shall be in accordance with those outlined in appendices C and D of the *ECU Faculty Manual*.

IV. For Faculty with Academic Rank: Criteria for Annual Evaluation, Reappointment, Promotion and Conferral of Permanent Tenure

These procedures shall be in accordance with those outlined in appendices C and D of the *ECU Faculty Manual*.

A. Permanent Tenure

Permanent tenure is a privilege and may be conferred only by action of the Board of Trustees of East Carolina University, and is always held with reference to employment by East Carolina University rather than to employment by The University of North Carolina. Meeting or exceeding school criteria or departmental guidelines does not ensure the conferral of permanent tenure. Conferral of permanent tenure is based on the faculty member's demonstrated professional competence in teaching/advising, research/creative activity, professional service, and, for some clinical science faculty members, patient care and related clinical activities; potential for future contributions; and the institution's needs and resources. Permanent tenure is independent of promotion

but sound academic practice supports the concept that an assistant professor eligible for tenure should qualify for promotion to associate professor.

B. Departmental Guidelines

Each department in the Brody School of Medicine shall establish guidelines expressing departmental expectations regarding achievement for professional advancement. Departmental guidelines shall be consistent with the criteria for professional advancement contained in this section of the Code. Each department's published guidelines are filed in the departmental office and in the Office of the Dean.

C. General Criteria

1. Departmental guideline documents shall include separate guidelines for the conferral of permanent tenure and for promotion to each academic rank above instructor.
2. Annual performance evaluation and evaluation for reappointment, promotion, and conferral of permanent tenure shall take into consideration the assignments in the three traditional areas of teaching/advising, research/creative activity, and service (combining patient care and related clinical activity with professional service). For promotion and conferral of permanent tenure, excellence must be demonstrated in at least two of these three areas, and satisfactory performance must be demonstrated in the third.
3. Evaluation of candidates for conferral of permanent tenure shall include consideration of appropriate professional interactions, including interactions with students.
4. Departmental guidelines require approval by a majority of the permanently tenured faculty of the department and by the dean of the Brody School of Medicine. The dean may consult with others, including the Brody School of Medicine Tenure and Promotions Committee, in reviewing departmental guidelines for approval.
5. Departmental guidelines shall include a procedure for revision. Revisions must be approved by a majority of the permanently tenured faculty of the department and by the dean of the Brody School of Medicine.

D. Teaching/Advising

1. Faculty shall be evaluated on the effectiveness of their teaching and, if applicable, their advising activities.
2. Departmental guidelines shall specify the settings in which teaching will be evaluated and the types of teaching-related activities which will be

evaluated. These types and settings may include, but are not limited to, departmental courses; courses outside the department; courses outside the Brody School of Medicine; clinical teaching of students and residents in patient care settings; clinical teaching in grand rounds, conferences, workshops, continuing education programs; student and resident advising; curriculum innovation and production of new instructional materials; training grant proposals submitted and reviewed, approved, and funded; publication of research on the teaching/learning process; and continuing faculty development as a teacher.

3. Departmental guidelines shall specify the methods used to evaluate a faculty member's teaching effectiveness. Evaluation methods should include: student and/or resident evaluation of teaching and peer review of teaching in accordance with university requirements. Peer review of the teaching of probationary-term faculty must include direct observation of the faculty member's teaching. Peer review may also include evaluation of course plans and instructional materials.
4. Departmental guidelines shall specify the methods used to evaluate a faculty member's advising activities, where applicable.
5. Departmental guidelines shall specify the level of teaching/advising activity or achievement expected for each particular professional advancement (for example, conferral of permanent tenure, promotion to professor).

E. Research and Creative Activity

1. The quality and significance of the faculty member's research and creative activity shall be evaluated.
2. Departmental guidelines shall specify the types of scholarly activities expected of faculty members in the department. Evaluators should generally give greater weight to first and/or senior authorship of a publication, to refereed publications over non-refereed publications, to publications representing work completed while at ECU, and to funded over unfunded grant proposals. Types of scholarly activity may include, but are not limited to, scholarly articles in refereed journals; books as sole or senior author, junior author or editor; articles in non-refereed journals; monographs or chapters in books; book reviews; paper presentations at professional meetings; citations by others of published work; grant proposals submitted and reviewed, approved, or funded; activity as referee or editor of professional journals; panel membership for external funding agencies; computer programs, audiotapes, and videotapes; membership on national and regional editorial boards and related positions emphasizing research and scholarly contributions; and research honors or awards from the profession.

3. Departmental guidelines shall specify the methods used to evaluate scholarly achievement. For promotion (except to Assistant Professor) and conferral of permanent tenure, methods must include external peer review of the faculty member's scholarly work according to the procedures described in Appendices C and D of the *ECU Faculty Manual*.
 4. Departmental guidelines shall specify the level of scholarly activity or achievement expected for that particular advancement.
- F. Patient Care and Related Clinical Activity
1. The patient care and related clinical activity of faculty members assigned clinical responsibility shall be evaluated.
 2. Appropriate specialty board certification should be received before promotion to Associate Professor and/or conferral of permanent tenure. Each department will determine subspecialty board certification requirements for the department.
 3. Departmental guidelines shall specify the types of patient care and related clinical activity expected of faculty members, including, but not limited to, direct patient care; consultation through referral of patients; provision of types of service not otherwise available in the region; organization of new types of patient care programs; direction of a clinical laboratory; and direction of clinical programs within and outside the Brody School of Medicine.
 4. Departmental guidelines shall specify the methods used to evaluate patient care and related clinical activity.
 5. Departmental guidelines shall specify the level of patient care and related clinical activity or achievement expected for each particular advancement.
- G. Professional Service
1. The quality and significance of the faculty member's professional service shall be evaluated.
 2. Departmental guidelines shall specify the types of professional service expected of faculty members in the department. Types of professional service may include, but are not limited to, direction of departmental programs (e.g., graduate education, clinical centers); directing or serving on graduate student thesis and dissertation committees; service to professional organizations, boards or commissions other than those emphasizing research and scholarly activity; service on East Carolina University, Brody School of Medicine, departmental, and hospital committees; service to nonacademic organizations and governmental agencies; and community and outreach services.

3. Departmental guidelines shall specify the methods used to evaluate professional service.
4. Departmental guidelines shall specify the level of professional service activity or achievement expected for each particular advancement.

V. Annual Evaluation

A. Probationary-Term and Permanently Tenured Faculty

1. Each faculty member with a probationary-term appointment and each permanently tenured faculty member shall receive an annual evaluation of performance from the department chair. Annual evaluation of probationary-term and permanently tenured faculty members shall conform to provisions outlined in Appendix C of the *ECU Faculty Manual*.
2. General criteria for the annual performance evaluation are contained in section IV of this Code, with more specific departmental criteria defined in each department's promotion and tenure guidelines.

B. Fixed-Term Faculty

Fixed-term faculty members shall be evaluated annually in accordance with the provisions of the employment contract.

C. Relative Weights for Evaluation

The department chair, in consultation with each probationary-term and permanently tenured faculty member of the department, will select relative weights for teaching/advising effectiveness, research and creative activity, professional service, and patient care and related clinical activity to be applied when the chair completes that faculty member's annual performance evaluation. These weights will be selected before July 1st for the following academic year and will be reported in writing by the chair to the faculty member. If the faculty member disagrees with the selection of relative weights, the faculty member may provide a statement to the department chair explaining what he or she believes the relative weights should be. A copy of this statement will be filed in the faculty member's personnel file and a copy will be forwarded to the departmental personnel committee and to the dean.

Relative weights for annual evaluation shall be assigned within the following categories and ranges:

1. Teaching effectiveness: 10-80%. This category includes clinical service in patient care settings with medical students, residents, or other learners.
2. Research and creative activity: 10-80%. This category includes clinical research in patient care settings.

3. Patient care and related clinical activity: 0-40%. This category includes activities unrelated to research or teaching of medical students, residents, or other learners.
4. Professional service: 10-33 1/3%. This category cannot be weighted more heavily than either teaching effectiveness or research and creative activity.

The total of the relative weights selected for each faculty member shall be 100%.

VI. University Administrator Evaluations

Faculty shall participate in the annual evaluation of administrators in accordance with established University policies

VII. Procedure for Developing Criteria for Salary Increases

The dean and the Brody Council shall meet to discuss priorities and procedures for developing criteria for salary increases. The dean will report the recommendations to the faculty and will solicit input from the faculty. Those criteria implemented will be in general accordance with Appendix C of the *ECU Faculty Manual*.

VIII. Amendments

This Governance Code may be amended in the following manner:

- A. The proposed amendment shall be presented and discussed at a regular faculty meeting or a special meeting called for that purpose. A copy of the proposed amendment shall be distributed to all faculty members at least one week prior to this faculty meeting. The proposed amendment and any revisions approved during the meetings will be recommended for further consideration by a majority vote of the voting faculty present at the meeting, provided that approved revisions do not make more extensive changes in the Code than the amendment distributed prior to the meeting (see Robert's Rules of Order Newly Revised, Section on Amendment of Bylaws).
- B. If recommended for further consideration, the proposed amendment will be reviewed by an ad hoc review committee composed of the elected faculty senators and alternates from the Brody School of Medicine. In addition to considering the impact of the proposed amendment on Brody School of Medicine governance, the committee will consider whether the proposed amendment is in keeping with appropriate University guidelines. The committee will present its recommendations in writing to the voting faculty of the Brody School of Medicine within sixty days after the proposed amendment was first presented at the faculty meeting. This report will be forwarded to all voting faculty at least one week prior to a regularly scheduled or called faculty meeting.
- C. At the second faculty meeting, to be held within ninety days after the proposed amendment was first presented to the faculty, the proposed amendment as recommended by the ad hoc committee will be considered by the voting faculty. The proposed amendment may be further amended at this meeting, provided that such amendments do not make more extensive changes in the Code than those for which prior notice was given (see Robert's Rules of Order Newly Revised,

Section on Amendment of Bylaws). The final form of the proposed amendment must be approved by a majority of the voting faculty present at the meeting before being considered for formal adoption.

- D. Within ten days after approval at the second faculty meeting, the final form of the proposed amendment shall be submitted to the voting faculty for vote by secret mail ballot. Adoption of the proposed amendment requires a two-thirds affirmative vote of the permanently tenured faculty. The tellers for this vote shall be the elected faculty senators and alternates of the Brody School of Medicine. In accordance with Robert's Rules of Order Newly Revised, the procedure for this ballot shall be as follows: Ballots must be returned within twenty-one days after being forwarded to the voting faculty. Each voting faculty member shall be sent a printed ballot, a specially recognizable outer return envelope addressed to the chief teller, and an inner return envelope with a space for the voter's signature on its face. Each faculty member shall mark the ballot, fold it, put it in the inner return envelope, seal the envelope, print his/her name and sign the return envelope in the spaces marked, put the inner envelope into the outer addressed envelope, and return it to the chief teller. The chief teller shall hold the envelopes, unopened, until the meeting of the tellers. At that meeting all inner envelopes shall first be removed from the outer envelopes. Each inner envelope shall then be handled as follows: (1) the signature on the envelope shall be checked against the list of voting faculty; (2) the voter shall be checked off on the list as having voted; (3) the envelope shall be opened, and the ballot placed, still folded, into one receptacle, if the voter is a permanently tenured faculty member, and into another, if the voter is a probationary-term faculty member. When all envelopes have thus been processed, the ballots shall be taken from each receptacle and counted separately. The vote totals for the tenured faculty shall be noted, and then added to the total for probationary-term faculty to arrive at the total for the entire voting faculty.
 - E. Upon adoption by the permanently tenured faculty, the amendment shall be submitted to the Faculty Senate and the chancellor for review and ratification, as required by Appendix L of the *ECU Faculty Manual*. The amendment shall go into effect upon ratification by the Faculty Senate and the chancellor.
- IX. Implementation of this Code. This Code supersedes all other Brody School of Medicine codes. All provisions of this Code will become effective on July 1 immediately following the Code's ratification by the Faculty Senate and the chancellor.

