Bylaws of the Frederick P. Whiddon College of Medicine

Article I: Name & Key Positions

The bodies constituted in this document shall be the Executive Leadership Team and the Faculty Assembly of the University of South Alabama Frederick P. Whiddon College of Medicine (Whiddon COM), Mobile, Alabama.

Section I. Dean, Whiddon COM

The Dean of Whiddon COM is the chief academic and administrative officer of the College and reports to the Executive Vice President and Provost of the University of South Alabama. The Dean holds final authority over the academic affairs of the College, including the Doctor of Medicine program, the Ph.D. graduate degree in biomedical sciences program, faculty affairs, and other academic matters entrusted to the College. The Dean is responsible for the quality, integrity, and advancement of the College's educational, research and scholarly mission.

Within the integrated academic health center, the Dean serves as a peer executive leader with the Chief Executive Officer of USA Health and serves on the USA Health Executive Committee. Within the University, the Dean serves on the USA Council of Academic Leaders, and the USA Council of Academic Deans, and leads the Whiddon COM Executive Leadership Team (ELT).

The Dean is responsible for oversight of curriculum, student admissions, student assessment and advancement, graduation requirements, faculty appointments, promotion and tenure, academic development, and the research mission of the College. The Dean also works collaboratively with USA Health leadership to align the clinical, educational, and research missions of the institution and to support the clinical learning environment, graduate medical education, leadership of clinical departments, and stewardship of resources necessary to fulfill the mission of the College.

Section II. Faculty

Faculty are expected to abide by and fulfill the responsibilities and duties described in the USA Faculty Handbook and the Whiddon COM Compact Between Teachers and Trainees in Medicine and Biomedical Sciences.

Article II: Membership

Section I. The Executive Leadership Team

The membership of the Whiddon COM (ELT) will include the Dean along with the Associate Deans of Research, Medical Education, Faculty Affairs/Faculty Development, Health Advancement, Accreditation and

Planning, Student Affairs, Finance and Administration, and Graduate Medical Education. Additional members are the Assistant Dean for Admissions, the President of the Faculty Assembly, the Director of the Office of Research Education and Training (ORET), and the Director of Development & Alumni Affairs. The Dean will also appoint two chairs of basic science departments, two chairs of clinical departments, and two representatives from USA Health.

Section II. Faculty Assembly

The Assembly shall consist of all members of the regular faculty of the Whiddon COM holding the rank of Professor, Associate Professor, Assistant Professor, Instructor or Lecturer, Research Associate Professor, and Research Assistant Professor. Each member shall have one vote. Adjunct faculty and faculty from other units in the university who hold joint appointments in the Whiddon COM shall not be members of the Assembly. Assembly officers are elected as follows:

- An Assembly secretary will be elected each spring. The newly elected secretary will serve in this position for one year beginning the following September 1st. This individual will sequentially serve as Vice President and President during the subsequent two years. Following the President's term of service, this individual will act as Past President for an additional year.
- Assembly officers must have an associate professor or full professor rank and have been active faculty members for the last 3 years.
- Nominations for all positions will be electronically requested from the faculty by the Assembly secretary. The Assembly will vote on the nominees by secret ballot via a secure server, with results reported electronically to the Assembly as soon as they are available.
- In the event of the resignation of an officer or member at large, nominations will be requested from the faculty prior to the next scheduled meeting. The elected officer will serve for the duration of time remaining in the position of the resigned.

Article III: Academic and Administrative Affairs

It shall be the purpose of the Whiddon COM ELT and the Assembly to promote excellence in all aspects of medical and graduate education, research, and health service at Whiddon COM, in support of the mission and vision of the College.

Mission: Our mission is to provide innovative research, education, and clinical care in a culture of excellence, discovery, and scholarship to the next generation of physicians, scientists, and educators to advance patient-centered and equitable healthcare.

Vision: We envision a thriving community of medical educators, researchers, and physicians who advance high-quality, innovative, and reliable health care for all.

Section I. Whiddon COM ELT

The Whiddon COM ELT shall act as the principal policy-making and governing body of the Whiddon COM subject to the rules and regulations of the Board of Trustees of the University of South Alabama. The members of the Whiddon COM ELT shall exhibit an active interest in the progress and future of the medical school and shall be responsible for active participation in major planning for Whiddon COM and the campus

as a whole. The Dean, as the administrative officer, is responsible for approval of and implementation of all policy decisions. The Whiddon COM ELT shall, in accordance with the powers delegated to the faculty by the Board of Trustees of the University of South Alabama, be responsible for:

- Approval of major programmatic changes in the M.D. and other graduate programs;
- Certification of M.D. candidates for graduation;
- Approval of policies related to faculty in the Whiddon COM;
- Establishment and maintenance of the optimum environment and opportunities for faculty development;
- Establishment of expectations for high standards of ethical, moral, and personal conduct by the faculty and the student body; and
- Periodic review of administrative services within the college that affect directly the teaching, research, and service activities of the faculty.

Section II. The Faculty Assembly

The Faculty Assembly shall participate in the working governance of the college through participation in college committees. The Assembly leadership shall act as a committee on committees to solicit nominations from the faculty regarding membership of standing committees reporting to the Dean as outlined in Section II and hold Assembly elections from those nominations to fill a portion of open committee positions. The Assembly leadership shall hold seats on the Whiddon COM ELT during their term. While the leadership shall work together to organize the functions of the Assembly, specific roles are outlined below:

- The President of the Faculty Assembly shall call and preside over all Faculty Assembly meetings, prepare and distribute ballots to voting members for the election of officers annually, and distribute the Assembly agenda prior to each meeting.
- The Vice President of the Faculty Assembly shall preside over Faculty Assembly meetings in the absence of the Assembly President.
- The Secretary of the Faculty Assembly shall record attendance and minutes at Faculty Assembly meeting and forward them to the Dean of the Whiddon COM and distribute previous minutes prior to Faculty Assembly meetings.

Section III. Committee Membership

Committee membership is generally restricted to members of the Whiddon COM faculty, regularly enrolled students, residents, and staff. For some committees, others may be invited to serve due to needed expertise or regulatory requirements.

- Committee membership may be set by virtue of role, appointment by the Dean, election by the Faculty Assembly and/or by recommendation of the sitting committee leadership; specific details are outlined below for each standing committee.
- The term of service by voting members of standing committees will generally be three years, with appointments beginning July 1st.
- If ad hoc committees are created, appointments shall be by the Dean. Ad hoc committees shall not exist beyond the academic year in which appointed unless specifically appointed for a longer period.

Section IV. Standing Committees

There shall be standing committees of the Whiddon COM, as outlined below. Some committees have an advisory role while others have decision-making responsibilities. Committee chairs, on request, shall submit a written report to the Dean 's office.

Admissions Committee: The Medical Student Admissions Committee is solely responsible for interviewing prospective medical students, making admission decisions, and overseeing the distribution of scholarship funds for incoming M.D. program students. The committee primarily consists of active and retired Whiddon COM faculty but may also include M.D. alumni and community physicians. Additionally, it maintains a pool of ad hoc interviewers—mainly former committee members—to ensure all applicants can be interviewed on scheduled interview dates.

The committee has three standing subcommittees:

1. Interview Subcommittee – Comprised of prior admissions committee members, this subcommittee selects applicants for interviews but does not conduct them.
2. Early Assurance Subcommittee – Made up of standing committee members, who volunteer and are approved by the full committee. This subcommittee selects, interviews, and presents applicants from the undergraduate Early Admissions Program to the full committee for approval.
3. Scholarship Subcommittee – Comprised of standing committee members, who volunteer and are approved by the full committee. This subcommittee allocates scholarship funds to incoming students.

The Assistant Dean for Admissions serves as an Ex Officio voting member, while the Director of the Office of Admissions serves as an Ex Officio non-voting member. New committee members are appointed through an annual self-nomination process to fill vacated seats. Nominations are submitted to the Assistant Dean for Admissions, who in consultation with the sitting committee leadership and the Director of the Office of Admissions, makes the final decisions on committee membership. Further information is provided in the Admissions Committee Handbook.

Basic Medical Sciences (BMS) Executive Committee: The BMS Graduate Executive Committee (BMS GEC) shall have primary responsibility and authority for the academic oversight of the PhD program in Basic Medical Sciences in the College. The BMS GEC makes decisions regarding the PhD program development and curriculum and makes recommendations to the Dean regarding relevant policy to establish and approve program curriculum, academic policies, student progression standards, and program development initiatives. Recommendations requiring institutional approval shall be transmitted to the Dean through the Associate Dean for Research. The BMS Executive Committee shall operate under the leadership of the BMS Director. BMS GEC membership includes the Director of Research Education and Training, basic science chairs, track coordinators, two ad hoc COM graduate faculty members, and a PhD student representative. The Associate Dean for Research shall serve as an ex officio member providing institutional oversight and alignment with the College research mission.

Continuous Quality Improvement Committee (CQI): CQI is charged with developing an effective systematic process for cyclical review of, and proposing action plans for, attainment of Strategic Plan strategies and compliance with accreditation standards. The monitoring system will include the timing of reviews, documentation of improvement initiatives, assessment plans, and results, with reports to the

appropriate Whiddon COM office and/or administrator. The work of the committee is governed by committee bylaws, which may be found here. Membership of the committee will include chairs of other Whiddon COM standing committees, four at-large members elected from the Faculty Assembly, four faculty or administrators appointed by the Dean, four medical students, and one graduate student elected from their respective student bodies. The Associate Dean for Accreditation and Planning and the staff of the Office of Accreditation and Planning will serve as ex-officio non-voting members.

Curriculum Committee: The Curriculum Committee manages the curriculum for the M.D. program, evaluates its effectiveness, makes decisions regarding needed curricular changes, and ensures compliance with LCME curricular standards. Membership is based in large part on role, including module and clerkship directors, medical education leadership, and student representatives.

The Curriculum Committee's and its subcommittee's structure, policies, and procedures are dictated in the committee-specific by-laws.

The Faculty Assembly elects faculty at large to provide 25% of the committee membership. The Dean appoints 25% of the membership. The remaining 50% will be composed of faculty who oversee the design, delivery, and assessment of required courses and clinical experiences across the curriculum.

Faculty Committee on Appointments, Promotions, and Evaluations (FCAPE): FCAPE evaluates requests for appointments, promotions, and tenure and makes recommendations to the Dean. In addition, this group makes recommendations to the Dean for new policy or policy revisions. Full-time Professors and Associate Professors may serve on FCAPE. Associate Professors shall not constitute more than 20% of the total committee membership and may only vote on promotions/tenure recommendations up to the rank of Associate Professor. Note that department Chairs and center/institute Directors may not serve. Ex Officio non-voting members include the Associate Dean for Faculty Affairs and Faculty Development, the Executive Director for the Office of Faculty Affairs and Faculty Development, and the Associate Dean for the Office of Health Advancement. New appointments are made by the Dean.

Graduate Medical Education (GME): The GME Committee oversees all aspects of graduate medical education at the University of South Alabama. The committee is responsible for establishing and implementing policies and procedures that support the quality of education and the work environment for the residents and fellows in all GME Programs. Membership and appointment (including faculty, administrators, and residents) is based on role in GME programming and implementation. Ex Officio non-voting members include the Directors of Quality Management from the USA hospitals and the GME Education Specialist.

Interprofessional Medical Education (IME) Advisory Committee: The IME Advisory Committee provides insight and guidance on the strategic direction of USA Whiddon COM's Office of CME regarding IME programming. Membership includes clinical faculty, as well as four administrators and other health professionals in the USA Health System and the community. Ex Officio voting members include the Directors (or representatives) for Quality Management for the USA hospitals and The Director (or representative) for Risk Management. Ex Officio non-voting members include the Director, Assistant Director, Coordinators, and Staff for the office of CME. New appointments for clinical faculty are filled after election by the Faculty Assembly. Other appointments are made by the Dean. The USA IME Advisory Committee is involved with the guidance and direction of the CME office and IME- accredited activities. The IME Advisory Committee

ensures that content meets the definition of accredited IME and validates the gap analysis, which is the foundation for the activity. The Advisory Committee confirms that the content of USA IME activities support safe, effective patient care, is scientifically sound, balanced, and free from the influence of any industry companies. The IME Advisory Committee is charged with reviewing presentation slide sets for any IME activity speaker that has a financial relationship with an industry company to mitigate the conflict of interest by confirming the presentation is evidence-based on accepted practices in medicine and free of commercial bias. The USA IME Advisory Committee is an integral part of maintaining accreditation for the USA Office of CME.

Medical Student Affairs Committee: This committee is charged with an annual review of the AAMC student surveys and the development and review of policies that relate to student success, safety, and personal/professional development at the Whiddon COM. The committee makes recommendations to the Dean and other committees, including the Curriculum Committee, M3 and M4 committees, and the Student Promotions and Evaluations Committee regarding new policy. Committee membership comprises faculty engaged in undergraduate medical education, members of the Office of Student Affairs, and medical students, one from each cohort (elected class vice president) and one from the Wellness Council. Ex Officio non-voting members include the Associate Dean of Student Affairs, the Assistant Dean of Student Affairs, the Associate Dean of Medical Education, and the Associate Dean of the Office of Health Advancement. The Faculty Assembly elects faculty at large to provide 25% of the committee membership.

Student Promotions and Evaluation (SPE) Committee: The Medical Student SPE Committee is charged with the responsibility for ensuring that each M.D. student fulfills the requirements for promotion and graduation with the degree of Doctor of Medicine. The SPE Committee is further entrusted with the duty of rendering decisions regarding probation, progression through the curriculum, and potential recommendation of dismissal of Whiddon COM students. The USA Whiddon COM provides every qualified student the opportunity to successfully complete the curriculum and graduate; however, the Whiddon COM reserves the right through the workings of the SPE Committee to render recommendations regarding who has or has not demonstrated the necessary qualifications to earn a degree and to practice medicine competently. In addition, the SPE Committee may evaluate cases related to professionalism, professional and ethical behavior, and adherence to the Honor Code. Committee membership is comprised of faculty engaged in undergraduate medical education, ad hoc members from Whiddon COM administration, and medical students from the M2 through M4 cohorts. Student representatives are selected by the Associate Dean for Student Affairs in conjunction with the current SPE Committee Chair. Ex Officio non-voting members include the Associate Dean of Student Affairs, the Assistant Dean of Student Affairs, the Associate Dean of Medical Education, the Assistant Dean of Medical Education for Assessment and Evaluation, the Director of the Office of Health Advancement, the Senior Associate Director of Financial Aid, and the Director of the Office of Student Records and Engagement. The Whiddon COM Faculty Assembly elects faculty at large to provide 25% of the committee membership.

M.D. Student Summer Research Committee: The Student Research Committee is charged with overseeing the Medical Student Summer Research program, including solicitation and review of faculty proposals, organization of the accompanying seminar program, selection of the Research Day speaker, organization of the Research Day, and review of student presentations for awards. Members include basic and clinical faculty. Ex Officio non-voting members include the Associate Dean of Research, Assistant Dean of Admissions, and the Associate Dean of Student Affairs and Program Coordinator(s). Voting members of

the committee are elected by the Faculty Assembly and include basic science and clinical faculty to provide balanced expertise. Up to 25% of the membership, as well as the Chair of the committee, are appointed by the Dean.

There shall be representation on standing committees/working groups of the University, including but not limited to the following:

- University Faculty Grievance Pool
- University Faculty Senate (Elected Representatives, 3-year terms)
- University Graduate Council

Section V. Institutional Research Compliance Committees

The Whiddon COM shall support and provide membership to university-wide committees in order to fulfill the research mission of the Whiddon COM and the University of South Alabama.

Institutional Animal Care and Use Committee (IACUC): The IACUC is responsible for oversight and evaluation of the institution's animal care and use program. IACUC reviews and approves protocols involving the use of animals, reviews and investigates concerns about animal care and use, conducts semi-annual inspections of institutional animal facilities and laboratories, and monitors the training program for faculty and personnel using animals in research. IACUC membership is broad, reflecting the needs and expertise of the University research community related to animal use and regulatory mandates. Therefore, new members are recommended by the University Office of Research Compliance and Integrity and appointed by the Vice President of Research and Economic Development. Up to 25% of the membership may be recommended by the Dean. Ex Officio non-voting members include the Assistant Vice President of Research and Integrity and the IACUC/IBC Administrator.

Institutional Review Board (IRB): The IRB reviews and approves protocols for studies involving human subjects, to protect the rights and welfare of human participants in research. IRB membership is also broad, reflecting the needs and expertise of the University research community related to human subjects use and regulatory mandates. Therefore, new members are recommended by the University Office of Research Compliance and Integrity and appointed by the Vice President of Research and Economic Development. The Dean may recommend up to 25% of the membership. Ex Officio non-voting members include the Assistant Vice President of Research and Integrity, the IRB Administrator, the Director of Risk Management & Insurance, and representation from campus and USA Health Legal Counsel.

Institutional Biosafety Committee (IBC): The IBC is responsible for the inventory, review and approval of all biological hazards use and safety practices. IBC membership is broad, reflecting the needs and expertise of the University research community related to biohazard use and regulatory mandates. Therefore, new members are recommended by the University Office of Research Compliance and Integrity and appointed by the Vice President of Research and Economic Development. The Dean may recommend up to 25% of the membership. Ex Officio non-voting members include the Assistant Vice President of Research and Integrity and the IACUC/IBC Administrator. Ex Officio voting members include the Senior Director of Safety and Environmental Compliance, the University Biosafety Officer. Director, Laboratory of Infectious Disease, and the Director, University Biologic Resources (Attending Veterinarian).

Radiation Safety Committee: This committee is tasked by regulation to guide and promote the safe and efficient use of radiation throughout the University and the Health System. Meetings are held every four months via virtual attendance. The Radiation Safety Officer (RSO) presents issues of concern for consideration, including any change to the radioactive materials license. The committee must consider approval of all clinical or research-authorized users of radioactive material. It must consider approval for research that irradiates human subjects. Membership must include an authorized user of each type of radioactive materials used across the USA System to ensure representation for each type of radiation used. It must include a representative of USA Health's Nursing Services, and a member of management who is neither an authorized user nor a radiation safety officer. It may include other members as USA deems appropriate. Ex Officio voting members include the University RSO, the Senior Director of Safety and Environmental Compliance, and other individuals that might occupy positions of management where ionizing radiation is used. The Laser Safety Committee is a sub-committee of the Radiation Safety Committee. Appointments are made based on recommendation from the RSO.

Article IV: Jurisdiction

The Dean shall chair all sessions of the Whiddon COM ELT. The ELT and the Assembly shall consider all matters that affect directly or indirectly the ability of the faculty to carry out their program of teaching, research, and patient care in the medical school. The ELT shall consider any matters referred to it by the Assembly, the Dean, the University President or the University Board of Trustees. It may submit recommendations on any matters affecting the interests of the medical school to the Dean for action or transmittal to the President and the Board of Trustees. The Assembly President shall chair all meetings of the Assembly and organize any electronic communications and/or voting.

Article V: Meetings

Regular meetings of the Whiddon COM ELT will be quarterly either in person or virtually. ELT members may submit items for the agenda up to one week prior to the next meeting. A special meeting of the Whiddon COM ELT may be called by the Dean or upon request in writing from 25% of the voting members of the ELT. Written notice of such special meetings with agenda shall be sent to all members one week before the meeting. The Assembly shall meet twice yearly, in the fall and spring.

Section I. Quorum

A majority of the voting membership of the Whiddon COM ELT shall constitute a quorum for the transaction of its business.

Section II. Records and Reports

The minutes of each Assembly meeting shall be recorded and made available to the Dean, and the Assembly members.

Article VI. Revision of the Bylaws

Revision of the bylaws shall require a majority agreement with participation of at least 25% of the Assembly and the majority of the Whiddon COM ELT voting membership.

History

Revised May 2026
Revised November 2025
Revised May 2025
Revised November 2024
Revised November 2023
Revised June 2023
Revised June 2022
Revised March 27, 2019
Revised May 2018
Revised Spring 2018
Revised Spring 2009