



*College of*  
Medicine

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# COLLEGE BYLAWS

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## COLLEGE OF MEDICINE BYLAWS

### OVERVIEW

The College of Medicine bylaws set forth the governance of the College of Medicine and determine the organization and major operating procedures for the College of Medicine consistent with CMU's policies and procedures. The responsibility and authority for some aspects of governance are delegated to the Faculty of Medicine and are described below. In the event of any conflict between these bylaws and CMU policies and procedures the CMU policies and procedures will supersede these bylaws.

## COMPOSITION OF FACULTY

### FACULTY OF MEDICINE

The Faculty of Medicine of the College of Medicine is composed of:

- individuals with faculty appointments who are employed by CMU College of Medicine and CMU Medical Education Partners (a separate 501c3 with its own bylaws);
- five representatives, with College of Medicine faculty appointments, to be elected by each branch campus as defined by the LCME, and;
- five representatives, with College of Medicine faculty appointments, from the comprehensive community clerkship (CCC), appointed by the dean.

The Faculty of Medicine shall have the power to:

- recommend approval of amendments to these bylaws;
- elect a majority of voting members of the Admissions Committee, Faculty Council, Faculty Appointment and Advancement Committee, Curriculum Committee, and the Student Performance and Conduct Committee;
- elect senators to the University Academic Senate. Note that only CMU College of Medicine employed faculty are eligible to serve on CMU's Academic Senate and its subcommittees.

Additional powers and obligations of the Faculty of Medicine shall be delegated to the Faculty Council, and exercised by it, except for those powers and obligations reserved above.

## GOVERNANCE AND OPERATING STRUCTURE

The dean of the College of Medicine is the chief academic officer and primary representative of the College of Medicine to the University and external partners. This position reports to the provost. The dean shall exercise general executive responsibility for clinical, research, operational policies and procedures, and all educational programs of the College of Medicine. The dean is appointed by the president, and receives regular performance reviews from the provost in accordance with CMU policies and procedures. The dean may create ad hoc committees, teams or task groups at any time as appropriate for consultation or review of the operation of the College of Medicine. The standing committees described later in this section provide forums for faculty participation in governance and the development of programmatic policies for the College of Medicine.

### FACULTY COUNCIL

The Faculty Council of the College of Medicine shall represent and have the authority to act for the Faculty of Medicine advising the dean in the following matters:

- college issues and policies that transcend the responsibility of individual committees
- oversight of College bylaw committees, their function and procedures
- oversee the election process including the development of a slate of candidates that ensures appropriate representation across campuses, disciplines and individuals
- approval of the requirements for admission or graduation
- approval of candidates for receipt of the MD degree
- providing membership to an ad-hoc adverse action appeal committee
- setting the agenda for the annual meeting of the Faculty of Medicine
- annual review of the College bylaws
- other decisions which are considered by the dean to warrant a vote of the Faculty of Medicine

### MEMBERSHIP

The Faculty Council shall be composed of the following membership. The voting members are:

- eight (8) elected faculty representatives, at least three (3) with the rank of associate professor or above, and at least three (3) at the rank of assistant professor
- one (1) elected representative from each branch campus
- four (4) discipline chairs

Ex-officio, non-voting member:

- associate dean for faculty affairs and professional development

Members shall serve a three (3) year term. The chair and vice-chair of the Faculty Council shall be elected annually by the committee. The chair and vice-chair must have rank at the associate level or above. The committee shall meet four times per year, or as needed, to conduct the business of the committee.

## **DEAN'S CABINET**

The Dean's Cabinet has primary responsibility for advising the dean on major operational issues, as well as strategic planning. The cabinet implements effective strategies across the institution that transform the mission, vision and values into day-to-day operations. The cabinet members assist with dissemination of information to their relevant faculty and staff in their reporting line. The Dean's Cabinet shall be composed of:

- the dean
- those who may have a direct reporting relationship with the dean
- any members of College of Medicine faculty and staff as determined by the dean

The Dean's Cabinet shall be chaired by the dean or a senior associate dean (in the absence of the dean) and shall meet monthly, or as needed, to discuss all matters as determined by the dean of the College of Medicine.

## **FACULTY APPOINTMENT AND ADVANCEMENT COMMITTEE (FAAC)**

Following the guidelines found in the Faculty Appointment Manual, the Faculty Appointment and Advancement Committee (FAAC) is charged with making recommendations to the dean on:

- the appointment, reappointment and promotion of all faculty, and the tenure and post-tenure review of all tenured faculty
- changes in criteria for faculty academic appointment and making recommendations or modifications to credentialing
- the formulation of policies regarding faculty appointment and advancement
- the quality review process prior to appointment and reappointment of faculty

## **MEMBERSHIP**

The Faculty Appointment and Advancement Committee shall be composed of the following membership. The voting membership includes:

- eight (8) at the rank of associate professor or above
- one (1) at the rank of assistant professor

- one (1) elected representative from each branch campus

Ex-officio, non-voting members are:

- associate dean/faculty affairs and development

Members shall serve a three (3) year term. The dean will appoint a chair, from those elected, to serve a three (3) year term. A vice-chair will be elected by the committee and serve a three (3) year term.

## **ADMISSIONS COMMITTEE**

The Admissions Committee shall be responsible for selection and acceptance of medical students who have demonstrated their promise for academic success, and who demonstrate traits consistent with their becoming empathetic, highly competent practitioners of the art and science of medicine, consistent with the mission statements of the College of Medicine and CMU.

The Admissions Committee has complete autonomy to provide applicants with offers of admission to the College of Medicine, and shall not be influenced in any way by individuals who do not have voting privileges on this committee.

The Admissions Committee is charged with the responsibility and authority to:

- formulate and recommend to the Dean and Faculty Council the requirements for student admission to the College of Medicine
- develop and implement policy and processes to:
  - set criteria and standards for the evaluation of candidates
  - review applications
  - offer interviews
  - select candidates and develop an alternate list
- formulate and recommend policy, including diversity and inclusion, regarding the recruitment of students
- regularly evaluate admissions policies and procedures

## **MEMBERSHIP**

The Admissions Committee shall be composed of the following membership. The voting membership includes:

- eight (8) elected faculty of medicine members with at least one member from a branch campus
- two (2) medical students to be elected by the student body

In addition, the admissions committee solicits nominees and elects membership for the following groups:

- one (1) resident (PGY-2) from a CMU affiliated site
- two (2) CMU regular faculty members external to the College of Medicine
- two (2) community representatives and/or CMU alumni

Ex-officio, non-voting members are:

- associate dean/student affairs
- diversity and inclusion officer

Faculty serve a three (3) year term. CMU faculty/alumni, and community representatives of the committee shall be selected by the Admissions Committee, via committee approved criteria, and may serve a three year (3) year term. Students and resident may serve up to a two (2) year term.

The chair and vice-chair of the Admissions Committee shall be elected by the committee and serve a three (3) year term. The chair and vice-chair must be a member of the Faculty of Medicine.

### **CURRICULUM COMMITTEE (CURR COM)**

The Curriculum Committee (CurrCom) is charged with the responsibility and authority to:

- define and revise the structure and content of the undergraduate medical curriculum including both preclinical courses and clerkships and the goals, objectives and assessments
- approve the creation or removal of courses from the educational program
- formulate and recommend policies regarding the educational program
- define and revise structure and content of any joint degree programs and the goals, objectives and assessments
- approve proposed graduate programs subject to University policy and procedures
- conduct regular reviews of courses, clerkships, and the curriculum as a whole
- evaluate and/or analyze data about course or clerkship syllabi and teaching materials, student evaluations of a course or clerkship, and overall student performance in a course or clerkship
- approve annual course/clerkship reports
- approve major changes to the structure of the curriculum
- approve major changes to the grading system for the assessment of student performance

The Curriculum Committee delegates relevant responsibility for the development, implementation, and day-to-day operations of the educational program to the Years 1&2 and

Years 3&4 Committees, respectively. The Curriculum Committee also delegates relevant responsibility for the management of program evaluation activities to the Program Evaluation Committee (PEC), facilitating a timely and appropriate evaluation process. The Years 1&2, Years 3&4, and PEC committees are standing committees reporting to, and subject to the oversight of, the Curriculum Committee. The charge and membership of each standing committee is described in the appendix.

## **MEMBERSHIP**

The Curriculum Committee (CurrCom) shall be composed of the following membership. The voting membership includes:

- four (4) faculty from the foundational sciences
- six (6) clinical faculty (with at least one elected from each branch campus)
- four (4) elected students (one each from M1-M4), serving a one (1) year term
- one (1) dean appointed resident nominated by the DIO, serving a one (1) year term
- assistant dean/foundational sciences education
- director of the comprehensive community clerkship
- associate dean/clinical education

Ex-officio, non-voting members are:

- senior associate dean/academic affairs
- associate dean/student affairs
- director evaluation and assessment
- designated institutional official (DIO)

Members shall serve a three (3) year term unless otherwise noted above. The chair is appointed by the dean from the elected faculty membership to a three (3) year term. Each member shall serve a three (3) year term. A vice-chair will be elected by the committee and serve a three (3) year term. The chair may appoint ex-officio members who serve in a role that supports the student/resident education.

## **STUDENT PERFORMANCE AND CONDUCT COMMITTEE (SPCC)**

The Student Performance and Conduct Committee (SPCC) shall be responsible for the monitoring and review of the academic performance of all students including recommendation of students for graduation. The committee shall also be responsible for the review of student conduct. The committee is charged with making recommendations to the dean on student advancement as a consequence of:

- failure to meet the academic standards as defined by the faculty

- accusation of unprofessional conduct including any unethical, illegal behavior or activity
- violation of the CMU integrity and related policies or the CMU College of Medicine Student Compact or Code of Conduct

In addition, the SPCC makes recommendation on modification of academic standards and/or policies regarding student performance and conduct to the faculty, via the Curriculum Committee.

## **MEMBERSHIP**

The Student Performance and Conduct Committee shall be composed of the following membership. The voting membership includes:

- four (4) foundation science faculty
- five (5) clinical faculty (with at least one elected from each branch campus)
- two (2) medical students, one M2 and M3, elected for a two year term at the end of the M1 year, by the student body as a whole
- one (1) resident physician appointed annually by the dean for a one year term

Ex-officio, non-voting members are:

- senior associate dean/academic affairs
- associate dean/student affairs

Members shall serve a three (3) year term unless otherwise noted above. The chair is appointed by the dean from the elected faculty membership and serves a two (2) year term. A vice-chair will be elected by the committee and serve a two (2) year term.

## **COMMITTEE PROCEDURES**

Operating procedures and processes may be developed by the committees as needed. Each committee is responsible for developing and distributing its operating procedures. The following procedures apply to all College bylaw committees mentioned above.

- **Conflict of Interest.** The chair upon calling the committee to order shall ask each member present if they have a perceived or actual conflict of interest with any matter before the committee. In the event of any other conflict of interest, real or perceived, the conflicted member of the committee will be excused by the chair from the official proceedings of the committee. If the chair has a real or perceived conflict of interest, the chair may excuse themselves and appoint an acting chair from the committee membership to act in the specific circumstance.

- **Meeting Schedule.** Committees will meet as often as necessary to carry out their charge. The chair of the committee may call a face-to-face or electronic meeting at any time to discuss matters that are urgent or time sensitive.
- **Attendance.** Attendance of elected committee members is mandatory and requires an excused absence by the chair of the committee. The chair of the committee reserves the right to remove an elected member who attends fewer than half of scheduled meetings within a six-month period. The discipline chair will put forward a replacement to the dean for appointment.
- **Absence of Chair.** The vice-chair will preside in the chair's absence.
- **Terms of Committee Chair:** A committee chair can be only be appointed or elected to two (2) consecutive terms.
- **Quorum.** Quorum is considered the presence) of a simple majority of the voting members. If quorum is met, matters requiring a vote are considered passed by a simple majority.
- **Committee Seats.** If, for any reason, an elected member is not willing or is unable to serve on the committee, the dean will appoint another member of the Faculty of Medicine, with appropriate rank, to fill the seat until the next scheduled election.
- **Student Representation.** Student representatives may only serve on one bylaws committee at a time.
- **Guests.** Guests may be invited by the chair to attend any committee as deemed necessary for the proper conduct of business. Other interested parties may be allowed to attend at the chair's discretion.
- **Eligible Voting Members:** Ex-officio committee members who are considered faculty members as defined in the section "Faculty of Medicine," are not eligible for election to the committee as a voting member.

## MEETINGS OF FACULTY AND STAFF

### FACULTY OF MEDICINE MEETINGS

The Faculty of Medicine shall meet at least one time during the start of the academic year. The schedule for the meeting will be set and published in advance. Notice of the meeting will be sent to the members of the Faculty of Medicine at least sixty (60) days prior to the meeting. The chair of the Faculty Council shall preside at the Faculty of Medicine meeting. An agenda will be provided 48 hours in advance of the meeting.

Special meetings of the College of Medicine Faculty of Medicine may be called upon written request of 40% of the Faculty of Medicine to the chair of the Faculty Council. Other meetings can be called to address matters that require a vote of the Faculty of Medicine. Appropriate business within the purview of the Faculty of Medicine includes elections' and the college of medicine bylaws. Amendments to the bylaws will be presented and discussed at a meeting of

the Faculty of Medicine prior to a vote on the matter. Following the meeting the information provided shall be published to the entire Faculty of Medicine electronically a week prior to any vote conducted. The vote may be conducted electronically. Any action will be decided by a majority of the Faculty of Medicine who participate in the voting process.

## **COLLEGE-WIDE MEETINGS**

The dean of the college of medicine will conduct at least one college-wide meeting open to all faculty and staff each year. The agenda shall be set by the dean and shall be distributed in advance.

## **CMU ACADEMIC SENATE**

CMU College of Medicine employed Faculty of Medicine will participate in the governance of CMU as all other College faculty through the Academic Senate. The Constitution of the Academic Senate sets forth the role, function and procedures of the Academic Senate. This information can be found at <https://www.cmich.edu/AcademicSenate/Pages/default.aspx>.

## **AMENDMENTS**

These bylaws shall automatically stand amended when necessary to concur with the CMU bylaws, actions of the Board of Trustees, or guidelines provided by the Liaison Committee for Medical Education (LCME). Such amendments shall be brought to the attention of the Faculty of Medicine.

## **PROCEDURE TO AMEND BYLAWS**

Substantive amendments to the bylaws must be approved by the Faculty of Medicine and dean of the college of medicine. Notice of the proposed amendment must be sent to the Faculty of Medicine at least two weeks prior to the submission of ballots. A vote on a proposed amendment shall be preceded by discussion at a meeting of the Faculty of Medicine and may be approved by electronic vote by an affirmative vote of the majority of the total ballots cast by the members of the Faculty of Medicine.

### Years 1&2 Committee Terms of Reference

#### Charge

The Years 1&2 committee is a standing committee reporting to the Curriculum Committee, and supports the function and charge of this bylaws committee. The Years 1&2 Committee is delegated responsibilities for the development, implementation, and day-to-day operations of the pre-clerkship educational program as described below.

#### Function

The Year 1&2 Committee is responsible for the following:

- Overseeing the development and annual review/revision cycle of the years 1&2 curriculum
- Proving recommendations on assessment and evaluation procedures, supporting the function of the Program Evaluation Committee
- Reviewing program evaluation data from individual courses and years 1&2 of the education program, and recommending changes as needed based upon assessment/evaluation data and current best-practices
- Identifying and forwarding recommendations for significant curricular revision to the Curriculum Committee for consideration and approval
- Enacting curricular mandates pertaining to the Year 1&2 curriculum approved by the curriculum committee
- Providing a year-end summary of Year1&2 committee actions to the curriculum committee

#### Membership

Membership:

- Assistant Dean/Foundational Sciences Education (Chair)
- Year 1&2 Co-course Directors
- Associate Dean/Clinical Education
- Senior Associate Dean for Academic Affairs\*
- Director of assessment and evaluation\*
- M1 student (to be elected by M1 class)
- M2 student (to be elected by M2 class)

*\*non-voting status*

#### Roles and Expectations of Committee Members

- Attend all meetings, providing regrets in advance for any missed meetings

- Review meeting agendas, including agenda items and related materials in advance of meetings
- Actively participate in committee discussions and decisions
- Communicate committee discussions and recommendations to any of their respective course faculty, departments, divisions, units, or offices for which they serve in a supervisory role

### **Committee Process**

The Year 1&2 committee will convene for regular meetings once every 4 weeks. Additional meetings may be called by the Chair, as needed. Approval of items will require a simple majority of voting members present. Attendance, discussion, and member participation in voting by electronic means is acceptable.

The Committee receives support from the Office of Medical Education. Minutes and meeting notes are maintained in the Office of Medical Education and electronically on the Year 1&2 committee shared folder.

## **The Year 3&4 Committee**

### **Terms of Reference**

#### **Charge**

The Year 3-4 Committee is a standing committee of the Curriculum Committee and is charged with the development, implementation, and day-to-day operation of the educational program during the third and fourth years. All substantive changes to the educational program or assessment are subject to the consideration and approval of the Curriculum Committee.

#### **Function**

The Years 3-4 Committee is responsible for the following:

- Defining clerkship objectives and content
- Horizontal integration of programmatic objectives across Years 3 and 4, and vertical integration of clinical content with basic science concepts
- Defining required patient encounters and procedures
- Development of clerkship assessments and grading procedures
- Monitoring of teaching sites, student evaluations, comparability, and learning environment
- Approval of annual clerkship reviews completed by clerkship directors
- Dissemination of clerkship syllabi and policies to faculty and residents
- Implementation of recommendations from the Curriculum Committee and enacting of curricular mandates
- Provision of monthly and year-end summary reports to the Curriculum Committee
- Submission of any significant curricular or assessment changes for consideration and approval.
- Assisting the Program Evaluation Committee (PEC) in the Years 3-4 segment review every 3 years
- Making recommendations for CMED policies and procedures pertinent to the third and fourth years.

#### **Membership**

Voting membership:

- Associate Dean, Clinical Education (Chair)
- Branch Campus Clinical Assistant Deans
- Clerkship Directors, Year 3 (6)
  - Comprehensive Community Clerkship
  - OB/GYN
  - Psychiatry
  - Hospitalist
  - Surgery
  - Pediatrics
- Clerkship Directors, Year 4 (3)

- Emergency Medicine
- Surgery Sub-Internship
- Medicine Sub-Internship
- Medical student representative, Year 3 (elected by student body)
- Medical student representative, Year 4 (elected by student body)

Ex-Officio Members (non-voting):

- Senior Associate Dean for Academic Affairs
- Assistant Dean, Foundational Sciences Education
- Director of Student Success
- Director of Assessment and Program Evaluation
- Coordinator, Distributed Clinical Education
- Program Assistant, Distributed Clinical Education
- Clerkship Coordinators
- Director, Office of Medical Education
- Associate Dean, Faculty Development and Faculty Affairs
- Director, Faculty Development

**Roles and Expectations of Committee Members:**

- Members are expected to attend all meetings. Any anticipated absences should be communicated to the Chair.
- Actively contribute to committee discussions and decisions.
- Members have access to all committee minutes, and are expected to review materials sent in advance of any meeting.
- Report back on committee discussions and recommendations to their respective clerkships/departments/faculty/branch campus leads/residents.
- Seek opportunities for ongoing faculty development specific to role as clerkship director, including participation in national organization.

**Committee Process**

The Years 3-4 Committee will meet monthly or more frequently as called by the Chair. All recommendations to the Curriculum Committee will require a simple majority vote of members present. Attendance by electronic means is acceptable.

The Committee receives support from the Office of Distributed Clinical Education. Minutes and meeting notes are maintained electronically in the Office of Distributed Clinical Education. Minutes will be available within one week of all meetings. Agendas are distributed on the Friday preceding the next meeting week.

## **The Program Evaluation Committee Terms of Reference**

### Charge

The Program Evaluation Committee (PEC) is a standing committee reporting to the Curriculum Committee, and supports the function and charge of the Curriculum Committee. The PEC is delegated responsibility for facilitating and conducting a timely, appropriate, and evidence-driven evaluation process of pre-clerkship segment reviews, clerkship segment reviews, and overall curriculum reviews for the purpose of continuous quality improvement.

### Function

The PEC is responsible for the following:

- Planning and implementing a process for segment and overall curriculum reviews
- Examining the alignment between the educational program objectives and courses/clerkships, horizontal integration of content across courses/clerkships, vertical integration of content across segments, and/or the appropriateness of curricular structure, instructional, and assessment methodologies
- Review assessment/evaluation data and the overall quality of pre-clerkship, clerkship, and overall medical education
- Identifying major areas for improvement in pre-clerkship, clerkship, and overall medical education
- Making recommendations for areas that need significant improvement in pre-clerkship, clerkship, and overall medical education and submitting them to the relevant Years 1&2 or 3&4 Committee and Curriculum Committee for consideration and approval

### Membership

Voting membership:

- Director of Assessment and Program Evaluation (Chair)
- Senior Associate Dean for Academic Affairs
- Associate Dean, Clinical Education
- Assistant Dean, Foundational Sciences Education
- Ad hoc members appointed by the Chair

### Roles and Expectations of Committee Members

- Attend all meetings, providing regrets in advance for any missed meetings
- Review meeting agendas, including agenda items and related material in advance of meetings
- Actively participate in committee discussions and decisions
- Communicate committee discussions and recommendations to any of their respective faculty, departments, divisions, units, or offices for which they serve in a supervisory role

### Committee Process

The Curriculum Committee has approved an evaluation schedule for segment and overall curriculum reviews; as such, the PEC will meet as mandated by this schedule. Approval of items will require a simple majority of voting members present. Attendance, discussion, and member participation in voting by electronic means is acceptable. Meeting notes and materials are maintained by the Chair and electronically on the shared folder.