DAVID GEFFEN SCHOOL OF MEDICINE AT UCLA
ORTHOPAEDIC SURGERY BYLAWS

ARTICLE I - NAME

The UCLA/OH Department of Orthopaedic Surgery

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

Faculty: Individuals who are appointed to the David Geffen School of Medicine at UCLA in one of the following academic series: Regular, In-Residence, Professor of Clinical X, Health Sciences Clinical, or Adjunct series. Each full-time faculty member shall have one vote in departmental faculty meetings. However, voting on academic senate matters will conform to the rules of the Academic Senate.

Voluntary and Emeritus Faculty: Individuals who are appointed to the Clinical Voluntary faculty as an Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor, or who have attained Emeritus status. Voluntary Faculty must fulfill defined teaching activities on an annual basis in order to remain members.

ARTICLE IV - DIVISIONS/SECTIONS

The Department of Orthopaedic Surgery shall be comprised of separate sections representing orthopaedic surgery subspecialties:

1. Basic Science
2. Foot and Ankle Surgery
3. General Orthopaedics
4. Hand Surgery
5. Joint Replacement
6. Musculoskeletal Oncology
7. Osteoporosis
8. Pediatric Orthopaedics / Orthopaedic Institute for Children
9. Spine Surgery
10. Sports Medicine
ARTICLE V - OFFICERS

Department Chair

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 the School of Medicine 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 the School of Medicine.

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.

The Chair shall appoint ad hoc committees as appropriate. Ad hoc committees will be disbanded at the discretion of the Chair.

Vice Chairs

The Vice Chairs shall include a Vice Chair who is the CEO of the Orthopaedic Institute for Children, a Vice Chair of Research, and a Vice Chair of Clinical Operations.

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 - POSTGRADUATE EDUCATION

The faculty shall have the overall responsibility for the selection and training of all housestaff 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 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 VII - STANDING COMMITTEES

The following standing committees shall be maintained by the Department of Orthopaedic Surgery. For each committee, two faculty members-at-large will be voted upon and selected by the faculty to serve two-year terms and provide broader representation. Those selected for the Executive Academic Actions Committee must be Academic Senate members. The terms will be staggered with one Department representative being elected to each committee each year at the final Departmental meeting of the academic year.

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. They shall meet at least quarterly and on an as-needed basis to discuss and vote upon clinical and research faculty academic actions. Actions recommended by the committee will be voted upon by the entire academic senate faculty of the Department at the next monthly faculty meeting.

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, academic, budgetary, and patient care policies of the Department of Orthopaedic Surgery.

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, 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.

ARTICLE VIII - APPOINTMENTS AND PROMOTIONS

Appointments and promotions will conform to those policies current and approved by the UCLA Academic Senate. Actions shall be reviewed according to the following process:

1. Review, discussion, and advisory vote by the entire faculty (Senate and non-Senate members) at the Department of Orthopaedic Surgery’s Faculty Meeting,
2. Review, discussion, and vote by the Department of Surgery’s Appointments and Promotions Committee of which Orthopaedic Surgery has one faculty representative (not the Department Chair),
3. Review, discussion, and vote by the Department of Orthopaedic Surgery’s Executive Academic Actions Committee,
4. Vote by the Department’s Academic Senate members.

**ARTICLE IX - APPOINTMENT TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES**

The Department Chair shall sit on standing and ad hoc committees in the School of Medicine, Health Sciences, and 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 X - 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 at least one month prior to the vote being taken. The Department bylaws must be consistent with those of the Academic Senate.

*Approved: 9/10/96*

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

*Revised: 5/226/26/14*