

Medical School Faculty Advisory Council (FAC)

Standard Operating Procedures

Purpose and Scope

The Faculty Advisory Council (FAC) advises the Medical School Dean on matters pertinent to the research, educational, faculty health, clinical programs, and/or diversity, equity, and inclusion (DEI) of the Medical School, including faculty affairs, finance, and planning. The responsibilities of the FAC include:

- Overseeing the functions of the faculty assembly, including working with the Dean to develop the agenda for faculty assembly meetings;
- Reviewing and making recommendations on policies that are being forwarded to the faculty assembly for approval;
- Periodically reviewing the constitution, bylaws, and charters of the Medical School and, when necessary, charging a special committee to draft amendments.

Additionally, the FAC may serve other roles including:

- Advising the Dean on strategic planning, development, and implementation of short- and long-term goals;
- Developing methods in terms of advocating for the Medical School to external communities;
- Providing vision/support for Medical School improvements for its faculty, staff, and students;
- Monitoring evolving state, national, and international healthcare needs, and identifying emerging directions for research, education, and/or clinical programs at the Medical School;
- Serving as a conduit between the Medical School Dean and Medical School Departments and Divisions.

Members of the FAC include Medical School faculty who have been elected by their peers to the University Senate.

Definitions and Acronyms

- FAC: Faculty Advisory Council
- OFA: Office of Faculty Affairs

Responsibilities and Organization

Responsibility: The responsibility of the FAC is as stated above in “Purpose and Scope.”

Leadership: The FAC is led by a Chair and a Vice Chair, or two Co-Chairs. Towards the end of each academic year (July 1 through June 30), a member of the current FAC is solicited for the role of Vice Chair for the next academic year. A vote is held by FAC members to approve the new Vice Chair. The Vice Chair will then be promoted to the Chair position the following year. If the Vice Chair and Chair prefer, they may serve jointly as Co-Chairs for the academic year. If there are no volunteers for the FAC leadership roles, the FAC may nominate the current Chair/Vice Chair to serve an additional one year term. Additionally, at the beginning of each academic year the FAC creates an Executive Committee in order to streamline processes (see below). The members of the FAC Executive Committee will be voted on by the FAC towards the start of each academic year.

Involvement: Members of the FAC consist of dually elected members of the University Senate, as well as ad hoc members (see below). A list of current FAC members is posted on the Office of Faculty Affairs (OFA) website.

Ad-hoc Committees/Subcommittees: The FAC Executive Committee (leadership team) will consist of the following, as determined by voting from current FAC members (unless otherwise stated):

- A. FAC Chair
- B. FAC Vice Chair (as above, instead of FAC Chair/Vice Chair may be two FAC Co-Chairs)
- C. FAC Subcommittee Chairs: Research, Clinical Enterprise, Education, and DEI
- D. Academic Health Center Faculty Consultative Committee (AHC FCC) Representatives
- E. Duluth Campus Representative(s)
- F. Ex-officio officer (the previous FAC Chair)

Procedures

Meeting Time and Frequency: The FAC meets on the 4th Monday of each month from 4:00-5:15 PM. The FAC Executive Committee meets on the 4th Monday of each month following the FAC meeting, from 5:15- 6:00 PM. Meetings are held via Zoom. Future calls for FAC representation will reference the day/time of meetings to ensure elected members are available.

Committee Procedures and General Operations:

Scheduling: See “Meeting Time and Frequency”

Communications: The FAC Chair/Vice-Chair/Co-Chairs will maintain an email list for communications. Any FAC member can use the email list for communication regarding FAC business at any time, without approval. If someone wants to use the email list for other purposes, they should communicate their intent to the FAC Chair and/or Vice Chair (or Co-Chairs), who will decide whether the email can be sent via this mechanism. These decisions will be made on a case-by-case basis.

Voting mechanics:

1. Votes can be held any time that FAC is collectively endorsing a position, or as required by University policy (i.e., naming committee representatives).
2. Votes should ideally be discussed at least one meeting prior to a vote, however, decisions to discuss votes at other times can be made on a case-by-case decision by the FAC Chair, Vice Chair, and/or Co-Chairs.
3. Votes should ideally be held during scheduled FAC meetings, with a clear description of the motion being provided in the meeting agenda. However, if a vote at a meeting does not meet quorum requirements ($\geq 50\%$ of membership), or if an urgent issue requiring a vote arises between scheduled meetings, an electronic vote can be held.
4. A motion passes if it is approved by a majority of FAC members ($\geq 50\%$ of membership)

Quorum: A quorum is defined as $\geq 50\%$ of FAC membership.

Monthly Reporting: At each FAC meeting, notes from the previous month’s FAC meeting are reviewed and approved by members of the FAC in attendance. After this time, notes are posted on the OFA website.

Annual Reporting: The FAC Chair may be invited by the Dean to present a report at the yearly Medical School Faculty Assembly. The chair of the FAC will be the Vice Chair of the faculty assembly.

Changes to FAC Standard Operating Procedures: Changes to the FAC Standard Operating Procedures can be proposed by any member of the FAC, and approved through a majority vote of FAC members (≥50% of membership)

Membership

Membership composition: Members of the FAC will consist of Medical School faculty elected by their peers to the University Senate. Additional faculty in attendance at meetings may include former FAC Chairs, Duluth Campus representatives, and members of the Academic Health Center Faculty Consultative Committee.

Term limitations and requirements: Medical School faculty selected for the University Senate, who are also selected concurrently to serve on the FAC, are selected for three-year terms, renewable once (for a total maximum of 6 years). After six years, Medical School faculty are required to take one year off, and then may be re-elected to the University Senate/FAC for another 3 year term (again, renewable once for a total maximum of 6 years).

Membership limitations and requirements: See “Term Limitations and Requirements”

Alternate Membership/Absences:

Attendance at FAC Meetings:

1. If a FAC member must miss a meeting, they are asked to name a substitute faculty member to attend that meeting by notifying the Office of Faculty Affairs (ms-ofa@umn.edu) and/or FAC Chair/Vice Chair/Co-Chairs.
2. Members will be contacted if they miss two meetings and/or votes in an academic year. If they miss a third meeting/vote, their Department/Division head will be notified and a replacement Senator may be considered.

University Senate Vacancies:

1. If there is a University Senate vacancy, an interim appointment will be made by the Dean, upon the recommendation by the FAC. The interim Senator will serve until the next scheduled School wide election.
2. The position will be offered initially to Departmental/Division Representatives currently serving on FAC. If more than one FAC member is interested in the position, FAC will vote to determine the replacement.
3. If no Department Representative agrees to serve, the FAC Executive Committee will identify a candidate, and make a recommendation to FAC.

Solicitation of New Members and Membership Promotion:

1. Each year, the OFA will elicit Medical School Faculty to join the University Senate.
2. Promotion to FAC leadership positions is as described in “Responsibilities and Organization.”