

**Faculty Senate Executive Committee - Extra Meeting  
Minutes- March 31, 2015  
Adelbert Hall, Room M2**

**Committee Members in Attendance**

Alexis Abramson, CSE  
Bud Baeslack, Provost  
Susan Case, WSOM  
Juscelino Colares, LAW  
Peter Harte, SOM  
Sonia Minnes, MSASS  
Carol Musil, SON  
Roy Ritzmann, CAS, Vice Chair  
Sandy Russ, CAS, Past Chair  
Robert Savinell, CSE, Chair  
Gillian Weiss, CAS

**Others Present**

David Carney, Chair, Committee on By-Laws  
Nicole Deming, Chair, Faculty Personnel Committee  
Jonathan Fanaroff, SOM  
Dan Anker, SOM  
Bob Peterson, SOM

**Absent:**

Barbara Snyder, President  
Zina Kaleinikova, SODM

**Call to Order**

Professor Robert Savinell, chair, Faculty Senate, called the meeting to order at 9:00 a.m.

**Slate of 2015**

responsibilities and privileges as faculty in departments even though departments have a 3-pronged mission.

The committee discussed whether a faculty member in a division who is not involved in funded research activity could be awarded tenure. Professor Robert Peterson, SOM, said that scholarship on teaching pedagogy would be considered. Mr. Anker said that the amendment provides that the head of a division can nominate faculty for tenure within the School of Medicine. He also said that there are a number of tenured faculty in the Division of General Medical Sciences.

A Committee member asked whether the SOM has separate tenure policies for faculty in divisions and departments. Mr. Anker said that there is one policy in the SOM By-Laws that applies to all faculty. However the appointment letter provides detailed information on the faculty member's track and responsibilities. Committee members expressed concern about conflicting expectations when someone is appointed in a division. The Provost said that the appointment letter should be very specific for all faculty about what constitutes research, teaching and service for that particular faculty member in the particular department or division in which he/she is appointed. For instance, for tenure-track faculty primarily engaged in teaching, the letter should be very clear about expectations for research and research funding.

A committee member asked whether the conversion of a department to a division would require approval of the Faculty Senate. Mr. Anker indicated that it would.

A suggestion was made that a faculty member with an appointment in a division also receive an appointment in a department. Another suggestion was made that all appointment letters state that in the event of a conflict, the terms of the appointment letter would apply.

The Committee felt that the language of the amendment was confusing and that it was too difficult to evaluate its impact without considering an actual proposal. The Committee agreed that they would like to see the pending proposal to convert the Department of Anatomy into a division. The proposed amendment to section 4.1 should be tabled. Professor Juscelino Colares agreed to draft a statement to the SOM suggesting that they address the Committee's concerns by submitting the Anatomy proposal for consideration. Profs. Savinell and Ritzmann will review the draft statement from Prof. Colares. *Attachment*

The meeting was adjourned at 1:30 p.m.

Approved by the Faculty Senate Executive Committee

A handwritten signature in blue ink that reads "Rebecca Weiss". The signature is written in a cursive style and is positioned above a horizontal line.

Rebecca Weiss  
Secretary of the University Faculty

\* A member of the Executive Committee noted that in the proposed amendments to section 3.1 of the SOM By-Laws (Purpose and Function of the Faculty Council) new paragraphs were added with references to committees that

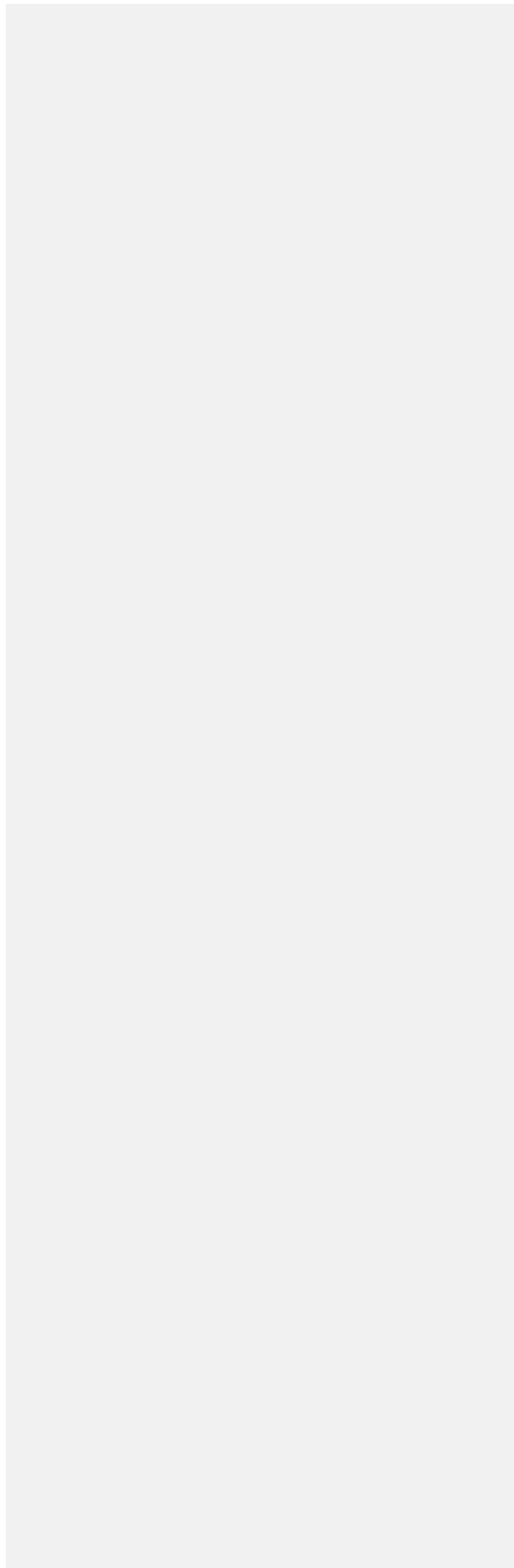




ARTICLE 5 - FACULTY APPOINTMENTS, PROMOTIONS, AND GRANTING OF  
TENURE

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ARTICLE 1 -









c. The dean shall be a member of all standing committees *ex officio* and may be the chair of any such committee if so appointed by the chair of the Faculty Council with the approval of the Faculty Council. Persons holding the office of assistant or associate dean may be regular members of any of these committees, as long as their number does not exceed 25% of the membership. These persons may not be chairs, but may be executive officers of these committees. Membership rosters of all standing committees shall be published annually.

d. Any action taken in the name of a standing committee shall be made by majority vote. All members of a committee shall be supplied with minutes of the meetings of the committee and with copies of official recommendations of the committee.

e. The meetings of the Faculty Council and of all standing committees shall be open to all members of the faculty except for those of the Steering Committee, the Admissions Committee, the Committee on Students, and the Committee on Appointments, Promotions and Tenure. Chairs of other committees may declare a meeting or part of a meeting closed to faculty attendance only if confidential personnel matters are to be discussed.

f. *Ad hoc* committees of the faculty may be created by the Faculty Council

required by the Faculty Handbook, at Chapter 2, Article V, Sec. A., Par. 2, c., 2, to be brought before the Faculty Senate.

Commented [D7]: Moved from 2:6(b)

iv) The Faculty Council shall advise the president with regard to the appointment and reappointment of the dean, as well as an interim or acting dean (see Section 3:6c for procedures), shall advise the dean with regard to recommendations to the president concerning the appointment of academic department chairs, as well as interim or acting chairs (for procedures see 4:3a and 4:3b), and shall advise the dean concerning appointments of directors of hospital departments and major interdepartmental academic officers.

Commented [D8]: Moved from 2:6(c)

v) The Faculty Council, through the Committee on Appointments, Promotions, and Tenure, shall make recommendations to the dean for consideration and transmittal to the president of the university with regard to faculty promotions to the ranks of associate professor and professor, initial appointments to those ranks, and granting of tenure.

Commented [D9]: Moved from 2:6(b)

vi) The Faculty Council, through the Lecture Committee, shall organize appropriate lectures;

vii) The Faculty Council, through the Bylaws Committee, shall periodically review and make recommendations concerning the amendment of these bylaws and standing committee charges;

viii) The Faculty Council, through the Nomination and Elections Committee, shall oversee the nomination and election process for standing and ad hoc faculty committees and elections of representatives to the Faculty Senate;

ix) The Faculty Council, through the Committee on Budget, Finance, and Compensation, shall consider matters relating to the SOM's budget, finance, and faculty compensation plan.

x) The Faculty Council shall also have the responsibility to review the requirements for the M.D. degree and to approve student standings and student promotions.

Commented [D10]: Moved from 3:1(a)(1)

~~xi~~) The Faculty Council shall hear reports of the committees of the faculty and of the Faculty Council and recommend action on such reports;

~~xii~~) ~~The Faculty Council shall~~ determine the establishment, discontinuance, and representative composition (e.g., by rank, department, or institution) of the membership, length of term for membership, and charge of all faculty standing committees;

~~ixiii)~~ ~~The Faculty Council shall~~ elect a chair, a chair-elect, members of the Steering Committee, and the Faculty Council members of the ~~Nominating-Nomination and Elections~~ Committee;

xiv) ~~Through the Faculty Council Steering Committee, the Faculty Council shall~~ determine the agenda for its own meetings and the agenda for the meetings of the faculty;

~~ixv)~~ ~~The Faculty Council shall~~ classify any issue requiring a vote of the faculty so as to determine the eligibility of the adjunct/clinical and student members to vote on that issue (per 2:4biii and 2:4bv).

xvi) The Faculty Council may appoint standing and *ad hoc* committees to make recommendations concerning its various functions and duties (see Article 3:6d).



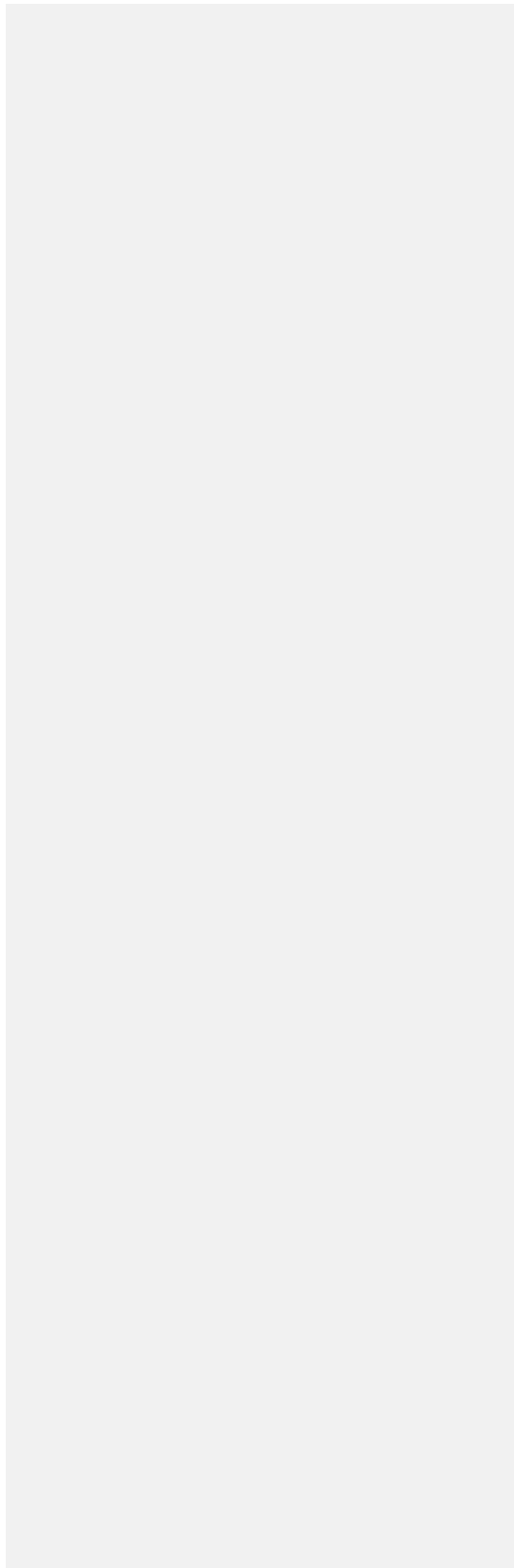






elect will also be candidates for the Steering Committee and will be so listed on mail ballots. Faculty Council members shall vote for one nominee for chair-elect and for six members of the Steering Committee. The five persons with the highest number of votes, excluding the person elected to the office of chair-elect, shall be elected to serve on the Steering Committee. Both mail ballots and ballots collected at the Faculty Council meeting shall be counted, whether or not a quorum is present at the meeting. If the total number of ballots received does not equal or exceed 50% of the members of Faculty Council, ballots may be solicited from absentee members. If either the Steering Committee or the





may assume responsibility for teaching in its discipline in the other schools of the health sciences and in the undergraduate and graduate curricula of the university as determined by need and negotiation. Where appropriate, each department shall plan and implement graduate programs leading to such graduate degrees as are authorized by the university and shall be responsible for

his or her perspectives. The advocate and department chair shall present separately and neither shall be present for the vote.

d. The paragraph above, however, shall not restrict department chairs from serving on an affiliated hospital's committee concerned with appointments, promotions, or tenure. Where department chairs serve on such committees, they may serve as the as described above and they may remain present during the discussion and voting, but in no case shall a department chair (or other committee member) cast a vote regarding the appointment, promotion, or tenure of a candidate whom she or he initiated for appointment, promotion, or tenure.

e. Department chairs have wide discretion to nominate faculty for service on the DCAPT, but the following principles should be observed. If at all possible, at least two-thirds of the committee should be composed of tenured faculty in the department at the r a4- Tc 0.01 Tw 23.988 0 Td [(h)-5.2(e)-13.1( )0.7(d)1.8(e)-25.4-6.3(i1(n)-20/



committee shall identify its membership to the a





#### 5.1: Classification of Appointments

An appointment shall be classified as initial, renewal, or continuing (for appointments with tenure or for appointments past the first year of several year terms).

An appointment shall be classified as full-time or part time. Eligibility for appointment or

promotion, and/or tenure for joint appointment arrangements shall be as described in the Faculty Handbook sections pertaining to such appointments.

#### 5.2: Terms of Appointment

Appointments with tenure shall be of unlimited duration until retirement, subject only to termination for just cause (see below). Tenure-track appointments shall normally be made for a term of one to five years and may be renewed until the end of the pre-tenure period. Non-tenure eligible "~~combined achievement track~~track" appointments are renewable and shall normally be made for a term of one to five years. Special appointments shall be made for terms of one year or less.

#### 5.3: Academic Freedom

Academic freedom is a right of all members of the Faculty of Medicine, and applies to university activities, including teaching and research. Specifically, each faculty member may consider in his or her classes any topic relevant to the subject matter of the course as defined by the appropriate educational unit. Each faculty member is entitled to full freedom of scholarly investigation and publication of his or her findings.

#### 5.4 Tenure

The basic purpose of tenure is to provide the assurance of academic freedom throughout the university. Another important purpose of tenure is to attract and retain outstanding faculty

educational considerations as determined by a majority vote of the entire constituent faculty of the affected individual which lead to the closing of the academic unit of the university or a part thereof in which the faculty member has a primary appointment; and (c) financial exigent circumstances that force the university to reduce the size of a constituent faculty in which the faculty member has a primary appointment.

A tenured faculty member may be terminated for financial exigent circumstances only after all faculty members who are not tenured in that constituent faculty have been terminated in the order determined by the dean of the School of Medicine in consultation with the department chairs, the Faculty Council and other faculty members.

#### 5.5: The Pretenure Period

The pretenure period in the School of Medicine is nine years. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than in the nin.0.003cn

Promotions and Tenure of the School of Medicine, the dean of the School of Medicine, and the approval of the provost. Such appointments are contingent upon full financial support from non-university sources.

The number, nature, and duration of pretenure period extensions made to an individual faculty member's pretenure period shall not be considered by the CAPT when reviewing that faculty member for award of tenure or promotion.

#### 5.6: Qualifications for Appointments, Promotions and Granting of Tenure

Qualifications and standards for faculty appointments, reappointments, promotions, and granting of tenure shall be generally as stated in the Faculty Handbook of Case Western Reserve University. Specific qualifications and standards applying to the School of Medicine shall be determined by the Faculty of Medicine and appended to these bylaws. These qualifications and standards shall be reviewed every five years by the Faculty Council. The dean shall make the text of the current qualifications and standards available to all junior and newly appointed faculty members.

#### 5.7: Tenure Guarantee

Award of tenure for faculty based in the School of Medicine should be accompanied by a base salary guaranteed by the School of Medicine that will be equal for faculty in the school's



Special faculty appointments and promotions modified by the prefix adjunct, clinical, or visiting shall be recommended by the department chair and may be granted by the dean. For these clinical and adjunct appointments and promotions at the ranks of assistant professor, associate professor, and professor, the dean shall, prior to reaching a decision, also consider the recommendation of the department's committee on appointments, promotions, and tenure. The dean shall also consider letters of reference concerning the appointment and promotion of faculty to the ranks of clinical and adjunct associate professor and clinical and adjunct professor. For all ranks of clinical and adjunct faculty appointments and promotions in the division of general medical sciences, the dean shall, prior to reaching a decision, also consider the recommendation of the division's committee on appointments, promotions, and tenure. This paragraph will govern special faculty appointments and promotions for faculty in the department of biomedical engineering with appointments principally based in the School of Medicine. The dean shall inform the Dean of Case School of Engineering of any such appointments and promotions.

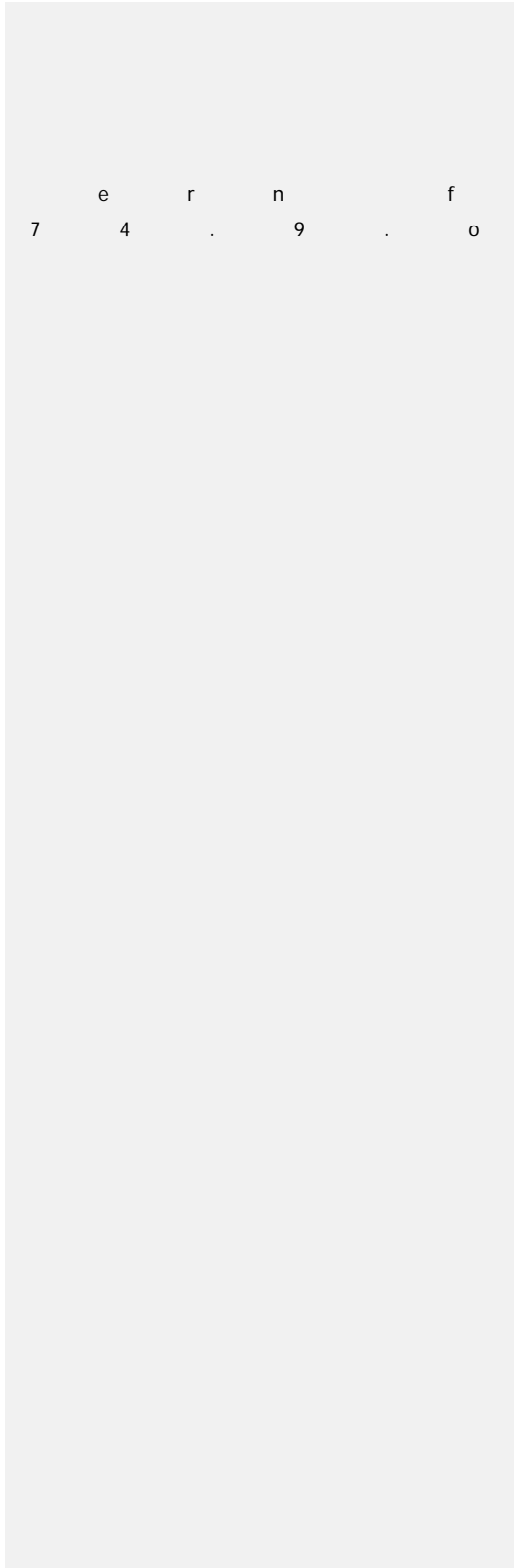
c. Secondary Appointments and Promotions

Secondary appointments at all ranks shall be recommended by the chair of the secondary department, require the concurrence of the primary department chair, and may be made at the discretion of the dean. Secondary appointment promotions shall be recommended by the secondary department chair and may be made at the discretion of the dean. For secondary appointments and promotions in the division of general medical sciences, the dean shall, prior to reaching a decision, also consider the recommendation of the divisions committee on appointments, promotions, and tenure. This paragraph will govern secondary appointments in the department of biomedical engineering principally based in the School of Medicine and promotions of faculty holding such secondary appointments. The dean shall inform the Dean of Case School of Engineering of any such appointments and promotions.

5.10: The Committee on Appointments Promotions and Tenure

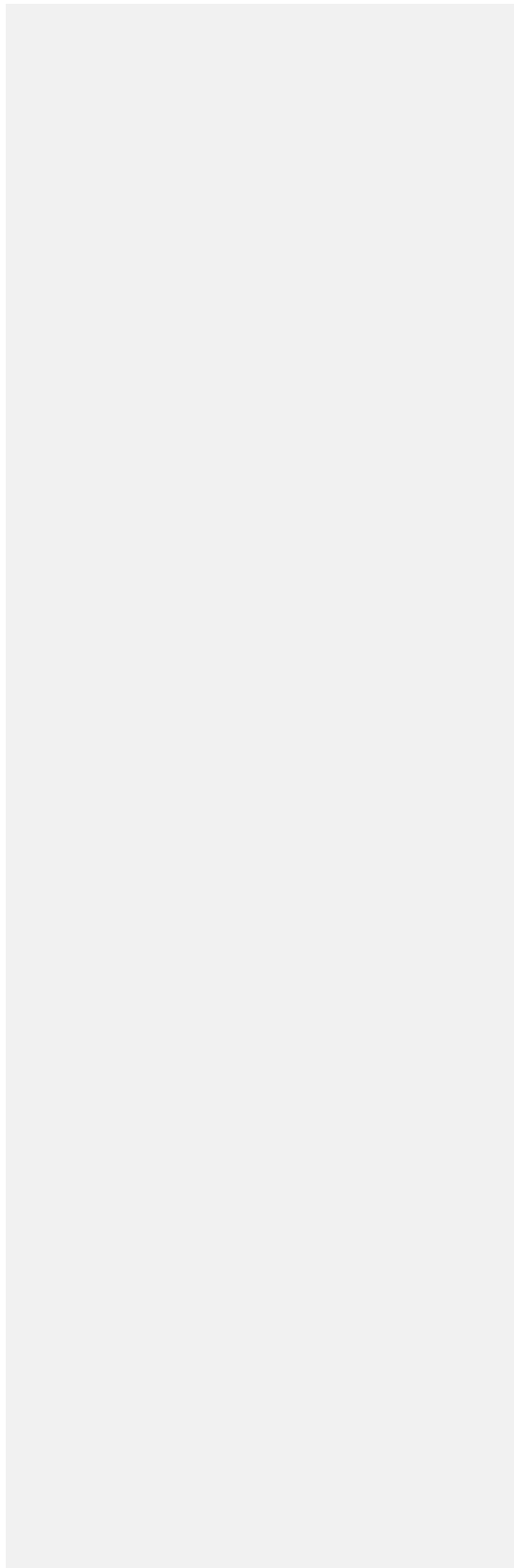
a. The Committee on Appointments, Promotions and Tenure shall be a standing committee of the faculty and shall consist of ~~sixteen-twenty-four~~ full-time faculty members. ~~Ten~~ Eighteen members shall be elected by the full-time faculty and six members shall be appointed by the dean.

departments and two from basic science departments. In each election all reasonable effort will be taken to have the number of nominees be at least 70% of the total number of eligible faculty members.









# Results

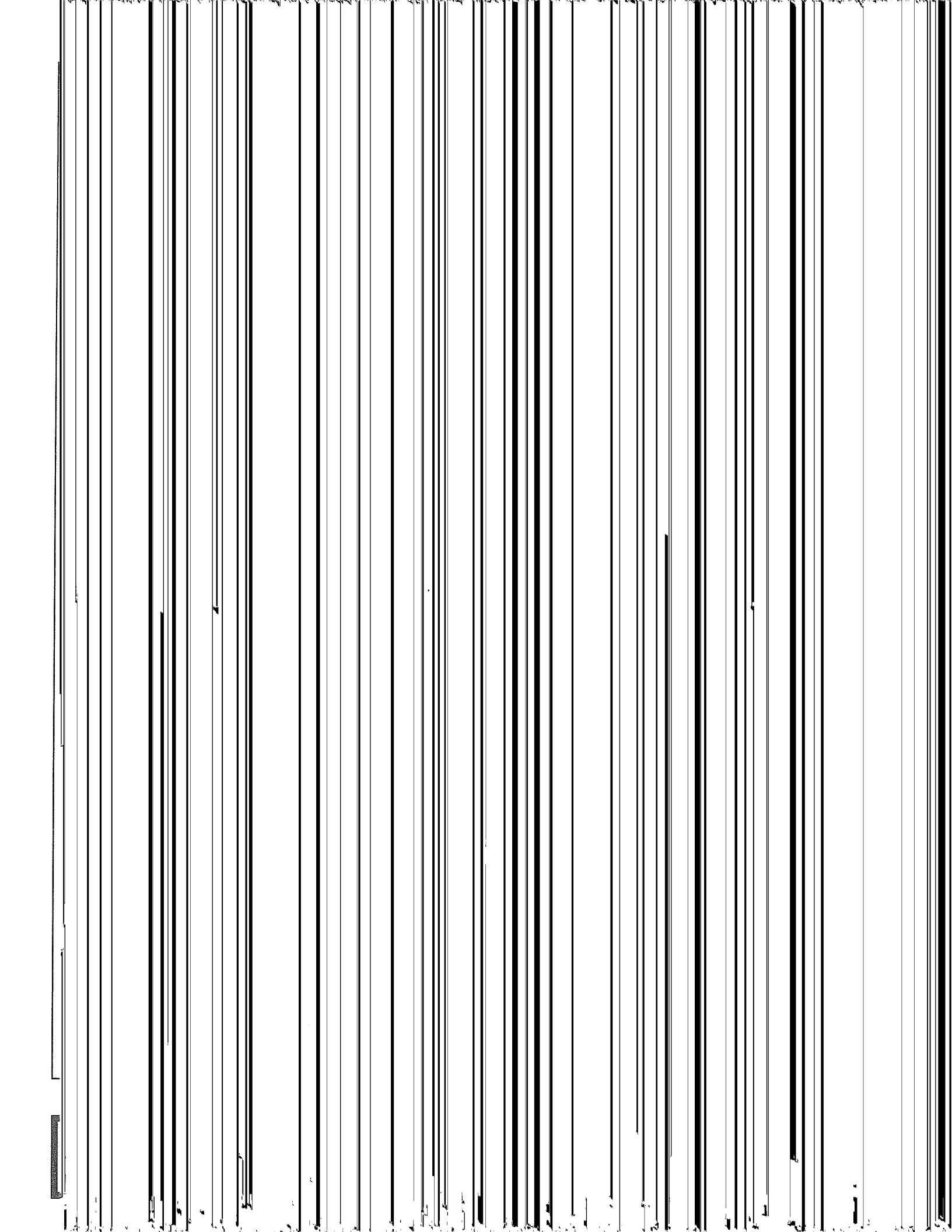
## Bylaws Amendments

Amendment	Ballot	In Favor	Against	Abstain
Amendment 1-2:1	Members of the Faculty of Medicine	167	7	3
Amendment 2-2:4	Meeting of the Faculty, 2:5 Voting Privileges & 2: Functions and Duties of the Faculty	167	8	1
Amendment 3-2:7	on the part of the Faculty	16	5	4
Amendment 4-3:1	whereas the Faculty of the Faculty Council	5	11	4
Amendment 5-3:5	Corporation of the Faculty Council	5	17	2
Amendment 6	Proposed to the Nominating Committee	58	9	4
Amendment 7-7	Electoral College	159	1	1
Amendment 8-2	Students of the Faculty Council	174	7	2
Amendment 9-3	Students of the Faculty Council	161	8	3
Amendment 10	Students of the Faculty Council	151	8	3
Amendment 11	Students of the Faculty Council	164	8	3
Amendment 12-1:4	Students of the Faculty Council	175	3	1
Amendment 13-1:5	Students of the Faculty Council	165	5	1
Amendment 14-2:1	Students of the Faculty Council	155	4	1
Amendment 15	Students of the Faculty Council	163	14	3
Amendment 16	Students of the Faculty Council	16	2	3
Amendment 17	Students of the Faculty Council	15	2	3
Amendment 18	Students of the Faculty Council	16	2	3
Amendment 19	Students of the Faculty Council	16	2	3
Amendment 20	Students of the Faculty Council	16	2	3
Amendment 21	Students of the Faculty Council	16	2	3
Amendment 22	Students of the Faculty Council	16	2	3
Amendment 23	Students of the Faculty Council	16	2	3
Amendment 24	Students of the Faculty Council	16	2	3
Amendment 25	Students of the Faculty Council	16	2	3
Amendment 26	Students of the Faculty Council	16	2	3
Amendment 27	Students of the Faculty Council	16	2	3
Amendment 28	Students of the Faculty Council	16	2	3
Amendment 29	Students of the Faculty Council	16	2	3
Amendment 30	Students of the Faculty Council	16	2	3
Amendment 31	Students of the Faculty Council	16	2	3
Amendment 32	Students of the Faculty Council	16	2	3
Amendment 33	Students of the Faculty Council	16	2	3
Amendment 34	Students of the Faculty Council	16	2	3
Amendment 35	Students of the Faculty Council	16	2	3
Amendment 36	Students of the Faculty Council	16	2	3
Amendment 37	Students of the Faculty Council	16	2	3
Amendment 38	Students of the Faculty Council	16	2	3
Amendment 39	Students of the Faculty Council	16	2	3
Amendment 40	Students of the Faculty Council	16	2	3
Amendment 41	Students of the Faculty Council	16	2	3
Amendment 42	Students of the Faculty Council	16	2	3
Amendment 43	Students of the Faculty Council	16	2	3
Amendment 44	Students of the Faculty Council	16	2	3
Amendment 45	Students of the Faculty Council	16	2	3
Amendment 46	Students of the Faculty Council	16	2	3
Amendment 47	Students of the Faculty Council	16	2	3
Amendment 48	Students of the Faculty Council	16	2	3
Amendment 49	Students of the Faculty Council	16	2	3
Amendment 50	Students of the Faculty Council	16	2	3

February 19, 2015

Pamela B. Davis, MD, PhD  
Dean, School of Medicine  
BRB 105  
4915

Dear Dean Davis:



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Thanl

Since



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