



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 all voting members of the faculty who are employed by CMU College of Medicine and CMU Medical Education Partners (a separate 501c3 with its own bylaws) and have active faculty appointments at the College of Medicine. The Faculty of Medicine shall have the power to:

- recommend approval of amendments to these bylaws;
- elect a majority of the 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

DEAN

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, and the election process
- 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 agendas for the meetings 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:

- six (6) elected faculty representatives, four (4) with the rank of associate professor or above, and two (2) at the rank of assistant professor
- two (2) dean appointed faculty that are representative of the spectrum of the Faculty of Medicine voting members (ranks and disciplines)
- three (3) discipline chairs
- one (1) dean appointed representative from each branch campus

Ex-officio, non-voting members are:

- senior associate dean/academic affairs
- senior associate dean/ research
- senior associate dean/clinical affairs
- associate dean for faculty affairs

Members shall serve a two (2) year term. The chair and vice-chair of the Faculty Council shall be elected by the committee and serve a two (2) year term. The chair must have rank at the associate level or above. Neither the ex-officio members nor the discipline chairs may

be elected chair of the committee. 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 non-tenure and tenure-track 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) dean appointed representative from each branch campus
- one (1) dean appointed community educator

Ex-officio, non-voting members are:

- associate dean/faculty affairs and development
- discipline chair for foundation science, medicine and surgery

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 are considered capable of academic success, and who are expected to become 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 offer invitations for 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. Attempts to influence the decisions of this committee shall be reported without delay to the assistant dean for student affairs and to the dean.

The Admissions Committee is also 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
- admit all students to the College of Medicine through processes based upon approved policies, such policies relate to the establishment of:
 - criteria and standards for the evaluation of candidates
 - procedures for application
 - procedures for the review of applications
 - procedures for the acceptance of candidates
- formulate and recommend policy, including diversity and inclusion, regarding the recruitment of students
- maintain records that permit continuing evaluation of policy and process regarding admissions
- regularly evaluate admissions policies and procedures

MEMBERSHIP

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

- four (4) elected faculty of medicine members

- four (4) faculty of medicine members appointed by the dean with at least one from each branch campus
- two (2) medical students to be elected by the student body
- diversity and inclusion officer

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 faculty members
- two (2) community representatives and/or alumni

Ex-officio, non-voting members are:

- associate dean/student affairs
- advisor

Faculty are elected and appointed from the faculty of medicine and 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 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 or vice chair may not be a student, resident or the associate dean/student affairs. The vice chair may be selected from the faculty of medicine, CMU faculty or community representative members.

CURRICULUM COMMITTEE (CURRCOM)

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

MEMBERSHIP

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

- four (4) faculty from the foundational sciences
- four (4) clinical faculty
- 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/foundation science
- director of the comprehensive community clerkship
- associate dean/clinical education
- one (1) dean appointed representative from each branch campus.

Ex-officio, non-voting members are:

- senior associate dean/academic affairs
- associate dean/compliance, evaluation and assessment
- associate dean/student affairs
- 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 Faculty Council.

MEMBERSHIP

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

- four (4) foundation science faculty
- three (3) clinical faculty
- two (2) medical students, one non-voting M2 and one voting M3, appointed by the senior associate dean/academic affairs
- one (1) resident physician appointed annually by the Dean for a one year term
- one (1) dean appointed representative from each branch campus

Ex-officio, non-voting members are:

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

Members shall serve a four (4) 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.
- **Guests.** Guests may be invited by the chair to any committee as deemed necessary for the proper conduct of business.
- **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 two times during the academic year, fall and winter/spring. The schedule for these meetings will be set and published in advance. Notice of the meetings will be sent to the members of the Faculty of Medicine at least sixty (60) days prior to the meetings. The chair of the Faculty Council shall preside at all the Faculty of Medicine meetings. An agenda will be provided within 72 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 and upon discussion with the dean. 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.