

Faculty Regulations of the Faculty of Medicine at SFU

Resolution of the Senate of SFU, 25 June 2021.

Preamble

The following Faculty Regulations for the Faculty of Medicine (SFU MED) have been issued in accordance with the University Statutes:

The Faculty of Medicine and Its Members

§ 1 Foundational Statements

(1) The Faculty of Medicine is a division of SFU dedicated to research and teaching. This also applies to any subordinate institutes or centres and to any institutes or centres assigned to the Faculty.

(2) The Faculty and its members are expected to contribute to research and teaching in the field of medicine and related fields.

(3) The development of students' talents in all aspects of their studies, professional training, and academic careers is a top priority for the Faculty.

(4) The Faculty's research activities are oriented towards the advancement of scientific knowledge for the benefit of the general public, including both individuals with medical conditions and those in good health.

(5) The Faculty is dedicated to fostering the next generation of scientists and to offering opportunities for further education and medical training.

§ 2 Who Governs the Faculty

The governing body and the heads of the Faculty are the Faculty Assembly, the Dean, and the Vice-Deans.

§ 3 Who is Part of the Faculty

The Faculty includes:

- a. students
- b. faculty members (see § 4)
- c. adjunct lecturers (externe Universitätslektor*innen)
- d. habilitation holders (Privatdozent*innen)
- e. retired full professors (pensionierte Universitätsprofessor*innen)

§ 4 Faculty Members

(1) Faculty members are all those who are employed by the University and assigned to the Faculty.

(2) Membership ceases when an individual no longer meets the requirements. Members may be expelled from the Faculty for serious breach of duty.

The Faculty Assembly

§ 5 Purpose

The Faculty Assembly provides a forum for faculty members and students to make collective decisions on matters relevant to the Faculty.

§ 6 Duties

(1) The Faculty Assembly is authorised to decide only on matters pertaining to the Faculty.

(2) The main responsibilities of the Faculty Assembly include:

- a. strategic planning for the Faculty
- b. the definition or amendment of the internal organisational structure of the Faculty
- c. the issuance or amendment of the Faculty Regulations

- d. the issuance or amendment of admissions policies, study regulations, and exam regulations
- e. the issuance or amendment of rules of procedure
- f. the election of the Dean
- g. the issuance or amendment of rules for the appointment of full professors
- h. the appointment of a professorship appointments committee in accordance with the established rules
- i. the issuance or amendment of rules for habilitation
- j. the appointment of a habilitation committee in accordance with the established rules
- k. the issuance or amendment of rules for tenure-track positions
- l. establishment of a curriculum committee focused on medical education

§ 7 Composition of the Faculty Assembly

(1) The Faculty Assembly consists of:

- a. the Dean
- b. the Vice-Dean for Research
- c. one representative – either the programme director or the Vice-Dean – from each study programme (i.e., the BScMed programme, the Dr. med. univ. programme, and the Dr. med. dent. programme)
- d. two representatives of the professors (Professorenkurie)
- e. two representatives of the mid-level academics (Mittelbaukurie)
- f. three student representatives, appointed in accordance with the 2014 Students' Union Act (Hochschülerinnen- und Hochschülerschaftsgesetz 2014 – HSG 2014)
- g. two representatives of the administrative staff (Verwaltungskurie), which must include the Head of Administration

(2) Members of the Faculty Assembly are elected by their respective groups (Kurien) for a term of three years. Elections are organised and held independently by each group. The term of office is renewable.

(3) A member of the Equal Opportunities Committee may attend the Faculty Assembly as an adviser, provided that the matters to be discussed fall within the remit of the Equal Opportunities Committee.

§ 8 Organisation of the Faculty Assembly

(1) The Faculty Assembly shall be chaired by the Dean.

(2) The Dean shall convene the Faculty Assembly at least twice per semester and shall be

responsible for the preparation of each meeting. Additional meetings may also be requested, provided that at least two groups (Kurien) submit the request in writing, stating their reasons.

(3) The convening notice must include the agenda and the time and place of the meeting. Participation by means of remote communication, such as telephone or video conferencing, is permitted.

(4) The Dean shall prepare the agenda, which must include the following items as a minimum:

- a. call to order
- b. appointment of the Secretary (if the Head of Administration is absent)
- c. attendance check
- d. quorum verification
- e. announcement of members voting by proxy
- f. approval of the minutes of the previous meeting
- h. approval of the agenda
- i. report by the Chair
- j. report by each group (Kurie)
- k. report on the study programmes (by the students and the Vice-Deans or Programme Directors)
- l. any other business

(5) The agenda, including any relevant supporting documentation, must be distributed to the members of the Faculty Assembly via e-mail at least two working days prior to the meeting. The aforementioned documentation must also be made available for inspection at the Dean's office.

(6) The Head of Administration shall assume the role of Secretary. If the Head of Administration is absent, the Dean shall appoint another member to assume the role of Secretary. The Secretary is responsible for the minutes, which shall not be a verbatim account, but an organised and structured summary of the outcomes and decisions relating to each item on the agenda (i.e., an Ergebnisprotokoll).

(7) Attendance at each meeting is mandatory for all members of the Faculty Assembly. If a member is unable to attend, they shall inform the Dean and the Secretary as soon as possible and appoint a representative from their group (Kurie) to vote on their behalf.

§ 9 Voting and Resolutions

(1) All members of the Faculty Assembly have the right to vote.

(2) A resolution requires the presence of at least half of the members entitled to vote and a simple majority of the votes cast in favour of the motion. Voting members who also act as proxies shall be counted twice. In the event of a tie, a second vote shall be taken; in the event of a further tie, the vote cast by the Chair shall be decisive.

(3) Resolutions concerning the dismissal of individual members of the Faculty (including the Dean) for serious misconduct shall require unanimity, with the member in question not having the right to vote.

(4) Voting shall be by show of hands. The number of votes for and against each motion, including abstentions, shall be counted. Voting shall be by secret ballot if requested by the Dean, if required by the Faculty Regulations, or if requested by a member of the Faculty Assembly with the approval of at least one-third of the members present.

(5) Any member of the Faculty Assembly may request a secret ballot.

(6) The Dean may request a vote by e-mail (i.e., a Umlaufbeschluss, or passing a resolution without convening a meeting) on matters that are either unlikely to require discussion or where the urgency of the matter requires a resolution to be passed before the next meeting.

§ 10 Committees

The Dean may establish committees to carry out the duties of the Faculty Assembly and appoint their chairpersons.

The Dean

§ 11 Role

(1) The Dean is the head of the Faculty and represents the Faculty within the University. The Dean is responsible for carrying out the tasks assigned to them by the University Statutes and the Faculty Regulations, which mainly concern the administration of study programmes, research, teaching, and quality assurance.

(2) The head of the Faculty is referred to as the "Dean of the Faculty of Medicine" (Dekan*in der Fakultät für Medizin).

(3) In order to be appointed, the Dean must have obtained habilitation in the field of medicine or dentistry and be a member of the Faculty of Medicine at SFU.

§ 12 Election of the Dean

(1) The professors in the Faculty Assembly are entitled to nominate candidates for the election of the Dean. Each professor may nominate one candidate. Nominations must be submitted to the Secretary five weeks prior to the election.

(2) The nominees shall be announced to the members of the Faculty Assembly at least four weeks before the election. The list of candidates shall be circulated by the Secretary.

(3) The Dean is elected by the Faculty Assembly by secret ballot by a two-thirds majority of the members present. More than half of the voting members of the Faculty Assembly must be present.

(4) If the two-thirds majority required for the election is not reached in the first ballot, a run-off ballot shall be held. In the run-off ballot, the Dean shall be elected by secret ballot by a simple majority of the members present. More than half of the voting members of the Faculty Assembly must be present. In the event of a tie, further ballots shall be held in the same manner until a majority is reached.

(5) Any member of the Faculty Assembly may, by written request, appoint a representative from their group (Kurie) to vote on their behalf. However, no one may cast more than two votes.

(6) None of the candidates standing for election is entitled to vote.

(7) The winning candidate shall declare their acceptance immediately after the election.

(8) The elected candidate may be rejected by the Rectorate for valid reasons. The Faculty Assembly shall then decide whether the reasons given are valid. If the Faculty Assembly decides by a two-thirds majority that the Rectorate's reasons are valid, the election shall be repeated and the candidate whose election was rejected by the Rectorate may not stand

again. If the Faculty Assembly does not agree with the rejection, the Senate and the University Council shall be consulted.

(9) The Dean may resign during their term of office only for serious reasons and with the approval of the Rectorate.

(10) The Dean may be removed from office by secret ballot by a two-thirds majority of the members of the Faculty Assembly present (quorum: more than half of the members entitled to vote must be present). The request for removal must be submitted in writing one week before the Faculty Assembly convenes and must state the reasons for removal. The motion must be placed on the agenda. If the motion is approved, the Rectorate shall remove the Dean from office and a new Dean shall be elected.

(11) The Dean is elected by the Faculty Assembly for a term of three years.

(12) The Dean and their deputies are appointed by the Rectorate.

(13) The Dean may stand for election for further terms of office.

(14) The Dean must be appointed at the beginning of the winter semester following the expiration of the previous term.

(15) The Dean or their deputy may be removed from office by the Rectorate for serious breach of duty, criminal conviction, failure to meet health requirements, or proven lack of trustworthiness. Before being removed from office, the person must be heard by the Rectorate.

§ 13 Responsibilities

In accordance with the University Statutes, the Dean is responsible for the following:

- a. establishment of the Faculty Regulations and other internal rules and policies, which must not conflict with the University Statutes; student representatives must be actively involved in the drafting process
- b. establishment of the Faculty Assembly
- c. strategic planning in line with the University's strategic plan and taking into account the recommendations of any academic advisers
- d. target agreement with the Rectorate
- e. management of daily operations in coordination with the Faculty's governing entities (Vice-Deans, Programme Directors, and Head of Administration)

- f. ultimate responsibility for teaching and research
- g. efficient allocation of resources
- h. supervision of staff assigned to the Faculty
- i. target agreements with the academic staff assigned to the Faculty or assigned to any subdivisions of the Faculty
- j. informing members of the Faculty – especially the Faculty Assembly and the heads of any subdivisions of the Faculty – of any decisions affecting the Faculty or its subdivisions
- k. participation in quality assurance procedures
- l. establishment of habilitation committees and professorship appointments committees
- m. opinion on proposals from the Faculty for the appointment of full professors
- n. opinion on other individuals to be employed for research and/or teaching
- o. reporting on the Faculty's performance to the heads of the University

Vice-Deans

§ 14 Role

(1) Vice-Deans are members of the academic staff of the Faculty. They must be suitably qualified in research and teaching and have adequate organisational and social skills.

(2) Vice-Deans assist the Dean in the administration of the Faculty and are responsible for the duties and areas of responsibility delegated to them.

(3) Vice-Deans shall deputise for the Dean if, for objective reasons, the Dean is unable to perform their duties and a delay would be seriously prejudicial. Vice-Deans report to the Dean in all their duties and activities.

(4) If the Dean is unavailable, the most senior Vice-Dean shall deputise for the Dean.

(5) Vice-Deans may adopt a title appropriate to their area of responsibility, i.e., in the context of the Faculty of Medicine: Vice-Dean BScMed Programme, Vice-Dean Dr. med. univ. Programme, Vice-Dean Dr. med. dent. Programme, and Vice-Dean for Research.

(6) Vice-Deans may also hold the position of Programme Director.

§ 15 Appointment

(1) The Vice-Deans shall be appointed by the Dean for the same duration as the Dean's term of office, i.e., three years.

(2) If the Dean's term of office is terminated prematurely, the Vice-Deans shall remain in office until the end of their term.

(3) The term of office of the Vice-Deans is renewable.

(4) Resignation is permitted only for important reasons and requires approval by the Rectorate.

(5) A Vice-Dean may be removed from office by secret ballot by a two-thirds majority of the Faculty Assembly (quorum: more than half of the members entitled to vote must be present). The request for removal must be submitted in writing one week before the Faculty Assembly convenes and must state the reasons for removal. The motion must be placed on the agenda. If the motion is approved, the Rectorate shall remove the person from office and a new appointment may be made.

(6) The Rectorate may reject the decision in writing for valid reasons.

§ 16 Responsibilities

The main responsibilities of the Vice-Deans include:

- a. planning, organising, and customising courses and exams with regard to the specific curriculum, while taking demand into account
- b. making recommendations on teaching appointments to the head of teaching
- c. overseeing the research agendas
- d. quality assurance
- e. providing information and advice

Programme Directors

§ 17 Role

(1) Programme Directors are each responsible for a specific study programme but are not ultimately accountable; they are appointed by the Dean. Their term of office is linked to that of the respective Vice-Dean and is renewable.

(2) Programme Directors are be available to students to discuss any matters relating to their programme and are responsible for: admissions, quality assurance and improvement of the courses offered, planning and coordination of operations, and supervision of lecturers and dissertation or thesis supervisors.

(3) Programme Directors may also hold the position of Vice-Dean.

(4) Programme Directors may appoint deputies, who are referred to as "Deputy Programme Directors" (Stellvertretende Studiengangleiter*innen). Their appointment is subject to the approval of the Dean. Their term of office is linked to that of the respective Programme Director.

Final Provisions

§ 18 Amendments to the Faculty Regulations

(1) Amendments to the Faculty Regulations must not conflict with the University Statutes.

(2) Amendments may be proposed by any member of the Faculty at least one week prior to the convening of the Faculty Assembly.

(3) Proposed amendments must be justified and submitted in writing.

(4) The Chair of the Faculty Assembly shall place any proposed amendments on the agenda and circulate them to all members, together with the reasons and the agenda.

(5) A two-thirds majority of the Faculty Assembly is required to amend the Faculty Regulations.

§ 19 Entry into Force

These Faculty Regulations shall be made public and will become effective upon publication and following approval by the appropriate bodies of SFU.