

BYLAWS OF THE FACULTY ORGANIZATION

COLLEGE OF HUMAN MEDICINE

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PREAMBLE

The Bylaws for Academic Governance of the College of Human Medicine define the organization and functioning of the college and the procedures of the faculty and students in fulfilling their roles in policy formulation. The development of policy is a complex and collaborative process deriving from administrative, faculty, and student sources interacting at all stages. The role of administration in this process is defined by higher administrative echelons and by the University Bylaws for Academic Governance. Accordingly, this document is restricted to a description of the processes and procedures governing faculty and student participation in the development of policy and in the functioning of the College of Human Medicine.

ARTICLE I. FACULTY DEFINITIONS

1.1. Faculty

1.1.1. MSU Employed Faculty

1.1.1.1. The regular faculty shall consist of all persons appointed under the rules of tenure, and holding the rank of professor, associate professor, or assistant professor, and all persons appointed as librarians.

1.1.1.2. The fixed-term faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure, in the health professions or research appointment systems.

1.1.1.3. The health professions (HP) faculty shall consist of all faculty appointed in the health programs faculty appointment system who hold the rank of professor, associate professor, or assistant professor in the College of Human Medicine.

1.1.1.4. The research faculty shall consist of all persons holding the rank of research professor, research associate professor, or research assistant professor in the College of Human Medicine.

1.1.2. Community-based faculty shall consist of those faculty not employed by the College of Human Medicine or MSU (i.e., appointed as clinical or adjunct faculty), but who are actively engaged in the college's academic or research missions.

1.1.2.1. The prefix faculty consists of those non-MSU employed faculty holding the ranks of professor, associate professor, assistant professor, instructor, or instructor-resident with the prefix "clinical" or "adjunct" preceding the rank, e.g., clinical professor, adjunct assistant professor.

1.1.2.2. The non-prefix faculty consists of those non-MSU-employed faculty holding the rank of professor, associate professor, assistant professor, or instructor whose depth of involvement with the college and whose contributions to the academic or research missions of the college are of such magnitude that they are awarded the privilege of dropping the "clinical" or "adjunct" prefix.

1.1.3. Honorary Faculty shall consist of visiting professors and professors emeriti.

1.1.4. All faculty involved in teaching in the College of Human Medicine must hold one of the above appointments in a College of Human Medicine department.

1.1.5. Faculty Voting Rights

1.1.5.1. University Voting Rights

1.1.5.1.1. The voting faculty in the election of university-level councils and committees shall be all regular faculty, health professions faculty, and research faculty. Voting faculty also includes full-time fixed-term faculty who have served at least three consecutive years and are engaged in the

academic activities of the university on a regular basis. These are defined in 1.1.1.

1.1.5.1.2. A regular faculty member, health professions faculty member, or research faculty member may be elected to an academic governance body as a representative of any unit in which that faculty member holds faculty status.

1.1.5.1.3. A full-time fixed-term faculty member who has served at least three consecutive years or a specialist in the continuing appointment system may be elected to an academic governance body, with the exception of the University Committee on Faculty Tenure, as a representative of any unit in which the person holds faculty status.

1.1.5.2. College Voting Rights

1.1.5.2.1. The voting faculty in the election of college councils and committees and in elections pertaining to college policies shall include all faculty identified in 1.1.1 above. In addition, academic units of the college may annually request the College Advisory Council to grant voting privileges on college matters to other faculty engaged in the college's academic activities on a regular basis and to whom the requesting unit's bylaws grant voting privileges on its own internal matters. This includes those faculty identified in 1.1.2.2. and 1.1.3. as well as specialists, lecturers, research associates, and assistant instructors.

1.1.5.2.2. A faculty member jointly appointed to two or more units may vote only once in a given election. In elections voted upon by two or more units, the faculty member shall vote in the unit which has primary responsibility for initiating personnel action with respect to that faculty member.

1.1.5.2.3. A regular faculty member, health professions faculty member, or research faculty member may be elected to an academic governance body as a representative of any unit in which that faculty member holds faculty status, except health professions and research faculty members may not serve on the University Committee on Faculty Tenure.

1.1.5.2.4. A full-time fixed-term faculty member who has served at least three consecutive years or a specialist in the continuing appointment system may be elected to an academic governance body, with the exception of the University Committee on Faculty Tenure, as a representative of any unit in which the person holds faculty status.

1.2. Students

1.2.1. Student Constituency of the College of Human Medicine

1.2.1.1. The student constituency shall consist of all persons officially enrolled as medical degree students and graduate students not assigned to a department in the College of Human Medicine except those who are also defined as faculty in 1.1.1. A person who has enrolled for one semester may retain student status for two semesters when not

enrolled if the person has not been awarded a degree, enrolled as a degree candidate at another college or university, or been withdrawn or recessed by the university.

1.2.1.2. Students who are enrolled in graduate non-degree programs or as candidates for graduate degrees shall be deemed graduate students for purposes of these bylaws and constituents of the department enrolled.

1.2.1.3. All other students shall be deemed undergraduate students.

1.2.2. Student Participation in Academic Governance

1.2.2.1. All students who participate in academic governance must be in academic good standing in the college. Student participation in an academic governance body shall, in all cases, be in the same mode as faculty participation; except for matters reserved to the faculty. The matters reserved to the faculty are:

1.2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

1.2.2.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.

1.2.2.1.2.1. Evidence from students regarding the teaching performance of faculty may, as relevant, be considered in decisions concerning the above matters.

1.2.2.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university.

1.3. Modes of Participation. There are four modes of faculty and student participation identified for use in academic governance.

1.3.1. Consultation. A body of faculty and/or students consults with and informs an administrator who has authority and responsibility to make a decision. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator's decision.

1.3.2. Advisory. A deliberative body of faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.

1.3.3. Shared Responsibility. A deliberative body of faculty and/or students makes recommendations to an administrator. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the appropriate administrator at the next higher administrative level for decisions by that administrator.

1.3.4. Delegated Authority. A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

ARTICLE II. FACULTY MEETINGS

2.1. Frequency of Meetings

- 2.1.1. The internal voting faculty will be convened and presided over by the chairperson of the College Advisory Council as demanded by the business of the college, but not less than two times during each academic year.
- 2.1.2. If there is urgent business which in the judgment of the dean needs to be brought to the faculty for consideration, the dean in consultation with the chairperson of the College Advisory Council may immediately convene the faculty for purposes of conducting that business.
- 2.1.3. Any faculty member or college committee may request a meeting of the faculty by submitting the request in writing to the College Advisory Council. The College Advisory Council must consider any such request within one month and either honor or deny the request. Said decision shall be made in consultation with the dean.

2.2. Agenda

- 2.2.1. The College Advisory Council has the responsibility of preparing the agenda of faculty meetings and said responsibility will be carried out in consultation with the dean.
- 2.2.2. The time, place, and agenda for each meeting will be published and circulated to the faculty at least 10 working days prior to the date of each meeting. There are no restrictions as to advanced announcement or published agenda for emergency meetings.
- 2.2.3. Every agenda will include an item for Old Business and an item for New Business, with the exception of emergency meetings called to consider a single issue.
- 2.2.4. Any faculty member or college standing committee may request inclusion of any item of business on the agenda. Such a request must be submitted in writing to the College Advisory Council which will either honor or deny the request. Said decision will be made in consultation with the dean.
- 2.2.5. If requests for faculty meetings or inclusion of agenda items are denied, the faculty member or college standing committee initiating the request will be informed in writing by the chairperson of the College Advisory Council.
- 2.2.6. Year-end reports will be provided on a yearly basis by all standing committees at the faculty meeting scheduled prior to the beginning of a new academic year.

2.3. Quorum

- 2.3.1. For purposes of conducting business, a quorum will be defined as those voting faculty members of the college present at a meeting. Passage of any measure will require a simple majority of the votes of the eligible faculty members present at a meeting with the exception of amendments to or revision of these bylaws.

2.4. Referendum

2.4.1. If a member of the faculty questions the passage or defeat of any motion during a meeting of the faculty, s/he may, with the support of at least 50% plus one of the voting members in attendance, call for a ballot referendum. In such cases, the College Advisory Council will be responsible for the distribution, collection, and tallying the ballots and will report the results of the referendum to the faculty by public announcement.

2.5. Minutes

2.5.1. Faculty meeting minutes, including an attendance roster of the internal voting faculty, will be prepared and published on the college's website by the Dean's Office no later than 10 working days before the next faculty meeting. Such minutes will be subject to the approval of the faculty at the next scheduled meeting of the faculty.

2.6. Student Representatives

2.6.1. Student representation to the college faculty meetings may consist of the elected student representatives to the standing committees of the college. Student representatives may have voice and vote, except as restricted by the bylaws. (Section 1.2.)

ARTICLE III. COLLEGE ORGANIZATION

3.1. College Advisory Council

3.1.1. Composition. The College Advisory Council shall include one faculty member from each administrative/academic unit of the college, and two medical students and one graduate student, representing different parts of the curriculum.

3.1.1.1. In addition to the chairperson of the College Advisory Council who also serves as a member of the Faculty Senate, the College Advisory Council will ensure that at least one additional faculty person selected from the college's representatives to the Faculty Senate shall serve as an ex officio, non-voting member.

3.1.1.2. The faculty members representing the college on each university standing committee will serve as ex officio, non-voting members of the College Advisory Council and provide a quarterly, or as needed, report of said committee's activities at each College Advisory Council regularly scheduled meeting.

3.1.1.3. Other ex officio non-voting members may be added as needed by the College Advisory Council.

3.1.2. Nominations and Election of Members

3.1.2.1. Chairpersons and directors of units shall have the responsibility of initiating and supervising, within their respective units, elections in early spring semester with members taking office on August 15. The election procedure to be followed shall be

determined by each unit but shall be limited only in the following respects: nominees are restricted to eligible internal voting faculty of the college, and any eligible voting faculty member in the unit may submit his/her own name in nomination.

3.1.2.2. Members shall be elected for a two-year term with half of the College Advisory Council being elected each year. No faculty member may serve for more than two consecutive terms.

3.1.2.3. The College Advisory Council shall elect its own chairperson, vice-chairperson, and secretary, and shall fill vacancies on the Council for any part of a term until the next regular election. Each Council officer shall be elected for one year and may be re-elected. The chairperson shall not serve more than two consecutive terms. The chairperson automatically serves as a member of the Faculty Senate.

3.1.2.4. Elected student representatives to the College Advisory Council will have full voting privileges.

3.1.3. Meetings

3.1.3.1. The College Advisory Council shall meet at least once each month during fall and spring semesters, or more often at the call of the chairperson. A fixed time for the regularly scheduled monthly meeting shall be set and followed throughout the year.

3.1.3.2. The chairperson, vice-chairperson, and secretary shall constitute a Steering Committee that shall prepare the agenda for the meetings of the College Advisory Council. At least two working days before each regularly scheduled meeting, any member of the Steering Committee shall accept from any faculty member of the College of Human Medicine suggestions for agenda items for the forthcoming meeting. Inclusion on the agenda will be at the discretion of the Steering Committee. With respect to such agenda suggestions, any voting member of the faculty may request a hearing with the Steering Committee in order to be heard on his/her proposal, complaint, or inquiry.

3.1.3.3. Agenda items forwarded by the dean as appropriate for the College Advisory Council shall be submitted in the manner described above. That such items are submitted by the dean shall be considered sufficient for their inclusion on the agenda of the College Advisory Council.

3.1.3.4. A request by the dean for a special meeting of the College Advisory Council for a specified purpose shall be considered sufficient grounds for calling such a meeting.

3.1.3.5. The College Advisory Council minutes will be made available to all members of the college with internal voting privileges.

3.1.4. Functions

3.1.4.1. The primary purpose of the College Advisory Council is to serve as a channel of communication between the college faculty and the dean, and to serve as a means of participation by faculty and students in the policy making of the college. It may meet

privately with the dean; it may be assembled jointly with chairs and directors, as the interests of the college require.

- 3.1.4.2. The College Advisory Council shall represent the faculty of the College of Human Medicine with respect to any and all matters that bear upon the college teaching, research, and service programs. It shall receive and consider, in the manner described in these bylaws, proposals, complaints, and inquiries from the faculty and students and render advice to the dean on such matters. In like manner, the council shall be responsive to the dean and will take under consideration and advise the dean on those issues that s/he submits to the Council.
- 3.1.4.3. The College Advisory Council shall receive all official proposals of the standing committees of the college for presentation to the faculty. The College Advisory Council may make recommendations to the college faculty on the official proposal, or it may refer the proposal back to the standing committee one time for clarification and/or reconsideration before presenting the proposal to the faculty.
- 3.1.4.4. The College Advisory Council shall make a summary report of all its activities subsequent to the previous meeting at each college faculty meeting.
- 3.1.4.5. The College Advisory Council shall consider the written request by any faculty member or college standing committee for a faculty meeting, and then either honor or deny the request. Said decision will be made in consultation with the dean.
- 3.1.4.6. The College Advisory Council shall have shared responsibility with the dean in preparing the agenda for the college faculty meetings.
- 3.1.4.7. The College Advisory Council shall have shared responsibility with the provost to determine procedures for the review of the dean (as indicated in the university bylaws).
- 3.1.4.8. The College Advisory Council shall recommend to the faculty the means by which the voting faculty of the college will exercise its shared responsibilities with the provost for determining procedures for the selection of the dean to be nominated by the provost (as indicated by the university bylaws).
- 3.1.4.9. The College Advisory Council shall solicit nominees from administrative/ academic units and prepare slates of candidates from which the voting faculty shall elect representatives to the university standing committees.
- 3.1.4.10. The College Advisory Council shall supervise the election of the college representatives to the Faculty Senate. If for any reason a college representative to the Faculty Senate is unable to serve for a period of one term or more, a replacement shall be named by the College Advisory Council, either temporarily or for the unexpired portion of the term.
- 3.1.4.11. The College Advisory Council shall supervise the election of members to the standing committees of the college.

3.1.4.12. The College Advisory Council shall be entrusted with the interpretation of these bylaws with the faculty being the final authority.

3.1.4.13. The College Advisory Council shall review and approve the bylaws of administrative/academic units of the college. Decisions of the College Advisory Council can be appealed to the University Committee on Academic Governance.

ARTICLE IV. COLLEGE COMMITTEES

4.1. Standing Committees

4.1.1. General Charge

4.1.1.1. The standing committees shall serve as the principal forum for the generation of discussion, and in certain instances, implementation of policy recommendations on affairs of the college which the faculty deem essential to the functional existence of the college.

4.1.1.2. In those instances where decisions of the standing committees affect the status of individuals, committee members should recuse themselves from the decision-making process when, by virtue of a relationship with the individual or matter under consideration, there might appear to be a conflict of interest or challenge from another committee member or from the committee as a whole.

4.1.1.3. The standing committees of the College of Human Medicine shall comprise the Committees on Admissions; Conflict of Interest; Continuing Medical Education; Curriculum; Dean's Student Advisory Committee; Graduate Studies; Reappointment, Promotion, and Tenure; Research; Student Performance (for the duration of the legacy curriculum); and Student Competence.

4.1.2. Nominations and Election of Members

4.1.2.1. College standing committee elections will be held in early spring semester of each academic year. For all standing committees, with the exception of the Admissions Committee, members will assume office on August 16 with terms ending August 15. With the exception of the Admissions Committee, the Curriculum Committee, and the Student Competence Committee, elected committee members will serve two-year terms. In the case of the Admissions Committee, the term of members will begin on May 1 and will end on April 30. The term of office for members of the Admissions Committee, the Curriculum Committee, and the Student Competence Committee will be three years.

4.1.2.2. The College Advisory Council will administer the elections. During spring semester, each unit of the college will be invited to nominate one candidate from among its faculty for each college standing committee. A faculty member may be nominated for more than one committee position, but may not serve as a voting member on more than two college standing committees. In cases where the number of eligible members from a unit is less than half the number of college standing committees, this limitation

does not apply. The College Advisory Council will prepare, distribute, collect and count the ballots and will report the results to the faculty.

- 4.1.2.3. Any faculty member with internal voting privileges in the college may be nominated by his/her basic academic unit for election to any college committee.
- 4.1.2.4. All elected members of college standing committees will be elected by majority vote. In the first round of balloting, candidates receiving the highest number of votes will be declared elected to fill vacant positions provided they have received a majority. A majority for each committee vote will be defined as over half of the number of ballots received for that committee. If all positions are not filled, a run-off election will be conducted.
- 4.1.2.5. With the exception of the Admissions Committee, the Curriculum Committee, and the Student Competence Committee, election procedures will be such that approximately half of the members of each committee will be selected each year. For the Admissions Committee, the Curriculum Committee, and the Student Competence Committee, election procedures will be such that approximately one third of the elected members of the committee will be selected each year. Elected members may not serve on a standing committee for more than six consecutive years.
- 4.1.2.6. When vacancies occur on college standing committees, the mechanism for replacing the committee member will be decided by the chairperson of the committee involved and the College Advisory Council.
- 4.1.2.7. The election procedures prescribed by these bylaws will be used for the election of faculty to university standing committees, unless university bylaws stipulate different procedures.
- 4.1.2.8. The initial meeting of newly elected and appointed voting members of college standing committees shall be called by the outgoing chairperson of each standing committee. The purpose of this meeting shall be to elect the chairperson and other officers of the committee. Elected officers will serve for one year and may be reelected. The chairperson of each standing committee is subject to recall by majority vote of the College Advisory Council.

4.1.3. Minutes and Reports

- 4.1.3.1. Each college standing committee will keep minutes of its meetings. The minutes of each committee, after being approved by that committee, will be forwarded to the members of the College Advisory Council, to the dean, and to the chairperson of each academic unit of the college for information. Copies of the minutes of each committee will be kept on file in the Dean's Office and made available to any member of the faculty on request.
- 4.1.3.2. Each standing committee of the College will report on its activities to the faculty at least once a year.

4.1.3.3. Each standing committee will forward its official proposals to the College Advisory Council for consideration and recommendation prior to presentation to the faculty of the College of Human Medicine.

4.1.4. Subcommittees. Any college standing committee may form subcommittees to facilitate the work of the parent committee. Such subcommittees will operate in accordance with directions from the parent committee, and each subcommittee will publish minutes of its meetings and submit said minutes to the parent committee. Each subcommittee must include in its membership one member of the parent committee, although such a member need not be chairperson of the subcommittee.

4.1.5. Consultants and Assistance. Any standing committee of the college may seek out expertise and elicit the views of any interested individual or group from whatever sources are deemed appropriate. Further, if additional assistance is needed by a standing committee to accomplish its work, the committee may request that the dean, with the advice of the College Advisory Council, name additional members to the committee for a limited term of service and without vote.

4.1.6. Appointed Members. The dean may appoint member(s) of the voting faculty or member of the Dean's Office to any college standing committee or subcommittee on a non-voting basis, in addition to the dean's appointments to each of the standing committees. With the exception of the Curriculum Committee, a committee may extend the voting franchise to any appointed member by closed ballot vote.

4.2. Standing Committees Descriptions

4.2.1. Admissions

4.2.1.1. The Admissions Committee is for admissions to the medical education program and is composed of two sub-committees: the Admissions Executive Sub-committee and the Admissions Interview Sub-committee. The Admissions Executive Sub-committee shall be composed of eleven (11) faculty members elected at large, four (4) faculty appointed by the dean in consultation with the College Advisory Council, and up to six (6) medical students elected by their peers, who serve with voice but without vote. The Admissions Interview Sub-committee shall be composed of faculty members appointed by the assistant dean for admissions. These appointments will be made from among those faculty members who have volunteered or been nominated for consideration. The administrator responsible to the assistant dean for admissions shall serve as executive secretary to the committee with voice but without vote.

4.2.1.2. The Admissions Executive Sub-committee shall perform two functions.

4.2.1.2.1. First, it shall, on an annual basis, review admissions policy and procedures. In the fall of each year, the Admissions Executive Sub-committee shall make a written report of recommendations for policy and procedures for the next year to the College Advisory Council and the dean for consideration and approval. If major changes in either policy or procedures are being proposed, the College Advisory Council shall bring the proposed changes to the faculty for their consideration and vote.

4.2.1.2.2. The second function of the faculty members of the Admissions Executive Sub-committee is to offer admission to the College of Human Medicine to specific individuals. The Admissions Committee has final authority for selecting students for medical study. It should organize itself to ensure that the operant policies and procedures are implemented, and those evaluations of applicants made by all faculty committee members are consistent with the intent of the approved policy and procedures.

4.2.1.3. The Admissions Interview Sub-committee shall perform one function, which is interviewing those applicants to the College of Human Medicine who have been identified by the Admissions Executive Sub-committee. These interviews are implemented using procedures specified by the Admissions Executive Sub-committee. Information derived from the interviews will be forwarded to the Admissions Executive Sub-committee for consideration with other application materials.

4.2.2. Conflict of Interest

4.2.2.1. The Conflict of Interest Committee shall be composed of five (5) faculty members. Four (4) of the faculty will be elected at large: two (2) faculty members will be clinical faculty, and two (2) faculty members will be non-clinical faculty. The fifth faculty member will be appointed by the dean to provide balance to the committee.

4.2.2.2. The charge to the Conflict of Interest Committee shall be to implement the college-approved Conflict of Interest Policy of the College. The committee will receive reports, approve management plans, and adjudicate concerns. The committee will make its recommendations to the dean. The committee will also serve as a forum for the generation, receipt, and discussion of policy recommendations regarding conflict of interest in the college.

4.2.3. Continuing Medical Education

4.2.3.1. The Continuing Medical Education Committee (CME) shall be composed of six (6) elected faculty members and up to three (3) medical students elected by their peers.

4.2.3.2. The general charge to the Continuing Medical Education Committee will be to formulate and recommend policy, program, and practices in the area of continuing education of physicians and, where appropriate, other health professions, and to advise the dean on these matters as guided by the rules and guidelines of the Accreditation Council for Continuing Medical Education (ACCME).

4.2.3.3. The committee will implement policies related to continuing medical education and will review and approve activities submitted for CME accreditation.

4.2.3.4. Because of the extramural scope of this committee, the dean, upon request of the committee, may appoint additional voting members to the committee, and such appointees need not necessarily be members of the college faculty.

4.2.4. Curriculum

- 4.2.4.1. The Curriculum Committee is for the professional medical education program. It will consist of a parent committee and subsidiary committees representing Blocks II and III of the legacy curriculum for the academic years in which students are actively enrolled in these curricular segments.
- 4.2.4.2. There shall be thirteen (13) voting members of the Curriculum Committee, with one (1) additional voting member from each of the Block II and Block III subsidiary committees as long as students are actively enrolled in these curricular segments. The voting members will include: five (5) faculty members elected at large, two (2) medical students elected by their peers (one representing students from curricular components offered in the first two years of the MD curriculum, and one representing the components offered in the last two years of the MD curriculum), one voting faculty member elected from each of the following: the Block II subsidiary committee, the Block III subsidiary committee, the Early Clinical Experience Curricular Development Group, the Intersession Curricular Development Group, the Middle Clinical Experience Curricular Development Group, the Late Clinical Experience Curricular Development Group, and two (2) members of the faculty at large to be appointed by the dean in consultation with the College Advisory Council. The appointed faculty members shall be selected so that among the thirteen (13) voting faculty of the committee, there shall be not less than one (1) from each area of general interest, i.e., behavioral, biological, and clinical science.
- 4.2.4.3. The college representative to the University Committee on Curriculum will be an ex officio, non-voting member unless otherwise serving as an elected or appointed member.
- 4.2.4.4. A representative of the community deans appointed by the dean, and a representative of the evaluation/faculty development program appointed by the dean shall serve as members of the Curriculum Committee with voice but without vote.
- 4.2.4.5. The administrator responsible to the dean for curricular affairs within the college shall serve as executive vice chairperson of the Curriculum Committee with voice but without vote.
- 4.2.4.6. The committee shall elect from its voting membership a chairperson and a secretary. The chairperson of the Curriculum Committee, the executive vice chairperson, and the secretary shall form an Executive Committee to prepare the agenda for committee meetings and to review materials prior to each meeting of the committee.
- 4.2.4.7. The Curriculum Committee shall exercise the faculty's delegated authority to review and approve all changes in the professional curriculum, (including the development of new academic programs and the modification or discontinuance of old programs), degree requirements, college grading policies, courses, and other academic offerings proposed by departments, offices, or interdisciplinary units of the college.

- 4.2.4.8. The committee shall review and approve procedures for the evaluation of courses and programs within the curriculum for the MD degree, review the outcome of the curricular components, and review available evidence of overall curriculum effectiveness.
- 4.2.4.9. The Curriculum Committee shall provide oversight for the medical degree curriculum of the college and serve as a forum for the generation, receipt, and discussion of curriculum policies.
- 4.2.4.10. The Curriculum Committee, in consultation with the administrator responsible to the dean for curricular affairs within the college and appropriate departments and academic programs of the college, shall be responsible for the composition and functioning of subsidiary committees so long as students are enrolled in Blocks II and III. During each academic year, the committee shall report to the faculty on the status of the subsidiary committees so long as students are enrolled in these blocks, and on the implementation of the Shared Discovery Curriculum.
- 4.2.4.11. The committee shall seek faculty review and action for major curricular proposals.
- 4.2.4.12. The committee shall make an annual report to the College Advisory Council and the faculty consisting of a review of the state of the professional curriculum with recommendations for its continued evolution.

4.2.5. Dean's Student Advisory

- 4.2.5.1. The Dean's Student Advisory Committee is comprised of elected medical student representatives from students in years 1 and 2 of the legacy curriculum at each relevant campus, and students in years 3 and 4 of the legacy curriculum at each community campus until such time that the final students in the legacy curriculum have graduated; and elected medical student representatives from the Early, Middle, and Late Clinical Experience curricular segments representing each community.
- 4.2.5.2. The primary purpose of the Dean's Student Advisory Committee is to serve as a channel of communication between the medical students and the dean.

4.2.6. Graduate Studies

- 4.2.6.1. The Committee on Graduate Studies shall be composed of four (4) faculty members elected at large, one (1) faculty member appointed by the dean in consultation with the College Advisory Council, and one (1) graduate student enrolled in a graduate degree program in the college elected by his/her peers. The college representative to the University Graduate Council will be an ex officio, non-voting member, but may be given the voting franchise by committee.
- 4.2.6.2. The charge to the Committee on Graduate Studies shall be to serve as a forum for the generation, receipt, and discussion of policy recommendations regarding graduate education programs of the college, and to advise the dean on these matters. The committee shall exercise the faculty's delegated authority to review and approve or reject all changes in the graduate curriculum degree requirements and graduate cognate course programs of the college.

4.2.7. Reappointment, Promotion, and Tenure

- 4.2.7.1. The Reappointment, Promotion, and Tenure Committee will be composed of eight (8) elected faculty members. Those receiving the highest number of votes shall comprise the committee, but there shall be three (3) faculty members from clinical units and three (3) faculty members from non-clinical units. At the time of election or appointment, at least three (3) members of the committee shall be in the tenure system (at least one must not yet be tenured), two (2) Health Programs (HP) Track, and two (2) Fixed Term Track. The dean may appoint up to three (3) additional members of the committee to assure this representation and to add adequate representation of women and minorities.
- 4.2.7.2. In providing advice on recommendations that involve the award of tenure, committee voting is limited to tenured faculty. In providing advice on recommendations for promotion, all candidates for promotion will be voted on by committee members at the rank recommended for promotion or above.
- 4.2.7.3. The committee will elect a chair and vice-chair. One position will be represented by a tenure system committee member and one position will be represented by a (HP or non-HP) fixed term committee member. The chair and vice-chair will be elected at the first meeting of the academic year.
- 4.2.7.4. The committee shall meet at the beginning of each academic year to review all operating documents of the committee, including the Guidelines for Reappointment, Promotion, and Tenure, and to conduct any business before the committee, particularly requests from the dean for advice on specific matters. Thereafter, the committee shall meet on an as-needed basis.
- 4.2.7.5. The role of the committee is to provide advice to the dean on all reappointment, promotion, and tenure recommendations of faculty in the tenure system required or proposed by departments/units and on all promotions in the HP or fixed term appointment systems required or proposed by the departments/units. The advice will be delivered to the dean in the form of written commentary with results of vote. It may also provide comments on department/unit standards, criteria, and procedures for reappointment, promotion, and tenure, and other matters as requested by the dean.
- 4.2.7.6. Candidates shall be informed of and reviewed on the materials to be used by the committee. Faculty should refer to the document "Standards, Criteria and Guidelines for Reappointment, Promotion and Tenure in the College of Human Medicine."
- 4.2.7.7. Candidates are reviewed according to the criteria and standards in department/unit bylaws, reappointment, promotion, and tenure documents, college bylaws, CHM's Standards, Criteria and Guidelines for Reappointment, Promotion and Tenure document, and the university's statement on "Appointment, Reappointment, Promotion and Tenure Recommendations."

4.2.7.8. The dean will provide faculty members and the Office of the Provost with information concerning the composition, membership, role and functions of the college-level reappointment promotion and tenure committee.

4.2.8. Research

4.2.8.1. The Committee on Research shall be composed of four (4) faculty members elected at large, one (1) faculty member appointed by the dean in consultation with the College Advisory Council, and one (1) graduate student enrolled in a graduate degree program in the college.

4.2.8.2. The charge to the Committee on Research shall be to serve as a forum for the generation, receipt, and discussion of policy recommendations regarding research programs of the college, and to advise the dean on these matters. The committee shall exercise the faculty's delegated authority to review and approve or reject all changes in research programs of the college.

4.2.9. Student Performance

4.2.9.1. The Student Performance Committee is for the academic performance of the medical students in the legacy curriculum, and will be composed of seven (7) elected faculty members, five (5) faculty members appointed by the dean in consultation with the College Advisory Council, and four (4) medical students elected by their peers: one from Block I, one from Block II, and two from Block III. Representatives from the Office of Academic Programs, the Office of Student Affairs and Services, the Office of Academic Affairs, and the administrative support person as designated by the dean will serve as ex officio non-voting members of the committee. Committee members who rotate off the committee will remain as alternates for one year with attendance at hearings only when necessary to reach a quorum. The Student Performance Committee will be defunct when the final students in the legacy curriculum have graduated.

4.2.9.2. The faculty members of the committee shall serve as a review body regarding all academic actions that affect students' progress, standing, reinstatement and/or retention in the College of Human Medicine. On an annual basis, the committee shall perform a review of policies and procedures regarding student performance and conduct. In spring semester of each year, the Student Performance Committee shall offer a written report and make recommendations for policy and procedures to the College Advisory Council and the dean for consideration and approval. If major changes in either policy or procedures are being proposed, the College Advisory Council shall recommend the proposed changes to the faculty for their consideration, review and vote.

4.2.9.3. In carrying out its task, the Student Performance Committee shall consult with unit administrators and/or course directors at intervals deemed appropriate by the committee as a whole, or at the written request of a unit administrator or course director.

4.2.10. Student Competence

- 4.2.10.1. The Student Competence Committee reviews student performance data in the context of the academic standards established by the Curriculum Committee to determine college course grades and promotion within the Shared Discovery Curriculum at the end of each semester. The Student Competence Committee also ensures ongoing compliance with the technical standards for the MD degree as established by the College of Human Medicine.
- 4.2.10.2. The instructor of record for all college courses within the Shared Discovery Curriculum is the chair of the Student Competence Committee. There are 48 committee members: thirty-two (32) fellows of the Academy appointed by the director of the Academy for annually renewable terms, eight (8) members elected by the faculty at large for three-year terms, and eight (8) faculty members appointed by the dean for balancing committee composition. Representatives from the Offices of Assessment and Academic Achievement and the administrative support person as designated by the dean serve as ex officio non-voting members of the committee.
- 4.2.10.3. Committee members are assigned to one of four subcommittees such that each subcommittee has representation from all four Learning Societies and the faculty at large (i.e., elected and appointed members). Members maintain their committee assignments throughout their terms. Each subcommittee elects its convening chair and vice chair for a term of one year.
- 4.2.10.4. A Grade Appeals Subcommittee, led by the instructor of record for all college courses, is appointed each year by the associate dean for undergraduate medical education. Its members include four fellows (one per Learning Society), and four of the members elected or appointed to the Student Competence Committee, such that there is at least one faculty member from each Student Competence subcommittee. The Grade Appeals Subcommittee also elects a vice chair from among its members. This vice chair serves as chair of the Student Competence Committee and Grade Appeals Subcommittee in the absence of the instructor of record.
- 4.2.10.5. On an annual basis, the Student Competence Committee shall perform a review of policies and procedures regarding student assessment and promotion. In spring semester of each year, the committee shall offer a written report and make recommendations for policy and procedures to the College Advisory Council and the dean for consideration and approval. If major changes in either policy or procedures are being proposed, the College Advisory Council shall recommend the proposed changes to the faculty for their consideration, review and vote.
- 4.2.10.6. In carrying out its task, the Student Competence Committee shall consult with unit administrators at intervals deemed appropriate by the committee as a whole, or at the written request of a unit administrator.

4.3. Ad Hoc Committees

- 4.3.1. Ad hoc committees shall be kept to a minimum. The College Advisory Council, in consultation with the dean, shall establish such ad hoc committees as deemed necessary for study of areas not already covered by a standing or appointed committee. The College Advisory Council, in

consultation with the dean, shall review annually the advisability of continuance of ad hoc committees.

- 4.3.2. The Steering Committee shall recommend to the College Advisory Council the composition, method of selecting members, functions, and procedures of ad hoc committees.

ARTICLE V. GRIEVANCE AND DISCIPLINARY HEARING PROCEDURES

5.1. Faculty

- 5.1.1. The procedures shall be designed to insure fundamentals of due process and shall be consistent with the provisions of the University Bylaws for Academic Governance and the University's Faculty Grievance Policy found in the Faculty Handbook.

5.2. Students

- 5.2.1. The College Advisory Council shall have shared responsibility with the dean for prescribing procedures for the hearing and resolution of significant and serious complaints from students who have pursued these matters without satisfaction at the unit level. The grievance procedures shall assure fundamentals of due process and shall be consistent with the provisions of the University Bylaws, the Medical Student Rights and Responsibilities for medical students, Graduate Student Rights and Responsibilities for graduate students, and Academic Freedom Report for undergraduate students.

5.3. Composition of College Hearing Board

- 5.3.1. The College Hearing Board shall be comprised of three faculty and three students.
- 5.3.2. The College Advisory Council shall designate a faculty member with rank who shall serve as the chair of the College Hearing Board and who shall vote only in the case of a tie.
- 5.3.3. The Dean's Office shall designate staff support for the College Hearing Board.
- 5.3.4. The College Hearing Board shall be constituted no later than the beginning of the calendar year.

5.3.5. Faculty Selection

- 5.3.5.1. The chair of the College Hearing Board shall direct the staff person to compile a list of voting faculty by random selection, exclusive of department chairs, associate deans, assistant deans, and visiting faculty. The Office of Medical Education and Research shall generate the list of faculty by random selection.
- 5.3.5.2. Six faculty who agree to serve for staggered terms of three years shall be selected to serve on the College Hearing Board. Faculty shall be selected to replace the retiring member(s) each year. Faculty who have served a term on the panel will not be a part of the random list for at least five years after the completion of their service.
- 5.3.5.3. In preparation for a hearing, the chair of the College Hearing Board shall constitute the required number of faculty, plus alternates in case any of the faculty has a conflict of

interest. Faculty from the randomly selected list shall be available to serve as alternates should the selected faculty have a conflict of interest.

5.3.5.4. If a faculty member is involved in the complaint/grievance or has a conflict of interest, the faculty member shall not serve on the College Hearing Board. A faculty member who has served as an instructor for a course or clinical rotation in which the student was enrolled or had some other college-related relationship with the student, but which is not the subject of the grievance, may serve on the College Hearing Board. Such relationships must be disclosed to the chair of the College Hearing Board and be disclosed at the beginning of the hearing.

5.3.6. Student Selection

5.3.6.1. The chair of the College Hearing Board shall direct the staff person to compile a list of students by random selection. The Office of Student Affairs shall generate the list of students.

5.3.6.2. Six students who agree to serve for staggered terms of two years shall be selected to serve on the College Hearing Board during their second year of medical school. Students shall be selected to replace the retiring member(s) each year. Students shall serve a term and rotate off. All students on the panel must be in academic good standing in the college.

5.3.6.3. If a student is involved in the complaint/grievance or has a conflict of interest, the student shall not serve on the College Hearing Board.

ARTICLE VI. INTERPRETATION AND AMENDMENT PROCESS

6.1. Interpretation. The College Advisory Council shall be entrusted with the interpretation of these bylaws with the faculty being the final authority.

6.2. Amendments. Amendments to these bylaws may be proposed in writing to the College Advisory Council as an agenda item for any college faculty meeting. If included on the agenda, the written proposal will be circulated to the faculty with the agenda. Should the proposal meet with the favor of the convened faculty, they will indicate by a simple majority vote whether final submission to the voting faculty should be undertaken. If approved, the College Advisory Council will conduct a mail ballot election; it will prepare, distribute, collect, and tally the ballots and will report the results of the election to the faculty. A two-thirds majority of the college voting on the amendment shall be required for passage. Voting on amendments to the bylaws shall take place only during the fall and spring semesters. A minimum of two weeks shall be allowed from the mailing of the ballot to the deadline for receipt of ballots. Following approval by the faculty, the College Advisory Council shall forward the proposed amendment(s) to the dean. This shall be done under the shared responsibility mode of decision-making in academic governance.

6.3. Five Year Revision. Revision of these bylaws shall be undertaken not later than five years from the date of approval by voting faculty of the college.

- 6.4. Replacement of Existing Bylaws. These Bylaws, as revised in April 2016, replace the Bylaws of the Faculty Organization as revised and amended previously.
- 6.5. Rules of Order. Roberts Rules of Order (latest edition) will be authoritative in procedural matters for all college committees and faculty meetings unless otherwise specified in accordance with these bylaws. Procedural disputes which cannot be resolved within committees may be brought to the College Advisory Council for resolution.