

**CONSTITUTION AND BYLAWS
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS
FACULTY ASSEMBLY**

Article I.

DEFINITIONS AND TERMS.

A. General Faculty of the University of Colorado Anschutz Medical Campus (hereafter referred to as AMC).

1. The Faculty shall consist of the Chancellor and Vice Chancellors, the Deans and Associate or Assistant Deans and members of the teaching and research staff as defined by the individual schools of the AMC (in Appendix). Definitions of faculty will be reviewed periodically by the AMC Faculty Assembly. All definitions of faculty will be congruent with the Laws of the Board of Regents of the University of Colorado.

B. Faculty Government.

1. Representatives from the faculties of the AMC Schools/Colleges of Dental Medicine, Medicine, Nursing, Pharmacy, Public Health, the Graduate School, and Health Sciences Library constitute the AMC Faculty Assembly. The representative faculty governing body of each school shall determine how representatives are selected for the AMC Faculty Assembly. The Assembly shall assure that all AMC schools/colleges are represented. The faculty governing bodies of each of the component schools of the AMC are defined in the Appendix.

2. The responsibilities, organization, and operations of the AMC Faculty Assembly are established in these Constitution and Bylaws.

3. The AMC Faculty Assembly represents the faculty of the individual AMC Schools/Colleges and participates in the governance of the AMC with the Chancellor and appropriate administrative officers.

Article II.

AMC FACULTY ASSEMBLY RESPONSIBILITIES AND DUTIES

A. General Powers and Duties.

The AMC faculty exists and derives its powers from authority delegated to it by the Board of Regents (Article 5. E. 5). Laws of the Regents). These Constitution and Bylaws provide a system of governance of the AMC consistent with the laws of the State of Colorado and the Laws of the Regents. The AMC Faculty Assembly shall be the representative governing body of the AMC campus faculty as defined by the individual AMC Schools/Colleges. Nothing in these articles shall be interpreted as modifying those powers delegated to the faculty of the individual schools of the AMC by the Laws of the Regents.

B. AMC Faculty Assembly Mission.

The responsibilities and duties of the AMC Faculty Assembly shall include the following:

- Provide a conduit to the CU Denver/AMC Chancellor and University central administration regarding issues of broad interest to AMC Faculty and Schools. Such issues include internal and external relations, educational policy, faculty responsibilities and privileges, and academic ethics.
- Represent the AMC campus to the University through participation in the University of Colorado Faculty Council and its committees.
- Address policy issues and other campus matters related to interprofessional education, research, and service.

- Review and provide a forum for discussion and make recommendations regarding University policies that affect all AMC faculty, including those related to conflict resolution, promotions, tenure, and benefits.
- Make recommendations concerning AMC budgetary priorities.
- Report on AMC Faculty Assembly activities in a regular fashion to the individual schools/colleges.

C. The AMC Faculty Assembly will in its own discretion formulate the faculty organization necessary to accomplish the mission established under B above. Administrative or Regental policy changes affecting matters listed in B above shall not be implemented without prior consultation with the AMC Faculty Assembly.

D. Regental action to amend Articles 4 and/or 5 of the Laws of the Regents that deal exclusively with the AMC shall not be taken without prior consultation with the AMC Faculty Assembly. This shall include written notification of such proposed changes by the Secretary of the Board of Regents at least 60 days prior to Regental consideration and hearing of representatives of the AMC Faculty Assembly at least 30 days prior to Regental consideration.

E. Jurisdiction of faculty matters by School/College, Campus, and University, and resolution of disputes. Faculty in each school/college of the AMC shall have jurisdiction over matters that affect only that school/college. The AMC Faculty Assembly shall have jurisdiction over matters that affect the AMC campus as a whole. The University of Colorado Faculty Council shall have jurisdiction only when matters affect substantially more than the AMC. In the event of a dispute between the AMC Faculty Assembly and the faculty government of one of its component schools/colleges, a conference committee shall be formed of two members from each disputing body, who then will select three other faculty members to constitute a committee of seven. The committee will select its chair, hold hearings and consultations with administrative officials and decide where jurisdiction lies. A similar procedure will be used to decide jurisdiction in disputes between the AMC Faculty Assembly and the University of Colorado Faculty Council. Actions from these processes shall not intrude upon individual academic freedoms as set forth in the Laws of the Regents, Article 5.D.

ARTICLE III.

HSC FACULTY ASSEMBLY STRUCTURE

A. Membership.

1. Members of the AMC Faculty Assembly shall be selected from those AMC faculty who hold academic rank of professor, associate professor, assistant professor, or instructor (after two years in rank), as determined by the individual schools (Appendix). Administrative officers of the AMC and its constituent schools/colleges shall not be eligible for membership on the AMC Faculty Assembly.
2. The Faculty Assembly shall decide the composition of its membership from the AMC schools. Representation will be distributed in part based on the size of individual schools, and shall be reviewed every 4 years, or on the request of an individual school/college. The AMC Faculty Assembly as of 2014 shall consist of:

- 10 members of the School of Medicine
- 2 members of the College of Nursing
- 2 members of the School of Dental Medicine
- 2 members of the School of Pharmacy
- 2 members of the Colorado School of Public Health
- 1 member of the Graduate School (AMC campus)
- 1 member of the Health Sciences Library
- 1 member of the Retired Faculty Association of the AMC

In addition, the elected officer (Chair/President) of the faculty governing body from the Schools/Colleges of Medicine, Nursing, Dental Medicine, Public Health and Pharmacy shall serve as a voting member of the AMC Faculty Assembly. No more than four members of the Faculty Assembly may come from a single department/division of any school within the AMC.

3. An elected representative of the AMC Student Council shall serve as a non-voting member.
4. The Chancellor of the AMC shall be an ex-officio member of the Assembly without vote. The Chancellor may designate other administrative officers to represent him/her.
5. The Deans of the Schools/Colleges of the AMC shall be ex-officio members of the Assembly without vote.

B. Officers.

1. Officers of the AMC Faculty Assembly shall consist of the Chair, the Vice Chair, and the Secretary. The term of an individual Faculty Assembly Chairperson shall not exceed 2 years. No School/College of the Health Sciences Center shall fill the position of Chair for more than two consecutive terms (4 years).
2. The Chair shall preside at the regular meetings of the Assembly, and may call additional special meetings. The Chair shall represent the AMC Faculty Assembly on the University of Colorado Faculty Council (according to the rules of the University Senate).
3. The Vice Chair shall perform the duties of the Chair in the absence of the Chair.
4. The Secretary, with administrative support from the Provost's Office, shall record and distribute minutes of the Assembly meetings.
5. Administrative assistance to the AMC Faculty Assembly will be provided by the AMC central administration.
6. A Parliamentarian shall be chosen by a majority vote of the three elected officers to serve a one-year renewable term of office.

C. Elections and Terms of Membership.

1. Election of members will occur annually, or as vacancies arise. Schools/Colleges and other represented faculty units shall be notified in February of upcoming vacancies. At the close of the selection process, the Faculty Assembly will acknowledge the newly elected members. Terms of membership are 4 years, with newly elected members taking office in July.
2. The officers of the Assembly shall be elected in May of every other year, by secret written mail ballot. The Chair, Vice-Chair, and Secretary shall form a nominating committee, with additional members selected from the Assembly such that one member represents each school/college. The committee will seek nominations from the Assembly in March, and present a slate of candidates for consideration in April. A slate shall consist of not more than 2 candidates for each office. The mailed ballot will also include a write-in option for each office.
 - a) If none of more than two candidates receives a majority vote, the candidate with the fewest votes shall be dropped from the candidate list and further ballots carried out until a candidate is elected. If neither of the two candidates receives a majority vote, balloting shall continue until one candidate is elected.
 - b) A member who is not a candidate for office shall count ballots.
 - c) Officers shall serve a term of two years commencing in July of the year elected.
 - d) An officer may not serve more than two consecutive terms in the same position.
3. If an officer leaves the Assembly prematurely, the Assembly will elect a replacement at the next regularly scheduled meeting.

D. Meetings.

1. The AMC Faculty Assembly shall have 10 or more regularly scheduled meetings per year. The Chair may call special meetings with 48 hours notice. The Chair shall call a special meeting at the request of the Chancellor or on written request from five members of the Assembly.

2. The officers of the Assembly shall prepare a written agenda for each meeting. All must receive an agenda at least 48 hours before each regular meeting.
3. A quorum shall consist of 9 voting members present at the meeting. For mail ballots, a quorum shall consist of 13 returned ballots. Members of the general faculty may attend Assembly meetings and express their views unless this is against the wishes of a majority of the Assembly's quorum.

E. Committees.

There will be no standing Committees of the AMC Faculty Assembly. Ad hoc committees may be created by the Chair, Faculty Assembly members, or at the request of the Chancellor to address specific issues as they arise.

ARTICLE IV.

AMC FACULTY ASSEMBLY OPERATIONS

A. Attendance and Participation.

1. Members of the Assembly may only be excused from meetings by prior notification and approval of the Chair. The Chair may remove a member who misses three (3) Assembly meetings without appropriate prior notification. The faculty governing body of the school will then be asked by the Chair to replace the member through the school's electoral process. Members who resign will be replaced in the same manner.
2. Each school of the AMC may vote to recall and replace its representatives on the Assembly by majority vote of its Faculty governing body.
3. Members of the Assembly absent from Assembly meetings due to sickness or sabbatical leave may be excused.

B. Regular Reports.

1. The Chancellor may be invited to report on and discuss items of interest to the AMC Campus for a portion of each meeting.
2. The Deans of the AMC schools/colleges may be invited to discuss items of interest as needed, but at least annually to report from each school.
3. Discussions of the AMC Budget with appropriate representatives of the AMC administration will occur in December through May of each year.
4. The officers of each AMC School's/College's faculty governing body shall make regular reports to the Assembly regarding the faculty governance activities in the individual school/college.
5. Each school's representative shall communicate information on actions taken by the AMC Assembly to the individual AMC school's/college's faculty governing bodies on a regular basis.
6. The Assembly may conduct a survey of the AMC Faculty on any major issue, and issue a report.

C. Campus Representation to the University.

The Chair of the AMC Faculty Assembly or his/her proxy will represent AMC faculty to the University of Colorado Faculty Council. Three additional AMC Assembly members selected from volunteers will also represent AMC faculty at the University of Colorado Faculty Council. Other members may be asked by the Chair to serve as AMC campus representatives to various University of Colorado Faculty Council Committees.

D. Amendments.

The Constitution and Bylaws of the AMC Faculty Assembly may be amended only by acting through the AMC school/college faculties or faculty governing bodies. A simple majority vote of the faculty governing bodies will signify approval of proposed amendments.

Article V.

APPENDIX

Definitions of faculty and faculty governance structure from each school and Denison Library, and process for selection of AMC Faculty Assembly representatives.

- A. Health Sciences Library
- B. Graduate School
- C. School of Dental Medicine
- D. School of Medicine
- E. College of Nursing
- F. School of Pharmacy
- G. School of Public Health

Retired faculty will select a representative from the Retired Faculty Association of the AMC.
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Reviewed: 04/89 Morse/Prasad;08/08/89;Morse; 10/ 16/89 Committee; 11 /06/89 Prasad; 11/06/89 Asst V-C M. Gulbenkian; 11/09/89 D. Wilkerson, Legal Office HSC; 12/20/89 Prasad; 12/31/89 Committee; 01/03/90 Committee; 01/22/90 Assembly- Acceptance. 13 approval.2.disapproval; 01/--/90 Chancellor Nelson, W-A-E.Skurnik;03/12/90 Chancellor Nelson, Asst V-C Gulbenkian K Prasad. D. Wilkerson. M. L. Morse.

Updated references passed by Faculty Assembly-, Dec. 1. 1994.

Amendment recommended by Faculty Assembly- Article III.E. Committees: Feb. 2, 1995

Revision 1999: Reviewed 3/9/99 Assembly; 3/18/99, 3/25/99 committee; 4/28/99 Bakemeier, Igoe, Townsend; 4/29/99 Assembly; 5/26/99 Revision: Reviewed 7/9/99 with Steve Zweck-Bonner University Counsel, Bakemeier, Igoe, Townsend.

Amendment recommended by Faculty Assembly 10/28/03: re: School Representation for President Position.

Amendment recommended by Faculty Assembly 09/30/14: re: addition of the School of Public Health; reallocation of school/college membership (reduction of SOM from 11 to 10, addition of SOPH from 0 to 2); recognition of changes in school/college name.