David Geffen School of Medicine (DGSOM)
Bylaws of the Governance Subcommittee of the Faculty Executive Committee (FEC)

The University of California has a long tradition of shared governance. Faculty and Administration share responsibility for the conduct of activities within the University. Specific responsibilities for the academic program of courses and curriculum are reserved to the Faculty and planning of resource allocation is determined primarily by the Administration.

The David Geffen School of Medicine at UCLA (DGSOM) is committed to this same spirit and process of shared governance. The formation of a subcommittee of the FEC is defined by a scope of service to the Faculty in order to provide guidance to define the mechanisms through which the DGSOM FEC may fulfill its obligations to the governance of the School.

ARTICLE I GENERAL

Section 1: Purpose and Charge of the Committee

The Governance Subcommittee, a standing subcommittee of the FEC, shall conduct business as charged by the FEC of the DGSOM, itself subject to the rules and coordinating powers of the Board of Regents and the Academic Senate as may be applicable. On behalf of the faculty of the DGSOM, the Governance Subcommittee, hereafter referred to as GS, will provide interface with the Dean’s office to assess the standards, procedures, and funding that lead to faculty recruitment, retention, and promotion; the flow of funds from the healthcare system and all other sources that support faculty recruitment, retention, and promotion; the support and initiatives of the DGSOM viz. academic and research units; and the priorities regarding the utilizations of funds as they pertain to the education of students in the DGSOM. The GS will review and report on the standards and procedures annually to the FEC, or more often as requested in writing by the FEC. Furthermore, the specific activities of the GS will include submitting recommendations to support uniform standards for academic initiatives as they pertain to faculty and student development, and to submit recommendations to the FEC that will develop plans in response to those recommendations.

Section 2: Source of Authority

The GS is an advisory body reporting to the Faculty Executive Committee of the University of California Los Angeles DGSOM is a Committee of the Los Angeles Division, itself directly responsible to the Division and subject to its Bylaws. Except as otherwise provided, the administration of the GS of the FEC is vested in its
Faculty which is authorized to organize, to select its membership, and to adopt rules for the conduct of its business.

ARTICLE II- MEMBERSHIP

Membership in the GS of the FEC will be composed of no fewer than seven voting members who are appointed by the FEC for staggered three-year terms; members may be reappointed for two additional terms. As a new subcommittee, inaugural members will have staggered terms of 3, 4, 5, and 6 years, in consultation with the FEC and the GS membership, in order that there not be excessive turn-over. The total term of service cannot be more than 9 years. The Chair of the GS must have previously served at least two years as member, or in the inaugural term, have served as an officer of the FEC for at least two years. A quorum consists of five voting members, and decisions require a majority of the members voting. Members must be faculty at the rank of senior assistant Professor or higher. At any given time, at least four members must be from the Academic Senate (Regular, In-Residence, or Clinical X series of the rank of Assistant Professor or higher), with the remainder from the Health Sciences Clinical Professor series. The Dean of DGSOM or his/her designee may serve as ex officio non-voting member and liaison to the Dean’s office. Other personnel from the Dean’s office may be invited by majority vote of the GS to participate in discussion, but must be excused before deliberation and voting to take place.

ARTICLE III- DUTIES

Section 1: Frequency of Meetings
The GS of the FEC-DGSOM shall meet at least quarterly, or more often as dictated by need of either the subcommittee or the FEC.

Section 2: Standard Operating Procedure

A. The GS shall develop a standard set of procedures, and priorities for each academic year to include review of funds flow; initiatives of the DGSOM; administrative support of the DGSOM; as well as academic recruitment, retention, and promotion. These annual priorities will be developed in cooperation with the FEC. Analysis, findings, and recommendations will be reported to the FEC, either in open session, or executive session as requested by the FEC or its officers.

B. The GS will oversee and develop recommendations regarding the procedures that are instituted by the Administration of the DGSOM as they pertain to the programs and policies listed in 2A.

C. The presentation of information regarding funds flow and initiatives of the DGSOM, as well as issues related to administrative support and academic affairs will require representation in the Dean’s office through the Chair and Vice-Chair of the GS, or other designated officer as deemed appropriate by the officers of the GS.
Section 3: Educational and Budgetary Resources

The GS may, in cooperation and with assent of the FEC, may form a working group on Planning and Budget to report to the FEC. The Faculty has the authority to investigate and make recommendations concerning the allocation of educational and budgetary resources, academic priorities, and the planning and budgetary process within the DGSOM. These recommendations must come from the FEC, and may be made to the Dean, to the Los Angeles Division, and/or to the Chancellor.

Section 4: Other

The powers and duties of the Faculty serving the FS shall not be construed as limited to those explicitly considered in these Bylaws.

ARTICLE IV OFFICERS

The officers of the Faculty shall consist of a Chair and a Vice-Chair.

The Vice-Chair, who serves as chair-elect, will be nominated every two years by the FEC and shall serve for six years: the first two years as Vice-Chair, the third and fourth years as Chair, and the fifth and six years as Immediate Past-Chair.

The Chair shall serve as representative to the Faculty Executive Committee.

A. General Procedures
   1. The GS shall submit Bylaws and Guidelines for approval to the Faculty Executive Committee. These shall be reviewed every three years and any changes referred to the Faculty Executive Committee for approval.
   2. The GS shall circulate a meeting agenda and the previous meeting minutes to members at least one week prior to a meeting.
   3. The GS shall submit and present an annual report to the Faculty Executive Committee.
   4. The GS shall present recommendations to the Faculty Executive Committee for approval. Recommendations shall be presented in writing to the Chair at least one week prior to the meeting so that they may be circulated to the Faculty Executive Committee members.

ARTICLE VII AMENDMENTS

A. New Bylaws of the GS may be adopted, or these Bylaws may be amended or repealed, at a regular or special meeting by an affirmative vote provided that a written notice of the proposed change is mailed to each member of the Faculty at least five days of instruction before the meeting at which the action is taken.