Mission and Governance
The bylaws of the Department of Ophthalmology of the University of Utah School of Medicine are instituted to facilitate the missions of health care, education, research and service by the Faculty. These bylaws shall conform to the Policies and Procedures of the University of Utah and the School of Medicine. These Policies and Procedures provide a mandate for faculty governance.

1 Definitions
1.1 The Regular Faculty and Tenure-track Ranks
Professor, Associate Professor, Assistant Professor and Instructor.

1.2 Tenure
Tenure may be held by the Regular Faculty.

1.3 The Auxiliary Faculty
Research Professor, Research Associate Professor, Research Assistant Professor, Research Instructor, Clinical Professor, Clinical Associate, Professor, Clinical Assistant Professor, Clinical Instructor, Lecturer Professor, Lecturer Associate Professor, Lecturer Assistant Professor, Lecturer Instructor, Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor, Visiting Professor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, and Visiting Instructor.

1.4 The Faculty
The Regular and Auxiliary Faculty

1.5 Scholarship Categories
The Regular faculty are separated into Clinician Scholar (CS) and Scientist Scholar (SS) categories for purposes of the RPT process. This does not impact their voting privileges, but faculty must register their category on 1 September for purposes of defining a voting base for specific items. Renewal of registration is automatic unless a faculty member changes category.

2 Academic Meetings of the Faculty
2.1 Meetings
There shall be independent meetings of the of the Clinician Scholar (CS) and Scientist Scholar (SS) faculties. Joint (J) faculty meetings may be held as needed.
2.2 Attendance
All faculty members in the Department of Ophthalmology, representatives of the medical and graduate students of the University of Utah, and persons invited to a meeting by the Chair or the Chair’s designee may participate in discussions in any faculty meeting.

2.3 Voting
A regular faculty member whose primary appointment is in the Department of Ophthalmology may propose, second, and vote on all matters. Auxiliary faculty may propose, second and vote only when specifically permitted in the bylaws, specifically permitted in School of Medicine Policies and Procedures or by suspension of bylaws by vote of the regular faculty. The eligible voting base may be restricted to CS or SS faculty for designated items. The eligible voting base for Joint items is the entire regular faculty.

[RM Annotation] - This solves the following problem. The SS faculty proposes a discussion item, categorizes it as SS, and may vote on it using the SS faculty as a voting base. Though this is not binding on the CS faculty, any regular faculty member may decide that this issue is of concern to all and object to the classification. In this case, the item becomes a Joint item and the voting base is entire regular faculty. This legalizes voting on issues of restricted interest, but allows full enfranchisement at any time. Though this may seem complex, it gives a clear and equal voice to both clinical and science faculty.

2.4 Methods
Proposals, Seconds and Votes may be in-person, electronic, written, or proxy.

[RM Annotation] - we should adopt a method of email verification, e.g. via the private UHosp network, encryption or a signature method. This also requires really e-competent staff.

2.5 Remote participation
Regular faculty members on sabbatical leave may continue to participate in faculty meetings, and shall be counted as eligible to vote, unless they have stated in writing that they do not wish to participate while on leave.

[RM Annotation] - the UofU P&P specifies that the Char’s responsibility is to enable remote participation.

3 Meeting Notice and Agenda.

3.1 Scheduling
Meetings may be called by the Chair or Chair’s designee. Meetings shall also be called upon the written request of five regular faculty members.

3.2 Agenda
The agenda shall be comprised of Informational items or Decision items for discussion and voting. The agenda shall be distributed by e-mail and posted on the departmental intranet. Any discussion item must be designated as CS or SS, else it is a Joint item. If any regular faculty member objects in writing to the restricted designation of an item prior to the onset of the meeting, it becomes a Joint item.

[RM Annotation] - This is important. If the SS faculty defines a discussion and voting item item SS, it remains so unless someone objects. The faculty must have access to both CS and SS agendas.
3.3 Notice
At least one week’s notice shall be given for any meeting. The notice shall indicate the agenda for the meeting. The notice requirement for a Decision item may be waived with the consent of half of the faculty members eligible to vote on that discussion item or, in exceptional cases, by the Chair.

3.4 Informational items
… items unlikely to require discussion or action. If action on an information item is proposed and seconded, the information item becomes a discussion item.

3.5 Discussion Items
… items that require faculty deliberation and action.

3.6 Form of proposals
Consent and discussion items shall be suitable for a yes or no vote, and shall be seconded. An action proposed by a committee of the faculty shall be considered as seconded.

3.7 Supporting material
Material supporting any item so that a faculty member can make an informed decision shall be included as part of the agenda with the same notice requirements.

[RM Annotation] - you can't wait until the meeting to distribute supporting material. If the material isn't available a week ahead, the item will be tabled. Get your work done before you propose the item.

3.8 Amendments and withdrawals
An amendment to a Decision item may be distributed on a supplemental agenda if it has been proposed and seconded more than three days before the faculty meeting. An item may always be withdrawn by the faculty member proposing it.

4 Conduct of Meetings.

4.1 Meeting Chair
Faculty meetings shall be chaired by the Departmental Chair or the Chair’s designee.

4.2 Item Sequence and Timing
The chair will indicate the sequence and time allocation for each Decision item on the agenda. A different pattern may be used if approved by half of the regular faculty.

[RM Annotation] - This means that we apportion the meeting time to respect the work commitments of our colleagues.

4.3 Discussion
At the end of the time allotted for an item, the Chair shall suspend discussion. If approved by a majority of the regular faculty, the discussion may be extended.

4.4 Amendments
Amendments to an item may be considered. If an amendment passes, the item as amended will replace the original item for final voting. The chair shall see that the text of the item as amended is available to the faculty members.

[RM Annotation] - we can use a projector and a laptop ... a portable Canon printer - or have real office resources in our conference facility.

4.5 Outcomes
Passage of an item requires 'yes' votes from a majority of faculty eligible to vote on the item.

4.6 Absentee and pre-meeting votes
If an item on the agenda has not been amended (except by written amendment on the supplemental agenda), absentee votes or those cast before the meeting on the item shall be treated as having been cast at the meeting.

5 Informal Faculty Meetings

5.1 Scheduling
Informal faculty meetings may be called by the Chair or the Chair’s designee.

5.2 Agenda
An agenda for each meeting will be distributed at least three days before the meeting, indicating the topics to be discussed. Material about a topic should be distributed with the agenda.

5.3 Chair
Faculty meetings shall be chaired by the Chair or the Chair’s designee.

5.4 Voting
No binding votes on an item or any other action shall be taken at an informal faculty meeting.

[RM Annotation] - So why have an informal meeting? Some issues may be so contentious or important that we need extended discussion without the burden of making a decision. It is also useful for us to gauge the thoughts of the faculty on an issue.

6 Appointments Advisory Committee

6.1 Rules
Meetings of an Appointments Advisory Committee are governed by University policy, and in particular University of Utah Policy 9-5 and SOM appointments policies.

[RM Annotation] - These provide strong guidelines for appointments and the RPT process.

6.2 Meetings
The faculty shall meet as an Appointments Advisory Committee when considering an initial appointment to the regular faculty, an appointment to the auxiliary faculty, or the privileges associated with an auxiliary appointment. Meetings shall be convened by the Chair or the Chair’s designee after discussion of the appointment in a faculty meeting.

6.3 Membership
All regular faculty members shall be members of the Committee considering initial appointments. Faculty members shall not be members of the Committee considering appointments for themselves or members of their family. No CS or SS restriction is permitted.

6.4 Participation
Only members of the particular Appointments Advisory Committee shall participate in the meeting. The meeting shall be chaired by the Chair or the Chair’s designee.

6.5 Approval
To be approved at the meeting, an appointment must receive the affirmative vote of at least two-thirds of the faculty eligible to vote. Eligibility is defined by University and SOM Policies and Procedures. Ballots shall be secret.

7 Retention, Promotion, and Tenure Departmental Advisory Committee

Meetings of the Retention, Promotion, and Tenure Departmental Advisory Committee (DAC) are explicitly governed by University and SOM policies, and in particular University Policy 9-5.1.
[RM Annotation] - The SOM P&P for the Student Advisory Committee (SAC) explicitly states that the composition of the SAC must reflect the composition of the RPT candidates. If half are SS faculty, then half must be graduate students. The SAC must also interview students who have first-hand knowledge of the candidate’s formal teaching or lab training activities. Hearsay is not admissible.

8 Use of Electronic Mail and Deferred Voting

Electronic mail that has been verified as coming from a faculty member, or any similar system, may be used for written requests, written consents, proposals and seconds, and deferred voting. Deferred voting shall be supervised by the Chair. The voting period shall be long enough for a discussion of the item and to allow all voting faculty to participate.

9 Variations

9.1 Amendments
These bylaws may be amended by a two-thirds vote of the regular faculty members.

9.2 Suspension
Any provision of these bylaws may be suspended for a single meeting by a two-thirds vote of the regular faculty members.

9.3 Appeal
A decision of the Chair of in any meeting may be appealed at that time by any faculty member eligible to vote. If a majority of the faculty eligible to vote agree with the appeal, the chair’s decision is reversed.

[RM Annotation] - Examples: the Chair decides to cut off debate (because he/she has another appointment). If most of the faculty disagree, debate continues. If the Chair cannot stay, he/she MUST appoint a faculty member to continue as Chair.