



College of  
Medicine

# COLLEGE BYLAWS

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## ORGANIZATION OF COLLEGE

### COLLEGE OF MEDICINE ADMINISTRATION

The dean is responsible for the day-to-day operations of the Central Michigan University College of Medicine (“CMU CMED”), CMU Medical Education Partners (“CMU Partners”), Central Health Advancement Solutions (CHAS), and University Health Services. The dean reports directly to the provost. The dean fulfills this oversight role and responsibility with the advice and counsel of the CMED leadership team.

The CMED provides clinical services through its faculty employed by CMU and CMU Partners. This clinical practice is managed by the Faculty Group Practice (“FGP”) of the CMED and is referred to as CMU Health. The FGP manages owned clinical, community-based practice sites centered in Isabella County, Saginaw County, and other central/northern regions of Michigan. CMED also manages University Health Services, which provides health care services for students, faculty and staff in Mt. Pleasant.

The leadership team for CMU Health is also responsible for management of the CMED clinical practice and clinical strategic planning.

## CMED BYLAWS

### OVERVIEW

The CMED bylaws set forth the governance of the CMED and CMU Medical Education Partners (“CMU Partners”) and determine the organization and major operating procedures for the CMED consistent with CMU’s policies and procedures. The responsibility and authority for some aspects of governance are delegated to the executive faculty 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

### CMED EXECUTIVE FACULTY

The executive faculty of the CMED is composed of all members of the faculty who are employed by CMED and appointed to the clinical scholar, research scholar, or educational scholar classifications, and are voting members of the faculty. The executive faculty will be responsible for voting on substantive and procedural changes to the bylaws.

## ACTIVITIES OF A FACULTY MEMBER

<b>Clinical Scholar*</b>	<b>Research Scholar</b>	<b>Education Scholar</b>
principal activity is the practice of medicine	principal activity is research	principal activity is medical education

\*All clinical activity external to the CMED must be approved in advance of providing any services. This includes any volunteer activity. Any unapproved activity is prohibited. Approval from the dean or her/his designee and a signed contract, where needed, is required for any outside clinical activity in advance of performing the activity.

## GOVERNANCE AND OPERATING STRUCTURE

### DEAN

The dean of the CMED is the chief academic officer and primary representative of the CMED to the University and external partners, and reports to the provost. The dean shall exercise general executive responsibility for clinical, research, operational policies and procedures, and all educational programs of the CMED. The dean is appointed by, 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 CMED. The standing committees described later in this section provide forums for faculty participation in the governance of the CMED.

### FACULTY EXECUTIVE COMMITTEE (FEC)

The Faculty Executive Committee (FEC) is the senior governing body of the CMED and shall have the authority to act for the executive faculty advising the dean in the following matters:

- changes in criteria for faculty academic appointment
- recommendation of faculty appointment and reappointment (including appointment to endowed chairs and emeritus status) promotions and tenure for approval by the dean, provost, president and University Board of Trustees as appropriate
- review and approval of recommendation of credentialing and quality review prior to appointment and reappointment of faculty
- review of mid-term review of pre-tenure faculty
- recommendation for faculty leaves, following existing University policy, including sabbatical, medical and other leaves
- review and approve recommendations from the Student Performance and Conduct Committee with regard to promotion, remediation, discipline, and dismissal of medical students

- approval of proposed graduate programs subject to University policy and procedures
- approval of joint degree programs subject to University policy and procedures
- approval of candidates for receipt of the MD degree
- approval of censure, suspension or dismissal of faculty with regard to faculty grievance actions subject to University policies and procedures
- major changes to the structure of the curriculum and substantive changes in grading policy (recommendations to the Academic Senate as appropriate)
- change in the requirements for graduation (recommendations to the Academic Senate as appropriate)
- approval of student policies and procedures
- oversight of CMED committees and committee function
- other decisions which are considered by the dean to warrant a vote of the executive faculty

The executive faculty shall retain the authority for final action in the following matters, following review by the Faculty Executive Committee:

- changes in the admission policies of the CMED
- major changes to the structure of the curriculum
- substantive changes to the grading policies
- major changes in the requirements for graduation
- amendments to the bylaws
- other decisions which are considered by the dean or the Faculty Executive Committee to warrant a vote of the executive faculty

## **MEMBERSHIP**

The Faculty Executive Committee shall consist of 12 members, nine (9) of which are voting members except as specified below. Three (3) members are non-voting members. The committee will include:

- four (4) elected faculty representatives, with the rank of associate professor or above, of the spectrum of the executive faculty voting members (ranks and disciplines)
- two (2) dean appointed faculty representatives, with the rank of associate professor or above, of the spectrum of the executive faculty voting members (ranks and disciplines)
- discipline chairs, appointed by the dean (3) (discipline chairs will not be able to vote on promotions from their departments)

The three non-voting ex-officio members are:

- dean, who shall serve as chair
- senior associate dean/academic affairs
- senior associate dean/faculty, administration, and research

Elected members may serve two (2) consecutive terms and are eligible for reelection after one (1) term off the Faculty Executive Committee. The initial committee will be composed of members that are appointed by the dean. The initial appointed members will have staggered terms to provide for continuity. 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 executive faculty, with appropriate rank, to fill the seat.

A quorum of the Faculty Executive Committee will be a majority of voting members. Matters requiring a vote are considered passed by a simple majority vote the members present. At every meeting of the Faculty Executive Committee, the chair, upon calling the committee to order, shall ask each member present if they may have a perceived or actual conflict of interest with any matter before the committee. Procedures governing matters of conflict of interest that necessitate recusal from discussion or voting will be determined by the committee at the time a conflict is noted. Other procedures necessary to running a committee may also be developed by the committee.

One student observer may sit with the Faculty Executive Committee. During discussions of faculty appointments and/or promotions and during consideration of appointment or reappointment of the dean, or other matters of a sensitive or confidential nature, the student observer shall be excused from the meeting. Guests may be invited by the dean as deemed necessary for the proper conduct of business. The senior associate dean for educational affairs will preside in the dean's absence. Members of the executive faculty may, by petition, submit agenda items/issues for consideration by the executive committee. Such petitions require signatures of at least 10 members of the executive faculty.

Staffing will be provided by the dean's office. Members will be notified by the dean's office of the schedule of meetings. Meeting agenda and minutes will be distributed by the dean's office.

### **DEAN'S EXECUTIVE COMMITTEE (DEC)**

The Dean's Executive Committee (DEC) has primary responsibility for assisting the Dean with items including but not limited to finance, operational and management issues, policies, procedures and strategic planning. The Dean's Executive Committee shall be composed of:

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

The Dean's Executive Committee shall be chaired by the dean or a senior associate dean (in the absence of the dean) and shall meet bi-weekly, or as needed, to discuss all matters as determined by the dean of CMED.

A quorum of the Dean's Executive Committee will be a majority of members present. Matters requiring a vote are considered passed by a simple majority vote the members present. At every meeting of the Dean's Executive Committee, the chair, upon calling the committee to order, shall ask each member present if they may have a perceived or actual conflict of interest with any matter before the committee. Procedures governing matters of conflict of interest that necessitate recusal from discussion or voting will be determined by the committee at the time a conflict is noted. Other procedures necessary to running a committee may also be developed by the committee.

Staffing will be provided by the dean's office. Members will be notified by the dean's office of the schedule of meetings. Meeting agenda, and minutes will be distributed by the dean's office.

### **DEAN'S ADVISORY COUNCIL (DAC)**

The Dean's Advisory Council (DAC) advises the dean concerning matters that relate to operation of the CMED. These matters include but are not limited to operational and fiscal issues and matters pertaining to disciplines, programs, units, centers, institutes, etc.

The Dean's Advisory Council shall meet generally three times per semester, except for the months of June, July and August, or as determined by the dean. Additional meetings may be called at any time by the dean. Items contributed by the Dean's Advisory Council membership or faculty, to be considered for inclusion on the agenda, must be submitted in writing to the dean's office at least one week prior to the meeting. The dean will make the final decision regarding items added to the agenda. An agenda will be provided within 48 hours in advance of the meeting. Attendance by all members is mandatory, unless excused in advance by the dean.

### **MEMBERSHIP**

The Dean's Advisory Council voting membership shall consist of:

- current discipline chairs
- all deans (senior associate, associate, assistant)
- any other non-voting members of the CMED as deemed necessary by the dean

The dean of the CMED shall be the chair of the Dean's Advisory Council. In the dean's absence the senior associate dean for faculty, administration, and research shall preside.

A quorum of the Dean's Advisory Council will be a majority of voting members. Matters requiring a vote are considered passed by a simple majority vote the members present.

At every meeting of the Dean's Advisory Council, the chair, upon calling the committee to

order shall ask each member present if they may have a perceived or actual conflict of interest with any matter before the committee. Procedures governing matters of conflict of interest that necessitate recusal from discussion or voting will be determined by the committee at the time a conflict is noted. Other procedures necessary to running a committee may also be developed by the committee.

Staffing will be provided by the dean's office. Members will be notified by the dean's office of the schedule of meetings. Meeting agenda, and minutes will be distributed by the dean's office.

### **FACULTY GROUP PRACTICE EXECUTIVE COMMITTEE (FGP EXECUTIVE COMMITTEE)**

The mission of the Faculty Group Practice (FGP) is to organize and manage the clinical activity of the CMED in a manner that supports and advances education and research and provides patient care that is valued by CMED patients and communities.

The FGP manages clinical activity of the CMED that is performed by employed faculty of CMED and CMU Partners. This includes clinical services provided at owned practice sites, University Health Services, any future clinical programs that may be developed by the CMED, CMU Partners or Central Health Advancement Solutions. This patient care enterprise is referred to and marketed as CMU Health.

The goals of the FGP Executive Committee are to:

- strengthen the missions of the CMED
- promote the financial and operational sustainability of the FGP
- develop and disseminate guidelines for operational and financial performance to its members
- develop compensation arrangements that recognize the clinical, research, education and administrative contributions of its members
- develop and disseminate evidence based clinical guidelines
- improve clinical outcomes by promoting continuous quality improvement
- comply with laws and regulations relevant to FGP operations
- improve the care of patients and the health of our communities by providing administrative support for its members

Membership in the FGP Executive Committee includes CMED faculty who are physicians licensed by the Michigan Board of Medicine or Michigan Board of Osteopathic Medicine and Surgery, generate current clinical practice income for the FGP, are approved for membership by the Dean, and employed by the CMED or CMU Partners as a clinical faculty member.

The FGP Executive Committee has the responsibility and authority to establish and set policies,



guidelines, and procedures related to:

- patient registration and scheduling
- clinic locations and hours of operation
- clinical and clinical office space utilization and room assignments
- clinical practice and performance guidelines
- electronic health records
- quality assurance
- patient billing
- third party reimbursement including contracting with payers
- contracting with hospitals, health systems, other external parties, etc. for the delivery of care by its members
- compliance programs

## **MEMBERSHIP**

The FGP Executive Committee consists of 15 members. 11 members are voting members. Four (4) members are non-voting members.

The voting members are:

- the dean, ex-officio
- six (6) members shall be elected from the clinical faculty equally across the medical and surgical disciplines
- two (2) members are appointed by the dean.
- two (2) members fulfilling the role of discipline chair will serve ex-officio

The ex-officio non-voting members are:

- executive director, CMU Partners
- senior associate dean/faculty, administration, and research
- assistant dean/finance
- assistant dean/faculty & staff affairs

The Dean of the CMED shall be the Chair of the FGP Executive Committee. In the dean's absence the dean will appoint a chair, from the membership, to preside. The elected faculty members will serve two (2) year terms. Those appointed will serve two year terms. The initial board will be an appointed board with staggered appointments to provide for continuity in the development of the CMED clinical mission. 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 executive faculty, with appropriate rank, to fill the seat.

A quorum of the FGP Executive Committee will be a majority of voting members. Matters

requiring a vote are considered passed by a simple majority vote the members present.

At every meeting of the FGP Executive Committee, the chair, upon calling the committee to order, shall ask each member present if they may have a perceived or actual conflict of interest with any matter before the committee. Procedures governing matters of conflict of interest that necessitates recusal from discussion or voting will be determined by the committee. Other procedures necessary to running a committee may also be developed by the committee.

Staffing for this committee will be provided by the Mt. Pleasant campus FGP function.

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

The Faculty Appointment and Advancement Committee (FAAC) shall be responsible for making recommendations to the Faculty Executive Committee (FEC) on the appointment, reappointment and promotion of all fixed-term and tenure-track faculty, and the tenure and post-tenure review of all tenured faculty following the guidelines found in the Faculty Appointment Manual. The Faculty Executive Committee shall be responsible for reviewing and making recommendations to the dean and provost on the appointment, reappointment and promotion of all fixed-term and tenure-track faculty, and the tenure and post-tenure review of all tenured faculty following the guidelines found in the Faculty Appointment Manual. The Faculty Appointment and Advancement Committee shall review each candidate's resume (for initial appointments) and complete portfolio (for reappointments, promotion, tenure, and post-tenure reviews), and make a recommendation with rationale included.

### **MEMBERSHIP**

The Faculty Appointment and Advancement Committee shall consist of nine (9) members, elected by the executive faculty, at the rank of associate professor or above. The members are:

- nine (9) elected faculty representatives, with the rank of associate professor or above, from the spectrum of the executive faculty voting members (ranks and disciplines)

The dean will appoint a chair from those elected to serve a two (2) year term. If a chair is removed, or no longer willing or able to preside, a new chair will be appointed by the dean and serve the remaining term of the removed chair. In his/her absence the chair will appoint a representative from the committee.

Except for the initial election, members shall serve a three (3) year term. The initial election will provide for one (1) member from each discipline to serve a one (1) year term, one (1) member from each discipline to serve a two (2) year term, and one (1) member from each discipline to serve a three (3) year term. After the initial election each member thereafter shall serve a full three (3) year term. 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 executive faculty, with appropriate rank, to fill the seat.

A quorum of the Faculty Appointment and Advancement Committee will be a majority of voting members. Matters requiring a vote are considered passed by a simple majority vote the members present.

At every meeting of the FAAC, the chair, upon calling the committee to order, shall ask each member present if they may have a perceived or actual conflict of interest with any matter before the committee. Procedures governing matters of conflict of interest that necessitates recusal from discussion or voting will be determined by the committee at the time a conflict is noted. Other procedures necessary to running a committee may also be developed by the committee.

Staffing for this committee will be provided by Faculty and Staff Affairs.

## **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 CMED and CMU.

The Admissions Committee has complete autonomy to offer invitations for admission to the CMED 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 dean for student affairs and to the dean where the matter will be investigated.

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

- formulate and recommend to the dean and Faculty Executive Committee the policies for student admission to the CMED
- admit all students to the CMED 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 regarding the recruitment of students
- maintain records that permit continuing evaluation of policy and process regarding admissions
- develop the means of facilitating understanding of CMED policies and procedures

among premedical advisors

## **MEMBERSHIP**

The Admissions Committee shall be composed of 14 members appointed by the dean including a chair appointed by the dean. A vice-chair will be appointed by the dean from the membership. The members will be:

- chair appointed by the dean
- assistant dean/student affairs
- one (1) CMU and/or CMED Alumni
- two (2) enrolled medical students
- one (1) CMU faculty member
- six (6) CMED faculty members
- two (2) community representatives

The term of appointment to this committee shall be three (3) years and is renewable once. Student and resident members of the committee shall be appointed for a one (1) year term which is renewable. If, for any reason, a member is not willing, or is unable, to serve on the committee the dean will appoint another member to fill the seat.

The chair of the Admissions Committee shall be appointed from the executive faculty by the dean of the CMED and will serve at least a three (3) year term. If a chair is removed by the dean midterm, the new chair appointed will serve the remaining term of the elected chair. The term is renewable by the dean. The Committee shall meet as frequently as required to complete its charge as determined by the chair of the Admissions Committee in consultation with its members. At every meeting of the Admissions Committee, the chair, upon calling the committee to order shall ask each member present if they may have a perceived or actual conflict of interest with any matter before the committee. Procedures governing matters of conflict of interest that necessitates recusal from discussion or voting will be determined by the committee. Information regarding Admission Committee rules of process can be found in the Student Handbook (<https://www.cmich.edu/colleges/cmed/students/Pages/Student%20Handbook.aspx>).

Staffing for this committee will be provided by the Office of Admissions.

## **CURRICULUM COMMITTEE (CURRCOM)**

The Curriculum Committee (CurrCom) shall be responsible for defining and revising the goals, objectives, assessments, structure and content of the undergraduate medical curriculum

including both preclinical courses and clerkships. In fulfillment of these responsibilities, and in accordance with the CMU Curricular Authority Document, the committee shall be charged with approving the creation or removal of courses from the educational program, and formulating educational policies. The Curriculum Committee shall also be responsible for defining and revising any goals, objectives and assessments, structure and content of any joint degree programs. In addition, the committee shall be responsible for conducting regular reviews of courses, clerkships, and the curriculum as a whole. The committee will regularly evaluate and/or analyze the data about course or clerkship syllabi and teaching materials, student evaluations of a course or clerkship, and student performance in a course or clerkship. The committee shall approve the annual course/clerkship reports.

## **MEMBERSHIP**

The Curriculum Committee (CurrCom) shall be composed of 21 members. 15 are voting members. The 15 voting members are:

- four (4) faculty from the foundational sciences
- four (4) clinical faculty, two (2) each from the medical and surgical disciplines to include the full spectrum of programs
- four (4) elected students (one each from M1-M4), serving a one (1) year term
- one (1) appointed resident physicians serving a one (1) year term
- two (2) curriculum directors (Year I and II; Year III and IV)

The six (6) non-voting, ex-officio members are:

- senior associate dean/academic affairs
- senior medical librarian
- associate dean/compliance, evaluation and assessment
- associate dean/distributed campus - Saginaw
- assistant dean for student affairs
- leadership representative from graduate medical education

The dean will appoint a chair from the membership. If a chair is removed, or no longer willing or able to preside, a new chair will be appointed by the dean. In his/her absence the chair will appoint a representative from the committee. The faculty will be elected, at the beginning of the academic year, from the executive faculty. The initial election will provide for staggered terms, established by lottery, with two members serving a one year term, three members serving a two year term, and three members serving a three year term. After the initial election each member thereafter shall serve a full three year term. Members may be elected to no more than two consecutive terms. 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 executive faculty, with appropriate rank, to fill the seat.

The committee shall meet as frequently as required to complete its charge as determined by the chair of the Curriculum Committee in consultation with its members. The chair may appoint ex-officio members who serve in a role that supports the student/resident education.

A quorum of the Curriculum Committee will be a majority of voting members. Matters requiring a vote are considered passed by a simple majority vote the members present. At every meeting of the Curriculum Committee the chair upon calling the committee to order shall ask each member present if they may have a perceived or actual conflict of interest with any matter before the committee. Procedures governing matters of conflict of interest that necessitates recusal from discussion or voting will be determined by the committee at the time a conflict is noted. Other procedures necessary to running a committee may also be developed by the committee.

Staffing for this committee will be provided by the Office of Medical Education.

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

The Student Performance and Conduct Committee (SPCC) shall be responsible for quarterly and annual review of the academic performance of all students. The committee shall also be responsible for the review of student conduct. The purview of the committee includes but is not limited to:

- poor academic performance and failure to achieve a grade of “successful”
- unprofessional conduct
- behavior that may jeopardize the safety or well-being of any patient or others
- demonstration of any unethical or illegal behavior or activity
- violation of the CMU integrity and related policies or the CMU College of Medicine Student Compact or Code of Conduct

The Student Performance and Conduct Committee shall recommend to the dean, via the Faculty Executive Committee, student promotion, candidate receipt of the MD degree, and disciplinary action related to its purview which may include suspension, censure, and dismissal.

### **MEMBERSHIP**

The Student Performance and Conduct Committee shall be composed of twenty (20) members. Fourteen (14) members are voting members. The voting membership includes:

- one (1) chair appointed by the dean
- four (4) foundation science faculty members, comprised of two faculty members at the rank of assistant and two faculty members at the rank of associate professor or above

- four (4) clinical faculty, two (2) each from the medical and surgical disciplines
- four (4) medical students (one each from M1-M4), are elected annually from the student body for a one year term and may be elected for one succeeding term
- one (1) resident physician from the resident group is appointed annually by the Dean for a one year term

Ex-officio non-voting members who may attend meetings to serve as resources for the committee are:

- assistant dean/student affairs
- associate dean/compliance, evaluation and assessment
- manager of records and registration
- senior associate director/financial aid
- director of admissions
- university representative from CMU multicultural affairs

The chair serves a two (2) year term and may be elected for a second consecutive two year term. If a chair is removed, or no longer willing or able to preside, a new chair will be appointed by the dean. In his/her absence the chair will appoint a representative from the committee. If a chair is removed by the dean midterm the new chair appointed will serve the remaining term of the elected chair. Faculty are elected from the executive faculty and serve a four-year term. 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 executive faculty, with appropriate rank, to fill the seat.

A quorum of the SPCC will be a majority. Matters requiring a vote are considered passed by a simple majority vote.

At every meeting of the SPCC 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. A committee member is considered to have a conflict of interest if they have had a final decision-making role in determining the final grade of a student and may not engage in committee decisions and/or vote on matters regarding the progress and/or promotion of that student. Further, 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. Conflicts of interest may be of a personal (e.g., friend, mentor, etc.) or academic nature (e.g., an evaluator of the student in question). The student has the right to challenge, by notifying the chair, the presence of individual members of the committee at the meeting. Other procedures necessary to running a committee may also be developed by the committee.

Staffing for this committee will be provided by the Office of Student Affairs.

## **ELECTION PROCEDURES COMMITTEE**

The Elections Procedures Committee will be responsible for the election process to the standing committees of the CMED. The Elections Procedures Committee will be comprised of three to five (3-5) members appointed by the dean. The committee shall:

- receive, annually, opening for committee membership from the chairs of each committee each year
- communicate annually with the executive faculty to solicit interest in nominations for committee openings
- prepare a slate of candidates, representing all appropriate constituencies, for all elections of committee members of faculty and conduct elections in a timely and appropriate manner
- determine the number of eligible executive faculty, students, and residents to serve on appropriate CMED committees.
- advise the dean on appointments of persons to fill temporary vacancies of standing committees. The Elections Committee may be consulted by the dean on other committee appointments
- periodically review the size and composition of all standing committees and recommend needed changes to the executive faculty
- gives notice to the dean of any unplanned committee vacancies and provides a list of available faculty for appointment to those vacancies.

Note: Faculty who have undergone disciplinary action within the past 12 months will be ineligible for election.

## **MEETINGS OF FACULTY AND STAFF**

### **EXECUTIVE FACULTY MEETINGS**

The executive faculty shall meet at least two times during the academic year, fall and winter/spring. The schedule for these meeting will be set and published in advance. Notice of the meetings will be sent to the members of the executive faculty at least sixty (60) days prior to the meetings. The dean shall preside at all the executive faculty meetings. An agenda will be provided within 72 hours in advance of the meeting.

Special meetings of the CMED executive faculty may be called upon written request of 40% of the executive faculty and upon discussion with the dean. Appropriate business within the purview of the executive faculty includes elections and the college of medicine bylaws. Amendments to the bylaws will be presented and discussed at a meeting of the executive faculty prior to a vote on the matter. Following the meeting the information provided shall be



published to the entire executive faculty electronically or by mail a week prior to any vote conducted. The vote may be conducted electronically or by mail ballot and will be decided by a quorum of the faculty. A quorum of the faculty shall be a majority of the executive faculty.

### **COLLEGE-WIDE MEETINGS**

The dean of CMED will conduct at least one college-wide meeting open to all faculty and staff each year. The agenda shall be set by the dean with advice from the CMED Dean's Advisory Council, and shall be distributed in advance. The dean or designee will serve as meeting chair. Items to be considered for inclusion on the college-wide meeting agenda should be submitted to the Dean's Advisory Council meeting immediately preceding the date of the CMED college-wide meeting. Attendance at college-wide meetings is mandatory, unless the absence is excused by the immediate supervisor.

### **CMU ACADEMIC SENATE**

CMED executive faculty 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 or actions of the Board of Trustees. Such amendments shall be brought to the attention of the executive faculty.

### **PROCEDURE TO AMEND BYLAWS**

Substantive and procedural amendments to the bylaws must be approved by the executive faculty and dean of the college of medicine. Notice of the proposed amendment must be sent to the executive faculty 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 executive faculty and may be approved by mail or electronic vote by an affirmative vote of two-thirds of the total ballots cast by the members of the executive faculty.