

## **NIH Staff Clinician Council (SCC)**

### **Bylaws**

**Revised December 19, 2024**

#### **Article I. Name**

The name of this organization will be the NIH Staff Clinician Council.

#### **Article II. Mission Statement**

The mission of the NIH Staff Clinician Council is to advocate for the professional development of Staff Clinician physicians, the NIH Physician Clinical Faculty, as clinician-scientists and to support their ongoing provision of high-quality and cutting-edge clinical care to NIH patients.

#### **Article III. Organization**

The Staff Clinician Council will consist of 7 physician members from the various institutes. All members will be Physician Staff Clinicians.

1. **Election of Council Members** – As vacancies arise, a call for nominations will be sent to the Staff Clinician/Research Physician community. All Staff Clinicians/ Research Physicians may submit names and/or self-nominate. Nominations will be accompanied by a short bio and all nominees shall affirm willingness to serve. There is no limit to the number of nominees on a ballot. After voting on the ballot is complete, the nominee(s) receiving the most votes will fill the vacancies on the council.
  - a. Elections will be held electronically, and once the ballot opens, all Staff Clinicians will have an opportunity to vote for at least two weeks.
  - b. The council will implement and oversee elections, as indicated by vacancies and terms described in Section 2.
  
2. **Terms of Council Membership** – Members of the council will sit for 3-year terms unless elected as Vice chair and/or Chair. To maximize continuity, if a member is elected to Vice chair and/or Chair, that member may continue additional years in order to complete their terms as Vice chair (1 year) and Chair (1 year). Following a completed term, members may be nominated and re-elected to the council and there are no limits to the number of consecutive or total terms a member may serve, except for the past chair of the council, who may remain a non-voting member for one year, but they cannot run to remain on the council. If a member of the council undergoes a change in title/position and is no longer a Staff Clinician/ Research Physician (e.g. becomes a Senior Clinician, tenure-track investigator, ACI, etc.), they may continue to serve on the council until the next election cycle, except for the Chair, who may serve until the completion of their term.

3. **Officers of the Council** – Members of the council will submit names and/or self-nominate for the election of officers. During the election, all members of the council must vote, either in -person or electronically, and a simple majority (4/7) is required. If more than two members are nominated for a single position, a run-off will be held in which members can vote for one of the individuals on the ballot.
  - a. **Chair.** The Chair will serve as the head of the council. The term will be one (1) year. This position will be filled by the immediate-past Vice chair or by council vote if the immediate-past Vice chair is not able to serve. The immediate-past Chair will serve, if possible, in an ex-officio role for one year and attend at least four council meetings per year after their term as Chair.
  - b. **Vice Chair.** The Vice chair will ensure continuity of the ongoing goals and priorities of the council during their term. The Vice chair will partner closely with the Chair in pursuit of those goals. The term will be one year.
  - c. **Secretary.** The Secretary will be responsible for drafting the minutes of each in-person meeting and disseminating the minutes to the council prior to the next meeting. The secretary is also in charge of maintaining the SCC Box folder, containing all files relevant to the operation of SCC. The Secretary will draft emails to council members with an agenda with input elicited from the council prior to each meeting. The term will be one year, though the same individual can be re-elected if agreed upon by other council members.
  
4. **Standing Sub-Committees** – The Staff Clinician Council may establish ad-hoc committees or working groups as needed to fulfill goals set by the council. Any new Sub-Committee or work group must be approved by a majority vote of SCC members. Subcommittees will report back to the SCC biannually.
  - a. Two committees central to the core mission of the council will be standing:
    - i. **Staff Clinician Title Review Committee (SCTRC).** This Committee serves to advise the Deputy Director for Intramural Clinical Research (DDICR) on the determination of Staff Clinician/ Research Physician title designation packages. The members are either proposed by the SCTRC or SCC for a four (4) year term. The Chair and Vice chair of the Title Review Committee will each serve for two (2) year terms. The vice chair candidates will be nominated by the committee and elected by the SCC members. The Chair position will be filled by the immediate-past Vice chair or by SCC vote if the immediate-past Vice chair is not able to serve. If a member is elected to Vice chair and/or Chair, that member may continue additional years in order to complete their terms as Vice chair (2 years) and Chair (2 years).
    - ii. **Staff Clinician Professional Development Committee (SCPDC).** This Committee advises the Deputy Director of Intramural Research (DDIR) regarding professional development needs and priorities for Staff Clinicians. All the SCC members are eligible to serve on the SCPDC committee if they choose to. Alternatively, the committee can recruit outside candidate as members pending approval by the SCC. The officers will serve a one-year term. The Vice Chair of the committee will be a

current committee member, either self-nominated or nominated by a current member of the SCPDC. The current members of the SCPDC will select a single Vice Chair candidate for final approval by the SCC. The Chair position will be filled by the immediate-past Vice chair or by SCC vote if the immediate-past Vice chair is not able to serve. The SCPDC Secretary will be nominated by any current SCPDC member and approved by a simple majority of current members and serve for one (1) year.

#### **Article IV. Responsibilities**

- 1. Annual Staff Clinician Assembly** – The Staff Clinician Council will conduct a Townhall for all Staff Clinicians/Research Physicians at least once yearly. The agenda for this meeting will be determined by the council and will include a summary report of the council’s activities in the past year as well as an open forum for identification and discussion of current issues/concerns faced by the Physician Clinical Faculty of the NIH.
- 2. Staff Clinician Council Member Responsibilities**
  - a. Attend all scheduled meetings** – The council will determine a regular meeting schedule and will meet no fewer than 6 times per year. Council members are expected to make every reasonable effort to attend each meeting and to communicate with the council when they are unable to attend.
  - b. Participate and attend NIH Clinical Center Committee meetings** – Staff Clinician Council members will represent the Staff Clinicians by membership and regular attendance at the Medical Executive Committee (Chair of the SCC), Scientific Directors-Clinical Directors meeting (Chair or Vice Chair of the SCC) and other meetings deemed appropriate by the council such as Assembly of Scientists (AOS) and Graduate Medical Education (GMEC). The members of the council will volunteer to cover these meetings and will be responsible to provide coverage from the council members when unable to attend.
  - c. Ensure pertinent information is disseminated to the Staff Clinician/ Research Physician community** – The council members will provide and disseminate information pertinent to Staff Clinicians through the annual meeting and listserv email, as needed.
  - d. Communicate concerns to the Council from Staff Clinicians/ Research Physicians** – Staff Clinician Council Members will maintain an open-door policy for fellow physician Clinical Faculty and will bring to the council’s attention concerns expressed to them. Further, the council members may create ad hoc surveys within and/or across all ICs to obtain information from the Staff Clinicians on issues as they arise.
- 3. Review and Amendment of Bylaws**

The council will review the bylaws every two (2) years to ensure accuracy and appropriateness. Proposed changes to the bylaws should be submitted to the council in writing. Any newly elected members should be active for at least 6 months before bylaw

voting takes place. To approve a change to the bylaws, the council members must vote 2/3 to approve the change.

**Article V. Quorum**

1. A simple majority of the council members must be present to vote on any business.
2. The members present shall constitute a quorum for the purposes of conducting business not requiring a vote.

**Staff Clinician Title Review committee (SCTRC) of the Staff Clinician Council (SCC)**

**Bylaws**

**Revised January 27, 2025**

**Article I. Name**

The name of this committee will be Staff Clinician Title Review Subcommittee (SCTRC)

**Article II. Purpose**

The purpose of the SCTRC is to review nominations for staff clinician title promotions to Associate Research Physician and Senior Research Physician and make recommendations to the NIH Deputy Director for Intramural Clinical Research (DDICR), who is the deciding official as per the document, “Career Development for Staff Clinicians at NIH”, located in the NIH Sourcebook. Any changes to these bylaws should be reviewed and approved by the Staff Clinician Council (SCC).

**Article III. Organization**

The SCTRC will consist of at least 3 and up to 6 persons who are current or former members of the SCC. A minimum number of 3 members is needed to review each package.

**1. Election of Subcommittee members:**

- a. As vacancies arise, new candidates will either be proposed by the SCTRC or SCC and will be elected by the simple majority of the voting members of the SCC.
- b. SCTRC membership may be comprised of current and former members of the SCC, who are Senior and Associate Research Physicians. Senior Clinicians may also be members but should not account for more than half of the total SCTRC membership. Additionally, the SCC may approve selected individuals as members on the SCTRC who have not served on the SCC. All SCTRC members must be in good standing.

**2. Terms of Subcommittee membership:**

- a. In general, members of the committee will serve for a four (4) year term.
- b. The Chair and Vice Chair of the Title Review Committee will each serve for two (2) year terms. If a member is elected to Vice Chair and/or Chair, that member may extend their participation on the SCTRC for additional years in order to complete their terms as Vice Chair (2 years) and Chair (2 years).

**3. Officers of the Subcommittee:**

- a. **Chair.** The Chair will serve as the head of the Committee. This position will be filled by the immediate-past Vice Chair or by council vote if the immediate-past Vice Chair is not able to serve.

- b. **Vice Chair.** The Vice Chair will ensure continuity of the ongoing goals and priorities of the Committee during their term. The Vice Chair will partner closely with the Chair in pursuit of those goals. Candidates for the position of Vice Chair will be nominated by the committee and approved by the SCC.

#### **Article IV. Responsibilities:**

The SCTRC will review fully executed packages submitted by all NIH Intramural Research Program Institutes and Centers (ICs) and will rely on individual ICs to provide the subject matter review of SC promotions. ICs must submit a cover letter outlining the merits of the title request and detailing carefully how the individual has met the criteria for the requested title. The package must also include the updated CV of the individual being promoted and letters of recommendation, as outlined in the NIH Sourcebook.

1. Associate Research Physicians will not vote on promotions to Senior Research Physician but may vote on promotions to Associate Research Physician. Senior Research Physicians and Senior Clinicians may vote on any promotion.
2. The SCTRC recommendation on promotion will be forwarded to the DDICR based on the candidate receiving (pro) or not receiving (con) a majority of eligible present (in-person or virtual) voting members (minimum of 3 needs to be present to vote).
3. The votes will take place within 60 days of receipt of the fully executed package by the SCTRC.
4. After this discussion, a recommendation will be conveyed to the DDICR. As the SCTRC is advisory to the DDICR, the motion is a recommendation to the DDICR who will make the final decision on the proposed title.

#### **Article V. Quorum**

1. A simple majority of the committee members must be present to vote on any business; in addition, a minimum of 3 eligible voting members must be present to vote on promotions as described in Article IV.
2. The members present shall constitute a quorum for the purposes of conducting business not requiring a vote.

## **Bylaws for the NIH Clinical Faculty/ Staff Clinician Professional Development Committee (SCPDC) of the Staff Clinician Council (SCC)**

**Revised January 27, 2025**

### **Article I. Name**

The name of this subcommittee will be the NIH Clinical Faculty/ Staff Clinician (SC) Professional Development Committee (SCPDC) of the Staff Clinician Council (SCC).

### **Article II. Purpose**

The purpose of the SCPDC, a subcommittee of the SCC, is to support and promote professional development among the NIH Clinical Faculty/ Staff Clinician community.

### **Article III. Membership**

#### **1. Election of Subcommittee members:**

- a. The SCPDC membership is comprised of current and former SCC members and other ad hoc Staff Clinicians. All SCC members are eligible to serve on the SCPDC committee.
- b. Additionally, the subcommittee may recruit outside candidate as members, pending approval by the SCC.
- c. Members of the Office of Intramural Research (OIR) may serve in an advisory role to the SCPDC.

#### **2. Terms of Subcommittee membership:**

- a. SCPDC members will serve a 1-year term which may be renewed annually with a statement of continued interest and commitment to active engagement.

#### **3. Officers of the Subcommittee:**

- a. The officers will each serve a one-year term.
- b. The Chair position will be filled by the immediate-past Vice Chair or by SCC vote if the immediate-past Vice Chair is not able to serve.
- c. The Vice Chair of the committee will be a current committee member, either self-nominated or nominated by a current member of the SCPDC. The current members of the SCPDC will select a single Vice Chair candidate for final approval by the SCC.
- d. The SCPDC Secretary will be nominated by any current SCPDC member and approved by a simple majority of current members.

### **Article IV. Responsibilities**

It is expected that current SCC members will routinely attend SCPDC meetings and be active in its initiatives. The SCPDC will promote professional development for the NIH Clinical Faculty/ Staff Clinician community in several different capacities. These include, but are not limited to:

1. Support of a professional development mentoring program for the NIH Clinical Faculty/ Staff Clinicians in partnership with the OIR.
2. Act as a sounding board and clearing house for ongoing new initiatives and ideas that originate within the SCC, and the broader SC community, to support SC professional development.
3. Serve as a community building opportunity among current and former members of the SCC, along with those with a clear commitment to supporting NIH Clinical Faculty/ Staff Clinician professional development.

#### **Article V. Quorum**

1. A simple majority of the committee members must be present to vote on any business.
2. The members present shall constitute a quorum for the purposes of conducting business not requiring a vote.