

**UNIVERSITY OF PITTSBURGH SCHOOL OF MEDICINE****PLAN OF ORGANIZATION****ARTICLE I - MEMBERSHIP****Section 1.**

The faculty of the University of Pittsburgh School of Medicine (UPSOM) consists of the UPSOM Dean/Senior Vice Chancellor (SVC) Health Sciences, all members of the faculty at the rank of Instructor or higher, and *ex-officio*, the Chancellor of the University.

**Section 2.****Types of Appointment**

- (a) Regular faculty member: a faculty who receives a salary from the UPSOM and holds the title of: Instructor, Assistant Professor, Associate Professor, or Professor. Some Regular faculty carry the Research prefix, and these faculty devote most of their effort to research in a supportive role. Research prefix faculty make minimal contributions to the education and service missions of the UPSOM and hold the rank of: Research Instructor, Research Assistant Professor, Research Associate Professor, or Research Professor.
- (b) Volunteer faculty member: a faculty who is not salaried by the University and who volunteers services in whole or in part to a department. These faculty receive the prefix of Clinical or Adjunct.

Clinical prefix faculty spend the majority of their effort in clinical practice and voluntarily contribute to the education of medical students. Clinical prefix faculty hold the rank of: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. The title of Clinical Instructor may be proposed by a department for senior fellows/trainees who engage in independent clinical practice and have admitting privileges to a hospital.

Adjunct faculty hold a primary appointment at another institution and are given an adjunct appointment at the UPSOM. Adjunct faculty hold the rank of: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct

Professor.

- (c) Visiting Faculty: a faculty who is appointed to a department for a defined period of time (e.g. sabbatical) and who holds the same or equivalent professorial rank at their home institution.
- (d) Faculty with meritorious and honorific titles: faculty who are awarded meritorious and honorific titles in accordance with the University Handbook and the source documents to which each refers: Distinguished Professor, Distinguished Service Professor, Distinguished University Professor, Endowed Chair, Endowed Professorship, Emeritus.
- (e) Postdoctoral Associates/ Scholars: individuals with a doctoral or equivalent degree who are pursuing additional education and training may be appointed with one of the following titles, which do not confer faculty status:

Postdoctoral Associate – for an individual who recently was awarded a Ph.D. or equivalent degree and is involved in full time research or scholarship. The appointment is viewed as preparatory for an academic and/or research career and is supported by internal or external research funds awarded to a supervising faculty member, under which the appointee works.

Postdoctoral Scholar – for an individual who recently was awarded a Ph.D. or equivalent degree and who is involved in full time research or scholarship. The appointment is viewed as preparatory for an academic and/or research career and is supported by: an external grant that prohibits the individual from being considered an employee; a grant in which the funding source does not permit collection of a fringe benefit rate; or a stipend by an agency outside of the University. The appointee works under the supervision of a faculty member.

- (f) Visiting Scholar: Individuals with a PhD, MD, or comparable terminal degree, who visit the UPSOM because of expertise or experience in a

specific skill or area of research that is of benefit to the research endeavor and is coming to advance his/her own research via a time limited collaboration.

- (g) Heath Sciences Research Fellow: individuals with a US Bachelor's degree or equivalent, not having achieved a terminal doctoral degree, who visit the UPSOM to engage in a time-limited mentored learning experience that is explicitly described and supervised by a PI.

### **Section 3.**      **Appointment**

The UPSOM complies with the University of Pittsburgh Bylaws for consideration of all faculty appointments, promotions, and conferral of tenure.

All nominations for appointment and promotion to the Faculty of the UPSOM are made to the UPSOM Dean/SVC by the Chair of the relevant department.

The UPSOM Dean/SVC submits all faculty appointments and promotions to the rank of associate professor or professor to the relevant standing committee.

In the case of appointments and promotions with tenure, or within the tenure stream, to the rank of associate professor or professor, the UPSOM Dean/SVC submits the nomination to the standing committee for Tenured Faculty Promotions and Appointments for consideration of the academic qualifications of the candidate.

In the case of appointments and promotions in the appointment stream, or outside the tenure stream, to the rank of associate professor or professor, and to research associate professor or research professor, the UPSOM Dean/SVC submits the nomination to the standing committee for Appointment Stream Faculty Promotions and Appointments for consideration of the academic qualifications of the candidate.

For both tenured and appointment stream faculty

appointments and promotions to the rank of professor or associate professor, the Office of Faculty Affairs (OFA) requests internal and external authorities to comment on the suitability of a candidate for promotion or appointment. Both the department/candidate and the relevant committee may suggest the names of authorities who are qualified to comment on the proposed appointment or promotion. A minimum of six letters from authorities with primary appointments outside the University of Pittsburgh are required for the relevant committee to consider an appointment or promotion.

The UPSOM Dean/SVC, Executive Vice Dean, and Vice Dean for Faculty Affairs are non-voting, ex-officio members of the committees. Positive recommendations from standing committees are submitted to the UPSOM Dean/SVC for consideration. The UPSOM Dean/SVC transmits a recommendation to the Provost.

Appointments and promotions to volunteer faculty ranks (clinical or adjunct prefix) at the level of associate professor or professor are evaluated by the standing committee for Affiliated Faculty Promotions and Appointments. Positive recommendations from the standing committee are submitted to the UPSOM Dean/SVC for consideration. The UPSOM Dean/ SCV transmits a recommendation to the Provost.

Secondary appointments and promotions to the rank of associate professor or professor are evaluated by the Vice Dean for Faculty Affairs. Positive recommendations are submitted to the UPSOM Dean/SVC for consideration. The UPSOM Dean/ SVC transmits a recommendation to the Provost.

In the case of appointments of visiting professors of the various professorial ranks, and assistant professors and instructors of the various types, the Vice Dean for Faculty Affairs submits a recommendation to the UPSOM Dean/SVC. If the UPSOM Dean/SVC approves the appointment, the UPSOM Dean/SVC forwards the recommendation to the Provost.

To recruit a department chair, the UPSOM Dean/SVC appoints a search committee of at least

five members to identify suitable candidates and make recommendations to the UPSOM Dean/SVC. The UPSOM Dean/SVC ensures that the faculty are broadly represented on search committees to maximize identification and careful consideration of a broad pool of candidates.

**Section 4.****Terms of Appointment**

(a) The University of Pittsburgh rules of appointment apply to all faculty members of the UPSOM. The term of appointment for Visiting faculty does not exceed one year and may be renewed twice. The terms of appointment for appointment stream faculty is not more than five years, and may be renewed.

(b) Faculty members with the research or visiting prefix at the various professorial ranks may not hold tenure.

(c) No member of the faculty may be recommended for removal during a current term of appointment, except for cause or contractual stipulation. Faculty removed for cause may file an appeal to the University.

**Section 5.****Annual Review of Regular Faculty**

Each regular faculty member of the UPSOM is required to have an annual performance review by the department chair or designee. A formal description of the review process is provided to each faculty member by the Office of Faculty Affairs (OFA) upon appointment.

An adverse action, resulting from a negative review, with which the faculty member disagrees is first discussed with the Department Chair to determine if resolution within the Department is possible. If that proves to be unsatisfactory to the faculty member or is not feasible, the faculty member (including Department Chairs) may file a formal appeal to the UPSOM Dean/SVC. In this determination, the UPSOM Dean/SVC seeks the advice of a panel of members of the Executive Committee of the Faculty. This panel has at least five members, the majority of whom shall be elected members-at-large. Panel

members must not have conflicts of interest in the case.

The University of Pittsburgh has policies for a two-step process for faculty grievances. The relevant policies and procedures are:

AC 22 Faculty Grievances (formerly 02-03-01).

Faculty Grievances/Alternative Policy AC 23 (formerly 02-03-01A).

## **ARTICLE II - DUTIES**

### **Section 1.**

**Faculty** - Subject to the authority of the UPSOM Dean/ SVC of the Health Sciences, Provost, Chancellor, and Trustees of the University, the faculty control: (1) all matters pertaining to the educational policy of the UPSOM; (2) the general principles underlying teaching; (3) matters relating to the ethical conduct of research; (4) the discipline of students; (5) the curriculum and its schedule; and (6) admission of students. By faculty vote, students who have satisfactorily completed the work of the UPSOM are recommended to the Board of Trustees of the University for graduation and to receive the degree of Doctor of Medicine.

Recommendations to award a master's or doctoral degree are made after a student has completed the requirements of the graduate program of the UPSOM. Doctoral degree students must successfully defend a research thesis before a committee of the graduate faculty.

### **Section 2.**

**The Dean** – The Chancellor of the University of Pittsburgh appoints the UPSOM Dean/Senior Vice Chancellor (SVC). The Dean/SVC is the executive officer of the faculty and the liaison officer between the faculty and the University administration. The UPSOM Dean/SVC initiates such actions as deemed necessary or desirable for the advancement of the best interests of the UPSOM, obtaining the advice of the Executive Committee of the Faculty when appropriate.

### **Section 3.**

**The Executive Committee of the Faculty** – In distinction from the Regular Faculty, which is directly responsible for the development of academic

policies, the Executive Committee of the Faculty is primarily an administrative and advisory body of the UPSOM and (a) plans for the detailed execution of the academic policies formulated by the Faculty and endorsed by the UPSOM Dean/SVC; (b) acts as an advisory body to the UPSOM Dean/SVC; (c) acts upon select recommendations for appointments and promotions of the faculty of the UPSOM; and initiates any actions not otherwise provided for in this plan as are necessary or desirable for the best interests of the School of Medicine. The Executive Committee of the Faculty is responsible for its actions to the Regular Faculty of the UPSOM.

#### **Section 4.**

**Chairs and Interim Chairs of Departments** - The Chair or Interim Chair of each department has the responsibility, duty, and authority: (a) to administer properly the affairs of the department in the best manner to advance the instruction of students according to the School's curriculum; (b) to facilitate research; (c) to provide justly, wisely, and economically for the expenditure of department funds for the best interests of the department and School; (d) to nominate, with the advice of senior members of the department, candidates for appointment, reappointment or promotion in the department; (e) to consult with and seek advice from the members of the department to promote efficient and effective operation of the department; (f) to provide for or designate and supervise the annual faculty performance evaluation and plans for the coming year for all of the members of the faculty in the department in a manner that is fair, equitable, objective and accurately weighted in regard to the fraction of time the faculty member allocates to teaching, research and other scholarly activities, administration and service and clinical service activities for faculty members with clinical activities; (g) to consult with and seek advice from faculty members of other departments and of other faculties to achieve proper coordination and integration of the educational activities of the University; and (h) to initiate such actions, not otherwise provided for in this document, as are in the best interests of the department, the UPSOM, and the University.

### **ARTICLE III - MEETINGS**

**Section 1.**            **Faculty** - The Faculty have a minimum of three meetings per year. At one of those meetings, the UPSOM Dean/SVC gives a State of the School address. Special meetings may be called at any other time by the UPSOM Dean/SVC or upon the written request of twenty-five or more members of the Faculty. These meetings are called in a timely fashion and no later than five weeks after written request. At each meeting, a report of the activities of the Executive Committee of the Faculty shall be presented. In order to obtain the greatest representation possible of the faculty, votes on motions made and discussed at meetings are taken by electronic means.

**Section 2.**            **Executive Committee of the Faculty** - The Executive Committee of the Faculty meets approximately quarterly. Special meetings are called at any other time by the UPSOM Dean/SVC, Chair of the Executive Committee, or upon the written request of five or more members of the committee.

**Section 3.**            **Parliamentary Rules** - For all faculty meetings and meetings of the Executive Committee of the Faculty, unless otherwise stated, the most recent edition of Roberts Rules of Order prevails.

**Section 4.**            **Secretary** - The Chair of the Executive Committee appoints an appropriate individual to serve as secretary of meetings of the Faculty and meetings of the Executive Committee of the Faculty. This individual prepares meeting minutes and/or a recording in a timely manner.

#### **ARTICLE IV - QUORA**

**Section 1.**            **Faculty** – Fifty members of the faculty constitute a quorum at all regular and special meetings of the faculty.

**Section 2.**            **Executive Committee of the Faculty** - One half of the voting members of the Executive Committee of the Faculty constitutes a quorum at all regular and special meetings of that Committee.

**Section 3.**            **Other Committees** - All committees, other than the

Executive Committee of the Faculty, determine their own Quora.

## **ARTICLE V - COMMITTEES**

### **Section 1.**

There are eleven standing committees of the faculty as hereinafter named and constituted. Other committees are appointed by the UPSOM Dean/SVC, as deemed necessary, or proposed and approved by the faculty or the Executive Committee of the Faculty. Standing committees are broadly representative of the faculty.

### **Section 2.**

**Standing Committees of the Faculty** - The standing committees, to be appointed by the UPSOM Dean/SVC, are as follows:

**A. The Executive Committee of the Faculty** –The duties of the Executive Committee of the Faculty are detailed in Article II, Section 3, and its meetings are detailed in Article III, Section 2. This Committee consists of the following members: the Chancellor of the University, nonvoting, and the following voting members: UPSOM Dean/SVC, Executive Vice Dean, Vice Dean for Faculty Affairs, Vice Dean for Education, and the Chair or Interim Chair of each department in the School of Medicine.

In addition, nine members-at-large of the Executive Committee of the Faculty are elected by the faculty. Three are from basic science departments and six from clinical departments. These members-at-large serve for three years and may be re-elected once. After a one-year hiatus, faculty may be re-nominated. Nominations are solicited from the faculty.

The Dean/ SVC appoints the Chair of the Executive Committee of the Faculty from among the UPSOM's Vice Deans/ Executive Vice Dean. It is the privilege, authority, and responsibility of the UPSOM Dean/SVC or Vice Dean for Faculty Affairs to invite to any meeting of the Executive Committee of the Faculty such faculty members whose presence will aid in the consideration of issues before the Committee.

**B. Nominating Committee** – The Nominating

Committee oversees the process of eligibility and nomination for membership to the standing committees of the faculty. This Committee consists of seven voting faculty members, five ex-officio (Vice Deans for Education and Faculty Affairs and chairs of three standing committees [Admissions, Curriculum, and Graduate Council]), and two elected by the medical school faculty. The elected faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being considered to rejoin the committee. The chair of the committee is the Vice Dean for Faculty Affairs.

**C. Admissions Committee** - This Committee considers the qualifications for admission of applicants, and has the final responsibility for accepting all students to the medical school. The Dean/ SVC charges the Committee, but may not make decisions to admit or not admit individual applicants. The Committee is broadly representative of the faculty and consists of 30 UPSOM faculty members (some of whom may be alumni of the medical school), eight UPSOM medical students (maximum of two may vote at any meeting), and three community members. Four faculty members are elected by the UPSOM faculty. The balance of the faculty members are selected by the Admissions Committee from the pool of faculty who interview candidates for admission to the MD program and those already on the committee. The Associate Dean of Admissions and Financial Aid functions as Chair of the Committee and in the absence of the Associate Dean, the Assistant Dean for Admissions and Financial Aid functions as the Chair. The Chair is always a non-voting member. Members are appointed for three-year terms and may serve no more than 6 consecutive years. After a one-year hiatus, the individuals may be reappointed. The Dean/ SVC or designee approves the individual faculty members selected by the committee.

**D. Committee on Student Promotions**- This Committee monitors medical student academic progress and makes fair and consistent rulings on questions regarding student progress, remediation, and ultimately, awarding of the Doctor of Medicine

degree. This Committee consists of 12 faculty members of which nine are selected by the Dean/SVC or designee, and three are elected by the UPSOM faculty. Ex-officio members are determined by the Vice Dean for Education. The Chair is appointed by the Vice Dean for Education from among the Committee's voting members. The Committee may choose to organize its efforts through the use of subcommittees. All faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.

**E. Curriculum Committee** - This Committee has the responsibility of providing oversight and governance of the MD curriculum. The Committee is charged with the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated UPSOM medical education curriculum. The Committee approves all educational curriculum policies. The Committee is led by a Chair and Vice Chair, selected by the Vice Dean for Education. Both tenured and appointment stream faculty are part of the membership. The Committee consists of 16 faculty members with 12 being faculty appointed by the Dean/SVC or designee, with input from the Curriculum Committee leadership, and, four faculty elected by the UPSOM faculty, medical students (four elected representatives from each year with maximum of one voting per year at any meeting), combined MD/PhD students (two elected representatives with maximum of one voting at any meeting), and ex-officio non-voting members as determined by Vice Dean for Education. The Committee may choose to organize its efforts through the use of subcommittees. All faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.

**E. Educational Policy Council** – This Committee ensures that any educational administrative policy proposal or revision is consistent with legal, regulatory, and university standards. The Executive Vice Dean determines if any policy approved by the Educational Policy Council (EPC) requires further level(s) of approval by the

Executive Committee and/or the UPSOM Dean. The Committee consists of eight voting members: Vice Dean for Education (chair and only votes if a tie), five ex-officio voting members: Executive Vice Dean; Associate Deans for Admissions/Financial Aid, Medical Education, and Student Affairs; Assistant Dean for Accreditation and Continuous Quality Improvement, and two elected members (Vice Chairs of Education with one basic science and one clinical) elected to serve by vote of the entire group of Vice Chairs of Education. Elected faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.

**G. Graduate Council** - This Committee administers the policies of the graduate programs of the UPSOM, reviews and approves changes or new graduate program proposals, and reviews the nominations to the Graduate Faculty. This Committee consists of the following voting members: one representative (Program Director) of each PhD, Master of Science, and Certificate Program, Associate Dean for Graduate Studies, and Medical Scientist Training Program (MSTP) Director. The nonvoting members are the Assistant Deans for Graduate Studies and UPSOM Graduate Student Association President. PhD Program directors vote on the graduate faculty appointments and, approval or changes of PhD, Masters, and Certificate programs. Master of Science (MS) program directors vote on approval or changes of only Masters and Certificate programs. Certificate Program Directors vote on approval or changes of only Certificate programs. Two voting UPSOM PhD faculty who are members of university graduate faculty are elected to serve on the Committee by vote of the UPSOM regular graduate faculty with a PhD degree. The Graduate Council is chaired by the Associate Dean for Graduate Studies who also votes in situations in need of a tie-break. Elected faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible for re-election to the committee. The Graduate Council meets approximately 12 times per year.

**H. Planning and Budget Committee** –This Committee provides the opportunity for faculty and staff to have input into the development of budgetary policies, procedures, and priorities of the school. The Committee is charged with reviewing programmatic and budgetary issues within the UPSOM and report its recommendations directly to the UPSOM Dean/SVC. The Committee consists of 15 voting members that include faculty and staff from departments in the UPSOM. The elected membership (12 of the 15 total members) is designated to maintain a balance of approximately eight clinical departments and four basic science departments. The UPSOM Dean/SVC, or designee, appoints three of the 15 members to the Committee: the Committee chair, the Executive Vice Dean, and the Director of Finance.. All elected members serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.

**I. Committee for Tenured Faculty Promotions and Appointments**- This Committee reviews all proposals for appointment with tenure, appointment as associate professor or professor in the tenure stream, promotion with tenure, promotion in the tenure stream, and conferral of tenure at the associate professor and professor ranks. Positive recommendations from the standing committee are submitted to the UPSOM Dean/SVC for consideration. The UPSOM Dean/SVC transmits a recommendation to the Provost. This Committee consists of at least 18 members of the faculty with staggered three-year terms. Members are nominated by the UPSOM faculty and elected by ballot of the Executive Committee of the Faculty. Membership consists of tenured associate professors and professors. All Faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee. The Committee chair is appointed by the Vice Dean for Faculty Affairs.

**J. Committee for Appointment Stream Faculty Promotions and Appointments** -This Committee

reviews all appointment stream proposals for promotion and appointment at the associate professor and professor ranks in the appointment stream and outside the tenure stream. Positive recommendations from the standing committee are submitted to the UPSOM Dean/SVC for consideration. The UPSOM Dean/SVC transmits a recommendation to the Provost. This Committee consists of at least 24 members of the faculty with staggered three-year terms. Members serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee. Members are nominated by the faculty and elected by ballot of the Executive Committee of the Faculty. Membership consists of tenured and appointment stream associate professors and professors. The Committee chair is appointed by the Vice Dean for Faculty Affairs.

**K. Committee for Affiliated Faculty Promotions and Appointments**

- This Committee reviews department proposals for promotions and appointments of faculty with the Clinical or Adjunct prefix. Positive recommendations from the standing committee are submitted to the UPSOM Dean/SVC for consideration. The UPSOM Dean/SVC transmits a recommendation to the Provost. This Committee consists of at least seven faculty members with the rank of associate professor or professor (appointment stream, tenure stream, and/or tenured). No less than three members are from faculty who are clinical associate professors or clinical professors. Members serve staggered three-year terms. Members serve for three years, and may be re-appointed once. After a one-year hiatus, faculty may be re-nominated. Members are nominated by the Executive Committee of the Faculty and are appointed to the Committee by the Vice Dean of Faculty Affairs. The Committee chair is appointed by the Vice Dean for Faculty Affairs.

**Section 3.**

**Department Meetings** - It is the responsibility of each department chair to arrange and hold not less than three meetings during the academic year of all regular faculty

members of the department.

**Section 4.**

All Standing and Special Committees report their proceedings to the Executive Committee of the Faculty and through it to the faculty. The UPSOM Dean/SVC and Executive Vice Dean shall be a non-voting member of each standing committee.

**ARTICLE VI - AMENDMENTS**

**Section 1.**

Proposed amendments to the UPSOM Plan of Organization are distributed to the faculty one month prior to voting on changes. Proposed amendments may be discussed at a faculty meeting. The vote is carried out by electronic means. A two-thirds majority of the number of faculty members voting electronically is required for passage.

Adopted December 5, 1958

Amended June 1959

Amended February 1962

Amended October and November 1964

Amended September 1988

Amended September 1995

Updated language approved by the Executive Committee of the Faculty

January 11, 2011, but not approved by the Faculty at the Faculty

Meeting October 7, 2013

Updated language approved by the Executive Committee of the

Faculty January 14, 2014 and approved by the Faculty June 9,

2014 by electronic vote

Amended August 2014

Updated language approved by the Executive Committee of the

Faculty July 21, 2025