

Preamble: The SUNY Board of Trustees and Chancellor delegate to the President of SUNY Upstate Medical University the duty and authority to operate SUNY Upstate Medical University. The Administration and Faculty are accountable to the President for implementing Upstate's mission.

The Mission of Upstate Medical University is to improve the health of the communities we serve through education, biomedical research and patient care.

The President appoints and authorizes the Dean of the College of Medicine (COM) to operate the COM. The Dean is responsible for all aspects of COM programs. The Dean, head of the COM, shall seek the advice and recommendations of the COM Faculty in the Medical College Assembly regarding COM programs as part of the integrated institutional responsibility structure. These Bylaws provide a governance structure for the Medical College Faculty to carry out its responsibilities in support of Upstate's mission.

Definitions: As used in these Bylaws, unless otherwise specified, the following terms shall mean:

1. *Academic Rank:* Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor and instructor, and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian.
2. *Academic Staff:* The staff comprised of those persons having academic rank or qualified academic rank. Also known as Faculty.
3. *Administrative Officers:* Inclusive of the President, Deans, Academic Affairs Officers, Library Director and Vice-presidents.
4. *Board of Trustees:* The Board of Trustees of the State University of New York.
5. *Chancellor:* The Chancellor of the State University of New York.
6. *Clinical Campus:* Binghamton Campus.
7. *The College:* Academic component of SUNY Upstate Medical University as defined by the Administration of Upstate Medical University that specifically refers to the College of Medicine within these Bylaws.
8. *COM:* College of Medicine
9. *Councilor:* Those elected representatives from each college to the Upstate Faculty Council.
10. *Dean:* The Dean of the SUNY Upstate Medical University College of Medicine and is also known as the Chief Academic Officer.
11. *Medical College Assembly Executive Committee (MCAEC):* The representative body made up of elected and appointed members of the College of Medicine Faculty, to be known within this document as the MCAEC.
12. *President:* Chief Administrative Officer of SUNY Upstate Medical University.

13. *Professional Staff*: All persons occupying positions designated by the Chancellor as being in the unclassified service – e.g. an employee in the Professional Services Negotiating Unit.
14. *Qualified Academic Rank*: Rank held by those members of the academic staff having title of lecturer or titles of academic rank preceded by the designations “clinical” or “visiting” or other similar designation.
15. *Research Foundation Faculty*: Voluntary (not paid by SUNY) faculty with courtesy faculty appointment.
16. *Upstate*: Upstate Medical University, which includes the College of Health Professions, the College of Nursing, the College of Graduate Studies, the College of Medicine, and such other colleges as may be hereafter established by the State University of New York, and University Hospital.
17. *Upstate Faculty Council*: The University Council at Upstate as required under New York Education Law Section 356 and as provided for in Article VIII of the Policies of the SUNY Board of Trustees. The Upstate Faculty Council is the elected body of the Upstate Faculty that represents the entire SUNY Upstate Medical University Faculty.
18. *Upstate College governance bodies*: Medical College Assembly, College of Health Professions/Library General Assembly, College of Nursing Faculty Committee and Graduate Faculty Organization.
19. *Upstate Faculty*: The organization comprised of all the full- and part-time members of Upstate Faculty and chaired by the Upstate University President. Within this document shall refer to all members of the Faculty of the College of Medicine.

Article I Name

The name of the organization representing all SUNY Upstate Medical University College of Medicine (COM) Faculty members shall be the Medical College Assembly (MCA).

Article II Responsibilities

The Faculty is responsible for participating significantly in the initiation, development and implementation of the education, research and service programs of the COM and is responsible for the conduct of Upstate’s COM education, research and service programs. The Faculty votes on MCA Bylaw amendments, and elects MCA officers and Faculty Councilors. The Faculty will produce feedback on the Dean’s performance and provide it to the President on request. The Faculty is responsible for obtaining and reviewing feedback annually from the education, research, and healthcare communities we serve.

Article III Membership

Membership of the Medical College Assembly shall include:

A. With Vote:

1. The Dean of the College of Medicine
2. College of Medicine Faculty with academic rank
3. College of Medicine Faculty with qualified rank
4. College of Medicine Research Foundation Faculty
5. Administrative officers with Faculty appointments within the College

B. Without Vote:

1. Voluntary Faculty
2. Administrative officers in the classified service

Article IV Officers

A. The Officers of the Medical College Assembly shall be:

1. Chair
2. Vice-Chair
3. Secretary

B. Eligibility

To serve as an officer of the Medical College Assembly, a person must be a voting member (department representative or alternate, member-at-large, or voting ex-officio member) of the MCA Executive Committee.

C. Election of Officers

1. The College Affairs Committee shall present a slate of officers at the March MCAEC meeting in accordance with the Medical College Assembly policies and procedures.
2. Officers shall be elected from the voting members of the College by a plurality vote no later than May 1st and shall assume office June 1st.
3. Ballots may be written or electronic and votes are secret.
4. Procedures for conducting the election are in accordance with the policies of the College Affairs Committee.

D. Terms

1. Officer terms shall be 3 years or until a successor is elected.
2. Officers may be re-elected for one additional term in the same office.
3. After serving two terms, one year must elapse before being eligible for additional terms in the same office.
4. Term limitations are for a single office. A faculty member may serve in multiple offices consecutively without limitation.

E. Vacancies

1. The Vice-chair shall serve as Chair for the remainder of the term, in the event of a Chair vacancy.
2. Should the Vice-Chair or Secretary be unable to serve or be removed from office, the College Affairs Committee shall present a slate for a replacement at the next regular MCAEC meeting, provided that a notice to this effect is put on the agenda and distributed at least one week in advance of the meeting.
3. Election for a replacement shall be by majority vote of the MCAEC.

F. Responsibilities of the Officers

1. Chair

- a. Presides at the Medical College Assembly and MCAEC meetings.
- b. Serves as Chair of the MCAEC.
- c. Serves on the Dean's Executive Committee.
- d. Represents the Faculty of the College at any other meetings or events as deemed appropriate by the Dean and Administrative Officers of the College, the University President, and the Upstate Faculty Council.
- e. Appoints and may remove standing committee chairs and a COM Parliamentarian in consultation with the MCAEC.
- f. Presents the agenda for Medical College Assembly and MCAEC meetings.
- g. May invite any person to attend Medical College Assembly and MCAEC meetings.
- h. Makes an annual report of the MCAEC at the Medical College Assembly annual meeting.
- i. Considers any business brought before the Medical College Assembly and the MCAEC.

2. Vice-Chair

- a. Assists the MCAEC Chair in fulfilling the duties of Chairperson.
- b. Presides at meetings of the Medical College Assembly and MCAEC meetings in the absence of the Presiding Officers.
- c. Fills the unexpired portion of the term of the Chair in the event the office becomes vacated or the Presiding Officer is unable to complete the term.

3. Secretary

- a. Is responsible for ensuring the minutes of the Medical College Assembly and MCAEC meetings are recorded and disseminated.
- b. Records attendance at Medical College Assembly and MCAEC meetings.
- c. Works with and provides input to the Human Resources department regarding an official and current membership list of Faculty of the College.
- d. Notifies Faculty and Administration Officers of meetings in accordance with the Medical College Assembly's policies and procedures.

Article V Meetings

A. Regular: (voting)

- 1. There shall be an annual meeting held at a time and place specified by the Chair of the Medical College Assembly.
- 2. Agenda and conduct of the annual meeting consists of at least the following:
 - a. The opportunity for the Dean of the College to address the Faculty of the College
 - b. Councilors' Reports
 - c. Committee Chairs' Reports
 - d. Voting members of the Medical College Assembly may submit an agenda item to the Secretary a minimum of one-week prior to the annual meeting.
- 3. Additional regular meetings (voting) may be called with 30-day notice to the faculty by:
 - a. The Upstate President
 - b. The Dean of the College
 - c. A majority of the MCAEC
 - d. 10 voting members with representation of at least 4 different academic departments

B. Special meetings (non-voting) may be called with 7-days' notice; the agenda to be limited to that announced in the call for the meeting, to the faculty by:

- 1. The Upstate President
- 2. The Dean of the College
- 3. A majority of the MCAEC
- 4. 10 voting members with representation of at least 4 different academic departments upon signed petition

C. Emergency Meetings: (non-voting)

The University President or the Dean of the College may call an emergency meeting of the Medical College Assembly with 24-hour notice.

D. Voting:

Voting may be conducted electronically or in person. Items requiring a vote must be submitted in writing to the Secretary 3 weeks prior to the vote.

E. Quorum:

For any of the types of meetings listed above, a minimum of one officer and 10 members shall constitute a quorum.

F. Minutes:

The Secretary is responsible for the minutes of any Medical College Assembly regular or special (voting) meeting.

Article VI Upstate Faculty Councilors

In accordance with the rules and regulations of the University-wide Faculty Council, the voting Faculty shall provide for the election of representatives to serve on the Faculty Council.

A. Responsibilities:

1. Medical College Assembly representatives to the Faculty Council are responsible to bring to the Faculty Council for report and/or discussion issues, concerns and plans from within the Medical College, which have the potential to impact other colleges or the University overall. Councilors shall report to the MCAEC on Faculty Council business following each meeting of the Upstate Faculty Council at the request of the Chair.
2. The Medical College representatives to the Faculty Council serve as non-voting members of the MCAEC.

B. Eligibility:

Any person who has been a voting member of the Medical College Assembly for at least 12 months

C. Number:

The number of Council Representatives is determined by the policies and procedures of the Faculty Council.

D. Term of Office:

1. Term of office is 3 years beginning June 1st or until a replacement is elected,
2. Councilors may serve no more than 2 consecutive terms, but may re-start after one year has elapsed from the conclusion of the second term.

3. Elected Councilors or their alternate must attend at least 75% of all regular Council meetings, annually. If more than 25% of all regular meetings are missed, without representation that Councilor is automatically removed and cannot be eligible for membership for a period of 2 years, following the year of removal. The Councilor's alternate shall serve out the remainder of the Councilor's term.
4. Nominations & Elections:
 - a. Nominations:
 - i. The College Affairs Committee is responsible for the nominations process for Councilors and Alternates according to its policies and procedures.
 - ii. The College Affairs Committee shall, in consultation with Human Resources, determine voting eligibility.
 - b. Elections:
 - i. All voting members of the Medical College Assembly shall have a vote in the election of Medical College representatives to the Faculty Council.
 - ii. Election for Councilors is by plurality vote in person or electronically, by secret ballot.
5. Vacancies:
 - a. In the event a Councilor cannot complete the term, the Alternate shall serve the remainder of the term. If less than a half of a full term is completed by the Alternate, the Alternate is eligible to be elected for two full terms as a Councilor.
 - b. If both the elected Councilor and Alternate are unable to complete their term, the College Affairs Committee will prepare a slate of eligible candidates and the Executive Committee shall elect a replacement by plurality vote with a secret ballot to assume the Councilor's position and fulfill the remainder of the term.

Article VII Medical College Assembly Committees

A. Medical College Assembly Executive Committee

1. Roles and Responsibilities

- a. The MCAEC shall act on behalf of the Medical College Assembly between MCA meetings.
- b. Meetings of the MCAEC shall be held at once per month between the months of September and June.
- c. A minimum of one officer and 6 members will constitute a quorum.
- d. The MCAEC may adopt such rules for transaction of its business as it may deem necessary.

2. Membership

a. With Vote:

- i. One representative elected by majority vote from within each academic department of the COM. One alternate representative from each academic department within

- the COM who has been appointed by the Chair of that department, and who will vote only when acting in place of the elected representative of that department.
 - ii. Four members-at-large: two elected by the members of the Medical College Assembly and two appointed by the Dean of the College.
 - iii. At least two representatives from the Clinical Campus appointed by the Dean of the Clinical Campus.
 - iv. One Medical College student representative and one alternate elected by majority vote.
- b. Ex-officio with a vote (may hold office):
- i. Medical College Faculty serving as a SUNY Faculty Senator or Alternate Senator
 - ii. Medical College Assembly representatives to the Faculty Council
- c. Ex-officio without a vote (may not hold office):
- i. Administrative Officers and Dean of the College of Medicine
 - ii. United University Professions (UUP) representative
- d. Terms
- i. Member terms shall be 3 years or until a replacement is elected.
 - ii. Members may be re-elected by majority vote of their respective departments without limitation to number of terms.
 - iii. Alternate member terms shall be 3 years or until a successor is appointed. The academic department Chair may choose to reappoint the same alternative member without limitations to the number of terms.
 - iv. Faculty holding appointment in more than one COM department may not serve in multiple roles.
- e. Vacancies
- i. Should a member of the MCAEC be removed or be unable to fulfill his/her duties, the alternate from the same academic department will take his/her place until a new member is elected by majority vote of that department's members.
 - ii. Should an alternate member of the MCAEC be removed or be unable to fulfill his or her duties, the Chair of the MCAEC will petition the Chair of that academic department to appoint a replacement to serve the rest of the term.
3. Officers
- The Officers of the MCAEC shall be:
- a. Presiding Officer of the Medical College Assembly and shall be referred to as Chairperson of the MCAEC.
 - b. Vice-Chair.
 - c. Secretary.

4. Meetings

- a. Regular meetings of the MCAEC will occur at least 8 times per year.
- b. Members of the MCAEC are expected to attend regularly and must inform the Chair of planned and unplanned absences. Regular absenteeism will be grounds for removal from the MCAEC.

B. Standing Committees are Faculty Affairs, Academic Affairs and College Affairs

1. General responsibilities of standing committees are:

- a. To act in consultation with the appropriate constituency.
- b. To bring to the MCAEC for report and/or discussion those issues, concerns and plans expressed by the Faculty which fall within the purview of that committee and to bring information and suggestions to the MCAEC for discussion.
- c. To request information and reports from, and provide suggestions to the Dean of the College, appropriate administration-appointed committees, and other administrative officers related to any matter affecting the College.
- d. To deal with matters referred to the Committee.

2. Faculty Affairs

- a. The Faculty Affairs Committee will address concerns of the Faculty and Administration related to faculty affairs of the COM and/or formulate advisory statements consistent with the beliefs of the Faculty. These areas of concern will include, but are not exclusively limited to faculty development, tenure and promotion standards, departmental and College leadership, faculty and administration evaluation standards, professionalism, and labor.
- b. The Faculty Affairs Committee will perform work associated with identified issues when tasked by the Chair of the Medical College Assembly.

3. Academic Affairs

- a. The Academic Affairs Committee will address concerns of the Faculty and Administration related to academic affairs of the College of Medicine. These areas of concern will include, but are not exclusively limited to student affairs, graduation requirements, remediation standards, accreditation issues, access to education, and the interface with graduate medical education. The Academic Affairs Committee will formulate advisory statements consistent with the beliefs of the Faculty.
- b. The Academic Affairs Committee will perform work associated with identified issues when tasked by the Chair of the Medical College Assembly.

4. College Affairs

- a. The College Affairs Committee will address concerns of the Faculty and Administration related to procedure and operations of the Medical College Assembly and the College of Medicine. These areas of concern will include, but are not exclusively limited to governance issues, MCA nominations/elections, MCA bylaws review, and faculty work space (lab/classroom/simulation). The College Affairs Committee will formulate advisory statements consistent with the beliefs of the Faculty.
- b. The College Affairs Committee will perform work associated with identified issues when tasked by the Chair of the Medical College Assembly.
5. Composition of Standing Committees
 - a. The Chair of the MCAEC, in conference with the MCAEC, will appoint at least 5 and no more than 10, voting members of the Medical College Assembly to serve on each of the standing Committees.
 - b. The Senior Associate Dean for Faculty Affairs and Faculty Development shall serve as an Ex-Officio (non-voting) member of the Faculty Affairs Committee
 - c. The Senior Associate Dean for Education and the Associate Dean for Graduate Medical Education will serve as Ex-Officio (non-voting) members of the Academic Affairs Committee.
 - d. The Dean of the College (or his/her appointee) will serve as an Ex-Officio (non-voting) member of the College Affairs Committee
6. Vacancies

The Chair of the MCAEC will appoint a replacement for any committee vacancy by the next MCAEC meeting.
7. Chairpersons of Standing Committees
 - a. The Chair of the MCAEC with consultation from various constituencies shall select the chairpersons of each standing committee. The Chair of the MCAEC may also appoint a Vice-Chair.
 - b. Committee Chairs appointed by the Chair of the MCAEC shall serve at the will of the MCAEC Chair and resign as committee chair at the end of the Faculty Upstate Council Chair's term, unless reappointed by the incoming Chair of the MCAEC.
8. Ad hoc committees
 - a. The Chair of the MCAEC, in consultation with the MCAEC, may create ad hoc committees when there is a specific need within the Medical College Assembly to attend to business that is time limited and unique.
 - b. Ad hoc committees must be reaffirmed every 6 months and should not become permanent unless so designated by a majority vote of the MCAEC.

Article VIII Medical College Assembly Relationship to Dean's Committees

A. Dean's Executive Committee

1. Roles and Responsibilities

The COM Dean's Executive Committee advises the Dean on and aids in the oversight of the administrative functions of the COM and ensures coordination of initiatives that support the education, biomedical research, and health care of the tripartite mission. The Dean's Executive Committee is responsible for the review and approval of non-curricular policy for the COM, pending approval from the Dean.

2. Membership and Procedures

The Chair of the MCAEC represents the faculty on the Dean's Executive Committee. Please refer to the most current *Upstate Policy: [Dean's Executive Committee](#)* for specifics on membership, terms, charge, and procedures.

B. Curriculum Committee

1. Roles and Responsibilities

- a. To promote integrated institutional responsibility, the Dean/Chief Academic Officer will seek advice and recommendations of the faculty regarding the initiation, development, and implementation of education policies and procedures.
- b. The Curriculum Committee will represent the Faculty in these matters and shall be comprised of a majority of voting members from the Faculty.
- c. The Curriculum Committee will be the institutional body responsible for the overall design, management, and evaluation of the curriculum including curriculum coordination, development, objectives, content and methods of evaluation to the Dean/ Chief Academic Officer.
- d. The MCAEC, Dean of the Clinical campus, faculty and students shall recommend nominees for the Curriculum Committee. The Dean shall confer with the MCAEC on the selection of the Curriculum Committee members.

2. Membership and Procedures

The MCAEC will elect faculty nominees for membership from the MCA by majority vote. The results of the election are forwarded to the Dean for final appointment. Please refer to the most current *Upstate Policy: [Faculty Leadership and Curriculum Committee](#)* for specifics on membership, terms, charge, and procedures.

C. Admissions Committee

1. Roles and Responsibilities

- a. The Admissions Committee is the body responsible for evaluating and accepting suitable candidates and rejecting unsuitable candidates to the COM. It is the committee's responsibility to ensure the high standards that we value at Upstate Medical University and the diversity of students are represented in each class for admissions. The final responsibility for accepting students into the COM at Upstate Medical University resides with the Admissions Committee.
- b. The Admissions Committee will represent the Faculty in these matters and shall be comprised of a majority of voting members from the Faculty.

2. Membership and Procedures

The MCAEC will elect nominees for membership from the MCA by majority vote. The results of the election are forwarded to the Dean for final appointment. Please refer to the most current *Upstate Policy: [Admissions Committee: Charge/Authority; Operations](#)* for specifics on membership, terms, charge, and procedures.

D. Academic Review Board and Appeal Committees

1. Roles and Responsibilities

- a) The College of Medicine employs a periodic review system to track the academic performance and progress of students. The responsibility of Student Progress Committees and the Academic Review Board is to evaluate student academic progress and make decisions about promotion to the next year, to ensure that academic standards are maintained in the College of Medicine. These entities do not set academic policy, nor should they modulate the importance of any academic standard or policy set by the College.
- b) The Academic Review Board and Appeal Committee will represent the Faculty in these matters and shall be comprised of a majority of voting members from the Faculty.

2. Membership and Procedures

The MCAEC will elect nominees for membership from the MCA by majority vote. The results of the election are forwarded to the Dean for final appointment. Please refer to the most current *Upstate Policy: [Academic Progress, Review and Appeal Committees](#)* for specifics on membership, terms, charge, and procedures.

E. Faculty Appointment and Promotions Committee

1. Roles and Responsibilities

- a) The College of Medicine (COM) Faculty Appointment and Promotions Committee (FAPC) shall represent the faculty in the appointment, renewal of appointment, promotion, granting of tenure, and remediation of COM faculty.
- b) The Faculty Appointment and Promotions Committee will represent the Faculty in these matters and shall be comprised of a majority of voting members from the Faculty.

2. Membership and Procedures

The MCAEC will elect nominees for membership from the MCA by majority vote. The results of the election are forwarded to the Dean for final appointment. Please refer to the most current *Upstate Policy*: [Faculty Appointment and Promotions Committee Policy](#) for specifics on membership, terms, charge, and procedures.

F. Ad Hoc Dean's Committees

The Dean will consult with the MCAEC and then will appoint members to other Dean's Committees following a structure similar to that of the Curriculum Committee.

Article IX Parliamentary Authority

The rules contained in the most current edition of *Robert's Rules of Order* shall govern the Medical College Assembly and all committees in all cases to which they are applicable, and in which they are consistent with the Bylaws or the special rules of order of the Upstate Faculty and Upstate Faculty Council.

Article X Amendments

- A. The College Affairs Committee of the Medical College Assembly shall review these Bylaws periodically but not less often than every 2 years.
- B. Bylaw amendments may be initiated by any voting member of the Medical College Assembly with a written petition with 10 faculty signatures representing 6 or more academic departments.
- C. These Bylaws may be amended by a simple majority of those voting, and subsequent approval by the Dean, provided the proposed amendment is published in full in a memorandum and distributed to the faculty of the College at least 30 days in advance of the meeting.
- D. The Bylaws shall be consistent with and subject to the Policies of the Board of Trustees of the State University of New York, the laws of the State of New York, and the Provision of Agreements between the State of New York and the certified employee organization established pursuant to Article 13 of the Civil Service Law. Provisions of these Bylaws concerning consultation with the faculty shall be subject to the approval of the Dean of the College and the President of the University. All actions taken by the MCA under these Bylaws shall be considered advisory to the Dean of the College, the President of the University, and the Chancellor.
- E. If changes to the Board of Trustee Policies, Faculty Senate Bylaws or policies and procedures make these Bylaws out of compliance with the aforesaid matters, the College Affairs Committee may make editorial changes to bring these Bylaws into compliance, without a vote of the Faculty.

Article XI Ratification of Bylaws

Bylaws and amendments voted upon and approved by voting members of the Medical College Assembly shall become effective upon signed approval by the President and the Dean.

SIGNATURES



June 16, 2021

Lawrence Chin, MD
Dean, College of Medicine

Date



June 17, 2021

Mantosh Dewan, MD
President, Upstate Medical University

Date

BYLAWS HISTORY

Review Date:	Change Description:
Revised 5/20/15	Changes to the bylaws. Voting representatives to the MCAEC will include: 1 department rep from each department voted in by department members, 1 alternate department rep from each department appointed by the department chair, 4 members at large (2 elected by MCA and 2 appointed by the dean), 2 Binghamton reps appointed by the Binghamton Dean, and 1 medical student rep and 1 medical student alternate elected by the student body. There are three new standing committees of the MCA: Faculty Affairs, Academic Affairs and College Affairs. Ad hoc committees will only last for six months unless reaffirmed. As was done with the Dean’s Curriculum Committee, the MCAEC can now nominate members to serve on the Dean’s Promotion and Tenure Committee and Admissions Committee.
8/1/17	The College Affairs confirmed they have reviewed the bylaws and have no revisions at this time.
8/27/18	Clarification of definitions and Committee Structure
9/25/18	Reviewed and approved by the MCA College Affairs Committee
10/15/18 – 11/14/18	Faculty review of proposed amendments to bylaws
11/14/18 – 11/20/18	Faculty vote via SurveyMonkey approved the proposed amendments to the bylaws as written.
12/11/20	The College Affairs confirmed they have reviewed the bylaws and have no revisions at this time.