

**Rutgers, The State University of New Jersey  
Rutgers Biomedical & Health Sciences  
New Jersey Medical School  
Bylaws**

**Section 4 - Committees**

- 4.1 The Committees of the Faculty and their chairs shall be appointed annually by the Faculty Council with the exception of the Committee on Admissions (see Article III, §5.6.2).
- 4.2 **The chairs of the committees shall be nominated by the Committee on Committees (the Dean, the Vice-Dean and the Faculty Organization officers),** and shall ordinarily be members of the Faculty Council. No Faculty Council member may serve as chair for more than one major committee. The Faculty Council may appoint faculty who are not members of the Faculty Council as chairs of committees upon recommendation of the Committee on Committees.
- 4.3 **The faculty members of committees shall be selected by the Committee on Committees in consultation with the chair of the respective committee.** Their appointments shall be subject to approval by the Faculty Council. **All committees shall consist of a minimum of five (5) faculty members, including the chair.** A majority of the faculty members of any committee must be drawn from outside the Faculty Council. Ordinarily, there shall be representation of both clinical and pre-clinical faculties on all committees. Should it be necessary to change the membership of a committee, the chair of the committee will nominate the new member through the Committee on Committees for appointment and approval by Faculty Council.
- Committees will also include non-faculty members where it is deemed appropriate by the Faculty Council or upon recommendation of the chair of the committee or otherwise noted in the Bylaws. Student representatives shall be chosen by the Student Council. Housestaff and community representatives shall be chosen by the Dean.
- 4.4 **The various committees shall regulate their own internal affairs, consistent with the policies and procedures of the University and School bylaws, and with the rules and regulations of the School.** They shall be empowered to form sub- or ad hoc committees as needed for special purposes. The chair of these sub- or ad hoc committees shall, under ordinary circumstances, be a member of the parent committee. Other members of the sub- or ad hoc committees shall be drawn from the faculty. The Vice Dean, Associate Deans (and/or Assistant Deans) shall be members, ex-officio and non-voting, of the appropriate committees, except as indicated below.

Officers of the Faculty Organization shall be ex officio members of all committees of the faculty without vote.

- 4.5 All reports of committees shall be submitted through the Dean to the Faculty Council for appropriate action.

**All reports must be received by the Faculty Council members at least one (1) week prior to the meeting at which they are to be voted upon.** This requirement may be waived by a vote of three-quarters (3/4) of the Faculty Council members present, a quorum being met.

- 4.6 The Committees of the Faculty, in addition to its Faculty Council and Committee on Committees, shall be as follows:

Faculty Committee on Appointments and Promotions (FCAP)  
Committee on Admissions  
Committee on Faculty Affairs  
Committee on Student Affairs  
Committee on Curriculum, Academic Programs and Policies  
Committee on Bylaws  
Committee on Continuing Education  
Committee on Institutional Planning and Development  
Committee on Graduate Medical Education  
Faculty Investigator Committee

Ad hoc committees of the Faculty Council may be appointed by the Dean with the approval of the Faculty Council.

- 4.6.7 **Committee on Continuing Education:** This committee shall be responsible for reviewing and recommending policies and program objectives in School activities relating to continuing education for physicians and shall send its recommendations to the Dean and to the Faculty Council.

[http://njms.rutgers.edu/faculty\\_affairs/documents/NJMSBylawsJune2013forIntergration.pdf](http://njms.rutgers.edu/faculty_affairs/documents/NJMSBylawsJune2013forIntergration.pdf)

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