

## The Faculty Council

### a. Purpose and Function

1. The Council is to operationally and effectively represent the faculty of the JCESOM in determining policy and governance issues within the JCESOM except as reserved to the general faculty above.
2. The Council is to advise, assist and support all standing and ad hoc committees of the JCESOM in ways that further the formulation and execution of the official policies of the educational mission. These include, but may not be limited to curricula, admissions, faculty and student activities and research.
3. The Council is to monitor and maintain the integrity, relevance and compliance of the JCESOM Faculty Bylaws.
4. The Council is to facilitate communication between the faculty and the Dean and his/her academic and administrative staff
5. The Council will serve as a point of system ingress to all JCESOM faculty, though requests for consideration must be in writing, encompass an institutional issue and preferentially come through a Council representative.
6. The Council may also be asked by the Dean or his/her academic and administrative staff for specific input or action relative to its described powers and mandate.

### b. Powers

1. The Council acts as a direct extension of and as the executive committee for the JCESOM faculty.
2. The Council is to review and monitor all standing committee meetings and minutes, as needed and appropriate, throughout the academic year.
3. The Council is to review and approve any actions taken by the standing committees that require such by their own operating procedures.
4. The Council must review and approve any JCESOM policies, regardless of origins, that encompass the Powers of the faculty as outlined above in Section III before those policies are forwarded to the Dean for action and implementation.
5. The Council, when needed, may also initiate proposed policy or bylaw changes, provided any appropriate Standing Committee involved has clear and documented input and review.
6. The Council must approve any proposals for revision to the JCESOM Faculty Bylaws before submission to the Dean and submission to the full faculty as provided for in Section V.
7. The Council's powers do not extend to originating, modifying or ratifying policies or procedures of JCESOM that are administrative in nature and do not directly affect the educational mission of the School.

c. Membership

1. The Council will consist of representatives elected from the Basic Science and Clinical Departments of JCESOM, along with the Chair of the Council. The number of representatives for each department will depend on the number of full-time faculty, as shown below:

Number of full-time faculty	Number of representatives
4-15	1
16-30	2
31-45	3
46 or more	4

Departments with fewer than four full-time faculty will be combined for the purposes of electing representatives to the faculty council. In the event that the total number of full-time faculty in these combined departments is greater than 15, the number of representatives elected will be as in the table above, with no more than one representative from any of the individual departments. The representatives are to be elected from eligible faculty within the Department. No one who holds the title of Assistant Dean, Associate Dean, Vice Dean or Chair, or who has been a member of the Council for the previous four consecutive years, is not eligible for membership.

2. Terms for representatives will be for two years, with approximately one-half (1/2) of the membership being re-elected every year. The Council will elect a Chair Elect from among the representatives serving their second or later consecutive year on the council. The Chair Elect will serve as Chair of the Council in the year following their service as Chair Elect. The Chair of the Council will not have voting privileges on the Council, with the exception of voting to decide any tied votes.
3. The Council will publish its procedures for operation. These procedures will include, but not be limited to, setting of meeting agendas, and filling of vacancies on the Council.
4. The Dean and/or the Dean's designate(s) will serve as ex officio, non-voting members. The Council may ask any other person(s) it deems necessary or helpful to sit as additional, ex officio, non-voting members.

d. Meetings

The Council will schedule monthly meetings; with dates for each academic year will be determined in the last meeting of the previous year. Agendas will be made available to all JCESOM faculty one week in advance of each meeting. For votes on policy and bylaws recommendations, there should be at least a fifty (50) percent (rounded up) quorum present. If no items are submitted for an agenda, the Chair of the Council may cancel a scheduled meeting.

e. Minutes

The Chair of the Council will ensure that an appropriate record is kept of all meetings, including official votes and recommendations. This record will be available to all faculty, students and employees of JCESOM when completed and will also be posted, as soon as feasible, to the JCESOM website.