DAVID GEFFEN SCHOOL OF MEDICINE AT UCLA
ORTHOPAEDIC SURGERY BYLAWS

Approved 05/08/2016 by a 2/3 secret majority ballot of all Senate Faculty: 22 yes, 0 no, 0 abstain, 0 not voting

ARTICLE I - NAME

The Department of Orthopaedic Surgery, David Geffen School of Medicine at University of California, Los Angeles.

ARTICLE II - MISSION AND VISION

Our mission is to deliver

- High-quality, advanced orthopaedic surgical and medical care for adults and children
- Innovations in orthopaedic research
- Excellence in training and education
- Service to the community in a compassionate and cost effective manner

Our vision is to set the standard for comprehensive orthopaedic surgical and medical care for patients of all ages.

ARTICLE III - MEMBERS

A. Full-Time Faculty

Full-time faculty shall include members at UCLA Center for the Health Sciences (CHS), Westwood at the 100 UCLA Medical Plaza Clinic, Santa Monica/UCLA Medical Center or at one of the UCLA-affiliated institutions in both Academic Senate and non-Senate titles, are considered Full-Time Faculty, as listed below:

1. Academic Senate Faculty Titles:
   a. Regular (19900, Ladder) Series
   b. In-Residence Series
   c. Professor of Clinical X

2. Non-Senate Faculty Titles:
   a. Adjunct Series
   b. Health Sciences Clinical (Compensated) Series
   c. Researcher Series
   d. Visiting Professor

B. Voluntary and Emeritus Faculty

Individuals who are community physicians and non-salaried by the University or one of the affiliated institutions, may be appointed to the Voluntary Faculty. Voluntary Faculty must fulfill defined teaching activities on an annual basis in order to remain members.
ARTICLE IV - DIVISIONS AND SECTIONS

The Department of Orthopaedic Surgery shall be comprised of separate divisions representing distinct surgical subspecialties. The Departmental Chairman, in consultation with the Division Chiefs and the Provost/Dean of the School of Medicine, may at his/her discretion create additional, merge, or eliminate divisions contingent upon programmatic or financial justification. The following shall be recognized as designated academic divisions:

- Basic Science
- Foot and Ankle Surgery
- General Orthopaedics
- Hand Surgery
- Joint Replacement/Arthroscopy
- Musculoskeletal Oncology
- Pediatric Orthopaedics / Orthopaedic Institute for Children
- Spine Surgery / Pain Management and Rehabilitation
- Sports Medicine
- Non-Operative Sports Medicine and Orthopaedics
- Trauma Surgery

All full-time and Voluntary faculty shall be appointed within a division.

ARTICLE V - OFFICERS

1. The Department Chair shall be the Executive Officer of the Department, responsible to the Dean and Provost of the Health Sciences for the effective operation of the Department's programs, financial management, and for compliance with University policies and procedures.

   The Department Chair shall be appointed by the Dean of Health Sciences through the customary review and approval process. The Chair is normally appointed for a term of five years and renewal of a Chair's appointment is contingent upon a favorable five-year review conducted by the Dean of Health Sciences.

   The Chair shall appoint an Acting Chair in the event the Chairperson is out-of-town, on vacation, or unable to temporarily carry out his duties as Chair.

2. The Chair may propose the appointment of Executive Vice Chairs with designated responsibilities within the Department with the approval of the Provost and Dean for the Health Sciences. The Vice Chairs shall include:
   - A Vice Chair and CEO of the Orthopaedic Institute for Children
   - A Vice Chair of Research
   - A Vice Chair of Clinical Operations, to be in authority of both Westwood and Santa Monica Hospital facilities and locations
   - A Vice Chair of Clinical Operations, to be specifically operating at the Santa Monica Hospital
3. **Academic Senate Delegate**

    Academic Senate members of the faculty shall elect one Academic Senate faculty member to serve for a period of three years as a Representative to the Legislative Assembly of the Academic Senate. Members of the Academic Senate are those faculty members appointed in the Regular Rank, In-Residence, or Professor of Clinical X series. Should the representative be unable to complete his/her term, the Chair may appoint another Academic Senate faculty member to serve out the remainder of the term.

**ARTICLE VI - DIVISION CHIEFS**

Division Chiefs are appointed and serve at the discretion of the Department Chair. Their appointment is administrative, rather than academic in nature, and therefore may be extended or terminated provided there is programmatic justification to do so.

**ARTICLE VII - POSTGRADUATE EDUCATION**

The faculty shall have the overall responsibility for the selection and training of all house staff appointed by the Department of Orthopaedic Surgery. The training experience shall ensure optimal education for residents as well as the provision of excellent medical care for patients consistent with the general and specific requirements of the Accreditation Council for Graduate Medical Education. The Program Director of the Orthopaedic Surgery residency education shall be responsible for overseeing the curricula and policies of the residency training program. Fellowship program directors shall be appointed by their respective division chiefs where appropriate. They shall be responsible for overseeing the curricula and policies of their respective fellowship training programs.

**ARTICLE VIII - MEETINGS**

The Department Chair shall convene monthly faculty meetings of the full-time faculty, or as s/he deems necessary. The Chair shall set an agenda for the meetings in advance and notify the full-time faculty. Voluntary faculty may be permitted to attend general meetings at the Chair’s discretion. All meetings and committees conducted by the Department will utilize appropriate and customary parliamentary procedures for order and procedures.

**ARTICLE IX - STANDING COMMITTEES**

The Chair shall appoint standing and ad hoc committees as appropriate. The Department shall maintain the following standing committees:

**A. Appointments and Promotions (“A & P”) Committee**

This is a joint committee of Academic Senate faculty at the Associate and Full Professor rank in the participating surgical departments, appointed by the Department Chairs in
consultation with the respective Department faculty. This Committee shall meet as required for the purpose of pre-reviewing all dossiers proposed for appointment, promotion, termination of appointment, change in series, merit increase, fourth-year appraisals, five-year academic reviews, or other required academic review processes. The Committee shall forward their advisory vote and recommendation to the respective home Department Committees on Academic Personnel. A summary of the A & P Committee advisory vote and recommendation shall be maintained in the Surgery Academic Personnel office. This committee provides advisory recommendations to the Executive Academic Actions Committee.

B. Executive Academic Actions Committee
The Executive Academic Action Committee shall be comprised of the Department Chair, Vice Chair, Vice Chair of Research, Vice Chair of Clinical Operations, Program Director (ad hoc if not a member of the Academic Senate), Division Chiefs who are members of the Academic Senate and an Academic Senate member of the research faculty. The Committee is charged with review of academic personnel actions. The Committee shall meet as required to discuss and provide an advisory vote on all academic actions received from the Appointments and Promotions Committee. The results shall then be tallied, recorded in the dossiers, and forwarded as an advisory vote to the voting Academic Senate faculty at the Assistant, Associate and Full Professor rank for their formal Senate vote on these actions.

3. Executive Committee
The Executive Division Chiefs Committee shall be comprised of the Department Chair and clinical Division Chiefs of the Foot and Ankle Surgery, Hand Surgery, Joint Replacement, Musculoskeletal Oncology, Pediatric Orthopaedics, Spine Surgery, Sports Medicine Surgery, Sports Medicine and Non-Operative Orthopaedics, and Trauma Surgery services. They shall meet regularly (a minimum of twice per year) and shall have general responsibility for the development, implementation and enforcement of the administrative, budgetary, and patient care policies of the Department of Orthopaedic Surgery.

4. Program Evaluation Committee
The Program Evaluation Committee shall be responsible for overseeing the curriculum of the training programs (medical student clerkships and residencies), recommending policy and adjudicating coverage and resource allocation issues. The Committee shall be composed of the Residency Program Director, the Associate Residency Program Director(s), two Division Chiefs, and a resident representative. Other members may be included ad hoc as deemed appropriate by the Committee. The committee shall meet at least twice annually, but may be convened on a more frequent, as needed basis.

5. Quality Improvement Committee
The Departmental Quality Improvement Committee made up of a Chief Quality Officer, a Director of Quality Improvement, and appropriate house staff shall meet monthly to develop QI plans to be presented to the Chair for approval. A Chief Quality Officer shall be appointed by the Chair to assure consistency of QA/QI policies with Hospital standards.
ARTICLE X - VOTING PRIVILEGES

A. Substantial Department Questions
Academic Senate members, including Recalled Emeriti, have the right to vote on substantial departmental questions. Non-Senate faculty may not vote on substantial departmental questions.

B. Senate Academic Personnel Actions
The right to vote on personnel actions has been extended to In Residence and Clinical X Professors by a 2/3 majority secret ballot of Tenured Faculty, 03/25/2016, 5 yes; 0 no; 0 abstain; 0 not voting.

Non-Senate faculty may not vote on Senate Academic Personnel Actions.

Senate faculty are given notice of upcoming voting actions at least 1 week in advance. Faculty have the opportunity to collect copies of the dossiers for their own review, as well as access to them electronically, from the time of voting notice. Senate faculty are offered the opportunity to review dossiers and discuss the actions at monthly faculty meetings. Electronic ballots are distributed the week following the faculty meeting, and faculty are given one week to submit their votes.

1. Appointments
   i. Full, Associate, and Assistant Professors shall have the right to vote on appointments that confer Senate membership. (Extended to the Assistant rank by a 2/3 majority secret ballot of Full and Associate Professors, 04/08/2016, 17 yes; 0 no; 0 abstain; 0 not voting.)

2. Promotions and Merits
   i. Full Professor
      a. Full, Associate, and Assistant Professors shall have the right to vote on promotions to Full Professor and Full Professor merits.
         (1) Extended to the Associate rank by a 2/3 majority secret ballot of Full, 04/01/2016, 13 yes; 0 no; 0 abstain; 0 not voting; (2) Extended to the Assistant rank by a 2/3 majority secret ballot of Full and Associate Professors, 04/08/2016, 17 yes; 0 no; 0 abstain; 0 not voting.

   ii. Associate Professor
      Full, Associate, and Assistant Professors shall have the right to vote on promotions to Associate Professor and Associate Professor merits.
      (Extended to the Assistant rank by a 2/3 majority secret ballot of Full and Associate Professors, 04/08/2016, 17 yes; 0 no; 0 abstain; 0 not voting.)

   iii. Non-Reappointments, 4th-Year Appraisals, and Assistant Merits
      Full, Associate, and Assistant Professors shall have the right to vote on non-reappointments, 4th-year appraisals, and regular merits. (Extended to the Assistant rank by a 2/3 majority secret ballot of Full and Associate Professors, 04/08/2016, 17 yes; 0 no; 0 abstain; 0 not voting.)
3. **5-Year Reviews**
   i. Faculty without a formal review in the last five years are reviewed by the Appointments and Promotions Committee and voted upon as needed.

C. **Academic Personnel Actions: Non-Senate/Adjunct Faculty**
   Non-Senate Personnel Actions follow the same voting procedures as Senate Personnel Actions.

   Non-Senate/Adjunct faculty with 100% employment in the Department have been extended the right to a separate, advisory vote on non-Senate faculty personnel actions. (Approved by a 2/3 majority secret ballot of Tenured Faculty, 04/19/2016, 5 yes; 0 no; 0 abstain; 0 not voting.)

D. **Joint and Split Appointments**
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures as any other department member of the same rank and series.

E. **Emeriti Faculty**
   Emeriti faculty retain membership in the department, but do not have the right to vote on substantial departmental matters, nor on personnel actions. Emeriti faculty of the Department of Orthopaedic Surgery who are recalled to service in the Department regain voting rights on all departmental matters, except personnel actions, during the period of such service.

F. **Voluntary Faculty**
   Voluntary faculty may not vote on substantial department questions or on personnel actions.

**ARTICLE XI – VOTING PROCEDURES FOR ACADEMIC PERSONNEL ACTIONS**

A. Review, discussion and advisory vote by the Appointments and Promotions Committee.

B. Review, discussion and advisory vote by the Department Executive Academic Actions Committee. This vote shall be recorded in the candidate’s dossier and forwarded to the voting Academic Senate faculty.

C. Formal vote by the departmental Academic Senate faculty entitled to vote on that personnel action. (See Article X.) This vote shall be performed by confidential ballot.

**ARTICLE XII - APPOINTMENTS TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES**

The Department Chair shall sit on standing and ad hoc committees in the School of Medicine, UCLA Hospital System, the UCLA Health System, and the University Campus. In his absence he shall be represented by a Vice Chair or other designated Department members. The
Department Chair may also propose that members of the Department of Orthopaedic Surgery represent the Department on appropriate committees.

ARTICLE XIII - AMENDMENT OF BYLAWS

The Department Bylaws may be amended at any time by a two-thirds vote of the voting members of the Department of Orthopaedic Surgery, provided that the proposed amendment has been submitted in writing and circulated to the entire full-time faculty prior to the vote being taken. The Department Bylaws must be consistent with those of the Academic Senate.

Minor amendments to language in the Bylaws that reflect changes in University nomenclature or procedure and do not impact the prerogatives of the faculty may be enacted by the Chair.

Approved: 9/10/96

Revised: 11/29/12 (Reviewed and Approved by the Committee on Rules and Jurisdiction of the Academic Senate)

Revised: 11/20/14 (Reviewed and Approved by the Academic Senate’s Committee on Rules and Jurisdiction)

Revised: 5/9/16