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Purpose: To constitute the rules and regulations that govern the conduct and procedures of the California University of Science and Medicine, School of Medicine (CUSM) faculty in the performance of its duties and in the exercise of its powers.

Scope: The Faculty of the School of Medicine.

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Article I. Faculty Defined

Faculty of the California University of Science and Medicine-School of Medicine (CUSM or School) is defined in the “Faculty Handbook: Faculty Affairs.”

Article II. Academic Freedom Policy

California University of Science and Medicine (CUSM) supports and endorses the American Association of University Professors (AAUP) on the Policy of Academic Freedom. From its source document, Protecting Academic Freedom, the University adopted the following Statement of Policy:

- a) CUSM endorses the Statement of Principles of Academic Freedom of the American Association of University Professors (AAUP) and is committed to the pursuit of truth. The leadership will ensure autonomy and freedom as an institution of higher learning requires. Academic freedom and due process will prevail in all matters: to guarantee to the scholar the freedom to examine data, to have the freedom from bias and restraint and the ability to question assumptions, to seek evidence, and to learn. Academic freedom also recognizes the role of the faculty in policy-making decisions for the educational program. Together, faculty, staff, and students are obligated to be responsible participants in the academic activities of the medical school.

CUSM commits to the following premise:

- a) Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty or the institution as a whole. The common good depends upon the free search for truth and free expression.
- b) Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom and its teaching aspect is fundamental to the protection of the rights of the faculty in teaching, and of the student in the freedom to learn. It carries with it, duties that correlate to rights.

In recognition of the above statement and premise, CUSM endorses the following positions on academic freedom for the Faculty:

- a) Faculty members are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
- b) Faculty recognizes the rights and responsibilities related to protection and furtherance of intellectual, aesthetic, and expressive freedoms not only for professional scholars and artists but also for students and other members of the academic and wider community. Faculty should recognize, without discrimination or bias, that students must have the freedom to pursue their own academic growth in a positive and challenging atmosphere.
- c) Faculty members are citizens and members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by statements made. Hence, they should at all times be accurate, should exercise proper restraint should show respect for the opinion of others and should make every effort to indicate they are not speaking for the institution.

The protections of academic freedom, and the requirements of academic responsibility (as outlined in the “Faculty Handbook: Faculty Affairs”), apply to all faculty members with classroom instruction responsibilities. Should a question arise regarding interpretation of academic freedom, each individual is entitled to full disclosure on the issues of concern and is entitled to due process in resolution of dispute.

Article III. Faculty Appointment and Promotion

The policy governing academic ranks, standards, and procedures for faculty appointment, reappointment, and promotion are included in the document “Guidelines for Faculty Appointment and Promotion” for all faculty.

Article IV. The Faculty Assembly

Preamble

Faculty governance is concerned with issues that influence the basic functions of every faculty member such as the curricular contents, how the educational programs are designed, the conduct of research, academic promotion, and the criteria for students entering and graduating from the School. In addition, the Faculty makes recommendations to the Dean on matters regarding the impact of the educational program, research, clinical practice, and allocation of resources.

Section 1. Rights and Responsibilities

The Faculty Assembly of the School shall have the authority to:

- a) Approve the objectives for the School's educational programs, the contents and forms of the curricula, and the requirements for awarding of degrees.
- b) Recommend policies to the admissions committee regarding admission of students to the School.
- c) Create and dissolve standing and ad hoc faculty committees. Membership of these committees may include non-faculty so long as two-thirds of voting members are faculty.
- d) Elect members to standing committees as specified in these Bylaws.
- e) Recommend amendments or revisions to the Bylaws of the Faculty.
- f) Direct the Faculty Executive Council, a standing committee, or an ad hoc committee to investigate, report upon and, if appropriate, recommend action regarding any matter of concern.
- g) Consider, approve, reject or otherwise modify the actions of the Faculty Executive Council, a standing committee, or ad hoc committee, except where, under these Bylaws or other school policy, a committee shall make specific recommendations directly to the Dean or other Officers of the University and the School.
- h) Render advice to the Dean and/or other Officers of the University and the School on any matters affecting the School.
- i) Petition the Dean on matters of concern to the Faculty.
- j) Recommend promotion and degree certification of students to the Dean.
- k) Advise and inform the Dean by way of representation in the Dean's Executive Committee.

Section 2. Membership

- a) The Faculty Assembly consists of all individuals with faculty appointments in the School.

Section 3. Officers

- a) The Faculty Assembly has two officers: a chair and a vice-chair.
- b) The Chair of the Faculty Assembly shall also be the Chair of the Faculty Executive Council.
- c) The Vice-Chair of the Faculty Assembly shall also be the Vice-Chair of the Faculty Executive Council.
- d) In the event both the chair and the vice-chair are unable to serve out the remainder of their terms, Faculty Assembly shall elect new members to both offices.
- e) Each year the Faculty Assembly shall elect a Chair-Elect from the members with voting privileges. Candidates shall be nominated by an ad hoc nominating committee. The ad hoc nominating committee shall be selected by the FEC and consist of at least six Standing Committee Chairs with a balance between Clerkship and Pre-Clerkship/Clinical Skills faculty and include the Chair of the Diversity and Inclusion Committee (or their designee from the current Diversity and Inclusion Committee membership). As part of the process the Nominating Committee will send a call to all voting members soliciting interest in Committee service and members may self-nominate. Nominees shall confirm their consent to serve before their names are included on the ballot.
- f) The voting is conducted via electronic or email ballot. There shall be no proxy voting. The results of the voting shall be tallied by a returning officer who must be a non-faculty staff personnel. The returning officer shall warrant voter anonymity for voting. The deadline for returning votes by electronic or email ballot shall be 72 hours after the onset of voting, unless otherwise established by the chair before voting begins.
- g) The nominee who secures the highest vote shall be deemed elected to serve as a Chair-Elect. The results of the voting shall be tallied by a returning officer who must be a non-faculty staff personnel. The outcome of the election shall be announced by the chair of the Faculty Assembly via email and must be entered into the minutes of the next meeting.
- h) Election of a Chair-Elect for the following academic year shall be held and completed by April 30th.
- i) The Chair-Elect shall serve as Vice-Chair of the Faculty Assembly for one year and succeed to the chair of the Faculty Assembly the following year. A term starts at the beginning of the academic year.

Section 4. Meeting Procedures and Voting

- a) The Faculty Assembly meets to conduct business under three types of meetings: General, Regular, and Emergency.
 - 1. General: attended by all faculty.
 - 2. Regular: attended by voting members only.
 - 3. Emergency: attended by voting members only.
- b) General meetings shall be called at least once a year by the chair.
- c) Regular meetings shall be called by the chair at minimum once per semester.
- d) Emergency meetings may be called by the Dean, the Chair, Administrative Dean for Faculty Affairs, or a group of at least 10 voting members. An emergency meeting may also be requested by the Faculty Executive Council.
- e) In the event that the Chair is absent from a meeting, the Vice-Chair of the Faculty Assembly shall serve as acting Chair.
- f) In the event the Chair and Vice-Chair are absent from a meeting, the acting Chair may be elected by the members of the Faculty Assembly.
- g) The schedule for all meetings shall be distributed by the Chair or her/his designee.
- h) An agenda for each meeting of the Faculty Assembly shall be prepared by the Chair. The Chair shall solicit agenda items from the faculty members in advance and include them in the agenda. The agenda shall include an "other business" item to provide the members with an opportunity to discuss overlooked topics.
- i) The Chair or her/his designee shall send the agenda with all relevant supporting materials to the members of the Faculty Assembly prior to each meeting.
- j) The minutes shall be made available to all members.
- k) Voting privileges are based on having an active CUSM faculty appointment as of Mar 1st for that calendar year. Faculty will be designated as Pre-Clerkship/Clinical Skills or Clerkship Faculty. Faculty not included on the list may petition FEC for voting privileges.
- l) Faculty members without voting privileges may otherwise participate in and be heard at meetings of the Faculty Assembly.
- m) In order to pass an action, there must be a greater number of affirmative votes in favor of the motion than votes against the motion, except for revisions or amendments of these Bylaws which shall be governed as below in Section 6.

- n) Voting shall be in person, by email, or by electronic means; there shall be no proxy voting. The results of the voting shall be tallied by a returning officer who must be a non-faculty staff personnel. The returning officer shall warrant voter anonymity for all confidential voting. The deadline for returning votes by email or by electronic ballot shall be 72 hours after the onset of voting, unless otherwise established by the chair before voting begins. When voting is conducted by email or by electronic ballot, the outcome is valid only when the number of votes equals or exceeds the quorum. The outcome of the email or electronic voting shall be announced by the chair of the Faculty Assembly via email and must be entered into the minutes of the next meeting.
- o) The chair of the Faculty Assembly may only vote in the event of a tie vote when the chair must cast the deciding vote.

Section 5. Quorum

- a) A quorum consists of 20 members of the Faculty Assembly (10 from Pre-clerkship/Clinical Skills Faculty and 10 from Clerkship Faculty) with voting privileges and is required to conduct all business.

Section 6. Bylaws Amendments

- a) The Bylaws shall be modified as required through the Bylaws Committee, Faculty Executive Council and then the Faculty Assembly voting members.
- b) Voting shall be in person, by email, or by electronic means; there shall be no proxy voting.
- c) All voting shall be confidential voting.
- d) If a quorum of voting members return their vote in person, by email, or by electronic ballot, a simple majority of the votes received shall be required to amend or revise the Bylaws.
- e) The results of the voting shall be tallied by a returning officer who must be a non-faculty staff personnel. The returning officer shall warrant voter anonymity for all confidential voting. The deadline for returning votes by email or by electronic ballot shall be 72 hours after the onset of voting, unless otherwise established by the chair before voting begins. The outcome of the email or electronic voting shall be announced by the chair of the Faculty Assembly via email and must be entered into the minutes of the next meeting.

Section 7. Associated Approval and Accrediting Body Standards

BPPE CCR 71710. Educational Program (2018)

In order to meet its mission and objectives, the educational program defined in section 94837 of the Code shall be comprised of a curriculum that includes: ...

- (f) Evaluation by duly qualified faculty of those learning outcomes.

BPPE CCR 71720(a)(2). Faculty (2018)

Each institution shall develop and implement written policies and procedures providing for the participation by duly qualified faculty in the conducting of research, development of

curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution's mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials.

WSCUC Criteria for Review 2.4 (2013)

The institution's student learning outcomes and standards of performance are developed by faculty ... The institution's faculty take collective responsibility for establishing appropriate standards of performance...

WSCUC Criteria for Review 3.10 (2013)

The institution's faculty exercises effective academic leadership and acts consistently to ensure that both academic quality and the institution's educational purposes and character are sustained.

LCME Element 1.3 Mechanisms for Faculty Participation (2018-19)

A medical school ensures that there are effective mechanisms in place for direct faculty participation in decision-making related to the medical education program, including opportunities for faculty participation in discussions about, and the establishment of, policies and procedures for the program, as appropriate.

LCME Standard 6 Competencies, Curricular Objectives, and Curricular Design (2018-19)

The faculty of a medical school define the competencies to be achieved by its medical students through medical education program objectives and is responsible for the detailed design and implementation of the components of a medical curriculum that enable its medical students to achieve those competencies and objectives. ...

LCME Element 6.1 Program and Learning Objectives (2018-19)

The faculty of a medical school define its medical education program objectives in outcome-based terms that allow the assessment of medical students' progress in developing the competencies that the profession and the public expect of a physician. ...

Article V. The Faculty Executive Council

Preamble

The Faculty Executive Council is the administrative branch of the Faculty Assembly. The Faculty Executive Council acts on behalf of and implements policies for the Faculty Assembly. The Faculty Executive Council also coordinates nominations and elections of the members of the standing committees and provides oversight of standing committees.

Section 1. Rights and Responsibilities

The rights and responsibilities of the Faculty Executive Council shall be to:

- a) Request and receive reports from the Dean.
- b) Create and dissolve ad hoc advisory committees. Membership of these committees may include non-faculty.
- c) Oversee and review the status of any standing or ad hoc committee which fails to meet or to report as required in these Bylaws or as otherwise specified by the Faculty Executive Council and take remedial action, if appropriate.
- d) Nominate candidates and conduct the election of members to standing committees.
- e) Reconsider matters that have been requested by the Faculty Assembly.
- f) Deal with any other matter of school policy or concern not in the province of a standing or ad hoc committee.
- g) Recommend amendments or revisions of these Bylaws to the Faculty Assembly.

Section 2. Membership

Membership of the Faculty Executive Council shall include:

- a) Voting Members
 1. Voting members of the Faculty Executive Council shall include.
 - i. The Chair and Vice-Chair of the Faculty Assembly.
 - ii. Two (2) representatives and two (2) alternates from Pre-Clerkship/Clinical Skills Faculty with voting privileges in the Faculty Assembly.
 - iii. Two (2) representatives and two (2) alternates from the Clerkship Faculty track with voting privileges in the Faculty Assembly.
 - iv. Alternate members shall attend and vote when representatives are absent or need to recuse themselves due to a conflict of interest. The absent representative must confirm which alternate to attend and vote on her/his behalf. If the absent representative cannot be reached prior to an

emergency meeting, the chair of the Faculty Executive Council may select and call in an alternate.

2. Non-voting members

- i. Associate Dean of Faculty Affairs, exofficio
- ii. Staff member from Office of Faculty Affairs, exofficio

b) Nomination, Selection, Election, and Term of representatives and alternates

1. Candidates for membership of the Faculty Executive Council, both representatives and alternates, shall be nominated by an ad hoc nominating committee. The ad hoc nominating committee shall be selected by the FEC and consist of at least six Standing Committee Chairs with a balance between Clerkship and Pre-Clerkship/Clinical Skills faculty and include the Chair of the Diversity and Inclusion Committee (or their designee from the current Diversity and Inclusion Committee voting membership). As part of the process the Nominating Committee will send a call to all voting members soliciting interest in Committee service and members may self-nominate. Nominees shall confirm their consent to serve before their names are included on the ballot.
2. After the FEC nominees have been listed and confirm interests the list will be sent to the voting members of the Faculty Assembly to vote for approval. If a list of nominees is not approved for FEC, then this would go back to the Nominating Committee for discussion and re-selection.
3. For the first year (23/24 academic year) the FEC will work with the Nominating Committee to determine a process on how to divide committee membership so that each year one third of the membership will be up for election. Following this, members will serve three year terms.
4. The voting is conducted via electronic or paper ballot. There shall be no proxy voting. The results of the voting shall be tallied by a returning officer who must be a non-faculty staff personnel. The returning officer shall warrant voter anonymity for all voting. The deadline for returning votes by electronic or paper ballot shall be 72 hours after the onset of voting, unless otherwise established by the chair before voting begins.
5. If an elected representative is unable to complete her/his term, then the chair shall select a representative from among the alternates to replace and finish the term. The vacant alternate position shall be filled during the next election cycle.
6. Complaints concerning the occurrence of undemocratic selections of representatives shall be brought to the attention of the Chair of the Faculty Assembly.
7. The term of representatives and alternates shall be three (3) years; terms shall be staggered so that approximately one-third of the representatives and alternates who have completed their three (3)-year tenure shall be replaced at an election cycle.
8. The term of the initial appointments shall be from one (1) to two (2) years to accommodate future three (3)-year staggered terms. A term starts at the beginning of the academic year.

9. At any time, any member may resign without prejudice in writing to the chair of the Faculty Executive Council.
10. Members may be removed by a majority vote at an in-person meeting of the Faculty Assembly.
11. Elections shall be held and completed by April 30th for the following academic year.

Section 3. Officers

- a) The Chair of the Faculty Assembly shall be the Chair of the Faculty Executive Council.
- b) The Vice-Chair of the Faculty Assembly shall be the Vice-Chair of the Faculty Executive Council.
- c) In the event that the Chair is absent from a meeting, the Vice-Chair of the Faculty Executive Council shall serve as acting Chair.
- d) In the event the Chair and Vice-Chair are absent from a meeting, the acting Chair may be elected by the members of the Faculty Executive Council.
- e) The School shall be requested to provide administrative support to these officers.

Section 4. Meeting Procedures and Voting

- a) The Faculty Executive Council shall meet to conduct business under two (2) types of meetings: Regular and Emergency.
- b) Regular meetings shall be called by the chair as required with at least five (5) business day-notice.
- c) Emergency meetings may be called by the Chair or Vice-Chair of the Faculty Executive Council.
- d) The agenda for each meeting shall be prepared by the Chair or Vice-Chair who shall send/provide the agenda, with relevant supporting materials to the members of the Faculty Executive Council. The Chair or Vice-Chair shall solicit agenda items from the council members in advance and include them in the agenda. The agenda shall include an "other business" item to provide the members with an opportunity to discuss overlooked topics.
- e) The chair shall ensure that minutes of all meetings of the Faculty Executive Council are taken and transmitted to all members of the Faculty Executive Council. Minutes shall also be made available to the Faculty.
- f) Only representatives and the invited alternates shall attend meetings of the Faculty Executive Council, and non-members may attend only with invitation from the chair of the Faculty Executive Council.
- g) In order to pass an action, there must be a greater number of affirmative votes in favor of the motion than votes against the motion.
- h) All voting shall be confidential voting.

- i) Voting shall be in person, by email, or by electronic means; there shall be no proxy voting. The results of the voting shall be tallied by a returning officer who must be a non-faculty staff personnel. The returning officer shall warrant voter anonymity for all confidential voting. The deadline for returning votes by email or by electronic ballot shall be 72 hours after the onset of voting, unless otherwise established by the chair before voting begins. Voting by email or by electronic ballot is valid only when the number of votes equals or exceeds the quorum. The outcome of the email or electronic voting shall be announced by the chair of the Faculty Executive Council via email and must be entered into the minutes of the next meeting.
- j) The chair of the Faculty Executive Council may only vote in the event of a tie vote when the chair must cast the deciding vote.

Section 5. Quorum

- a) A quorum is 50% of the members of the Faculty Executive Council and is required to conduct all business. If the quorum is not present, the meeting cannot be held.

Section 6. Election Process for Standing Committee Membership

- a) An ad hoc nominating committee shall seek and accept nominations (including self-nominations) for faculty Standing Committees. The ad hoc nominating committee shall be selected by the FEC and consist of at least six Standing Committee Chairs with a balance between Clerkship and Pre-Clerkship/Clinical Skills faculty and include the Chair of the Diversity and Inclusion Committee (or their designee from the current Diversity and Inclusion Committee voting membership). As part of the process the Nominating Committee will send a call to all voting members soliciting interest in Committee service and members may self-nominate. Nominees shall confirm their consent to serve before their names are included on the ballot.
- b) After the nominees have been listed and confirm interests the list will be sent to the voting members of the Faculty Assembly to vote for approval. Votes will be held individually for each Standing Committee list. If a list of nominees is not approved for a Standing Committee, then this would go back to the Nominating Committee for discussion and re-selection. The Nominating Committee should ensure, to the best of their ability, to nominate faculty members so that all willing and qualified faculty members participate in at least one committee as a member or ex-officio member and share a fair and equal distribution of obligations, while avoiding conflicts of interest. Nominees shall confirm their consent to serve before their names are included on the list. This shall be followed by voting via electronic or paper ballot. There shall be no proxy voting. The results of the voting shall be tallied by a returning officer who must be a non-faculty staff personnel. The returning officer shall warrant voter anonymity. The deadline for returning votes by electronic or paper ballot shall be 72 hours after the onset of voting, unless otherwise established by the chair before voting begins.
- c) The outcome of the email or electronic voting shall be announced by the chair of the Faculty Executive Council via email and must be entered into the minutes of the next meeting.
- d) The nominating committee will be formed by March 1st and elections will be completed by April 30th each year.
- e) For the first year (23/24 academic year) the FEC will work with the Nominating Committee to determine a process on how to divide committee memberships so that each year one third of the membership will be up for election. Following this, members will serve three-year terms.

Article VI. Standing Committees

Section 1. General Provisions of the Faculty Standing Committees

The following general conditions shall apply to all standing committees except where otherwise specified in these Bylaws.

a) Rights and Responsibilities

1. Standing committees have the responsibility for recommending policy to the Faculty Assembly according to their charge; for receiving instructions from the Faculty Executive Council and from the Faculty Assembly; for establishing procedures for the conduct of committee business consistent with these Bylaws; and for implementing such policies and instructions.
2. Each standing committee shall:
 - i. Define its policies, objectives and scope of activity and transmit the same in writing to the Faculty Assembly for its approval.
 - ii. Present an annual report on the work of the standing committee to the Faculty Assembly. These reports shall be kept on file by the Chair of the Faculty Assembly and shall be made available to members of the Faculty.

b) Membership

1. At least two-thirds of the membership, excluding alternates, of each standing committee must be members of the Faculty. The adoption of a system of alternate membership in each committee is optional.
2. Alternate members shall attend and vote when representatives are absent or need to recuse themselves due to a conflict of interest. The absent representative must confirm which alternate to attend and vote on her/his behalf. If the absent representative cannot be reached prior to an emergency meeting, the chair of the committee may select and call in an alternate.
3. Students on probation, suspension, or dismissal review cannot serve on standing committees.
4. Members elected by the Faculty Assembly may be removed by a simple majority of all voting members present at a Faculty Assembly meeting.
5. Members elected by the student body may be removed by a majority vote of the student body or, for issues pertaining to professionalism or academic performance, by a simple majority vote at a meeting of the Student Academic Standards and Promotion Committee.
6. Ex officio members, i.e., administrative deans, directors, etc., may have voting privileges in the committee to provide input as/from the school senior leadership so long as they are explicitly listed as voting members and do not represent greater than 20% (one fifth) of the voting members. Ex officio non-voting members shall not have voting privileges. The ex officio members with conflict of interests shall not have voting privileges in the committee.
7. In the event of death, resignation, or removal of an elected member from a

committee, the chair of the committee shall select an alternate to replace and serve the remaining term of the vacating member.

8. Members may resign at any time without prejudice by written notice to the Chair of their Committee. Students shall also provide a written notice to the Associate Dean of Student Affairs and Admissions.
9. In any Committee, no person can have more than one (1) vote. For committee members with more than one (1) membership role, the additional voting right(s) must be assigned to a replacement member(s). The Chair of the Committee selects an alternate(s) to be a regular replacement member of the Committee.
10. Any vacant alternate positions shall be filled during the subsequent election cycle, unless 50% or more of alternate positions in a Committee become vacant, in which case the Committee may request the Faculty Executive Council to conduct an emergency election to fill the vacant positions.

c) Officers

1. The Vice-Chair of the Committee shall be elected by and from the voting membership of the Committee at the beginning of every academic year. The Vice-Chair will also serve as Chair-Elect and will take over as Chair in the subsequent academic year. While electing the Vice-Chair/Chair-Elect, the Committee shall consider diversity, inclusion, and expertise of the candidates and opportunities for advancement of all committee faculty members. Only members with at least two years remaining in their term are eligible for election to Vice-Chair/Chair-Elect.

To ensure leadership while the Chair-Elect role is initiated in the 23/24 academic year, a Chair will also be elected by the Committee and only members who served on the Committee in the previous academic year are eligible for election as Chair.

2. The Chair shall preside and give notice to the other members of the Committee regarding regular and emergency meetings of the Committee.
3. The Chair or Vice-Chair shall prepare and provide an agenda for each meeting of the Committee. The Chair or Vice-Chair shall solicit agenda items from the committee members in advance and include them in the agenda. The agenda shall include an "other business" item to provide the members with an opportunity to discuss overlooked topics.
4. The Chair or Vice-Chair shall publish the agenda and minutes of the Committee meetings.
5. The Vice-Chair serves as Chair in the event the Chair is unable to perform her/his duties.
6. The Vice-Chair may call emergency meetings of the Committee.
7. The quorum of voting members may call emergency meetings of the Committee.
8. In the event the Chair and Vice-Chair are absent from a meeting, the acting Chair may be elected from voting members by the members of the Committee.

d) Term

1. Terms coincide with the academic year for the academic program of study.

e) Meeting Frequency

1. The Committee shall meet at minimum once per semester.
2. The dates of the regular meetings shall be set by the Chair who shall also set the time and place.
3. Notice of regular meetings shall be given to each member by e-mail not less than five (5) working days before the meeting. Notice shall also include draft agenda for the meeting.

f) Voting

1. The chair of the Committee may only vote in the event of a tied vote when the chair must cast the deciding vote.
2. All voting shall be confidential voting.
3. Voting shall be in person, by email, or by electronic means; there shall be no proxy voting. The results of the voting shall be tallied by the Chair of the Committee. The results of the voting shall be tallied by a returning officer who must be a non-faculty staff personnel. The returning officer shall warrant voter anonymity for all confidential voting. The deadline for returning votes by email or by electronic ballot shall be 72 hours after the onset of voting, unless otherwise established by the chair before voting begins. Voting by email or by electronic ballot is valid only when the number of votes equals or exceeds the quorum. The outcome of the email or electronic voting shall be announced by the Chair of the Committee via email and must be entered into the minutes of the next meeting.
4. In order to pass an action, there must be a greater number of affirmative votes in favor of the motion than votes against the motion.

g) Quorum

1. A quorum for voting is greater than 50% of the voting members.

h) Conduct

1. The University Conflict of Interest Policy shall be strictly enforced.
2. Each Chair shall preside at meetings of her/his respective Committee. Should respective Chair be absent, the Vice-Chair or acting Chair may assume this responsibility.
3. Each Committee may establish subcommittees or ad hoc committees as needed.
4. The meetings of standing committees shall be closed, and non-members may attend only with invitation from the Chair of the Committee.

Section 2. Curriculum Committee

a) Rights and Responsibilities

1. The Curriculum Committee shall have the responsibility to:
 - i. Establish the academic standards.
 - ii. Design and oversee the curriculum of the School, including the goals, objectives, and structure of the curriculum, and competencies, attitudes, skills, and knowledge expected of each student.
 - iii. Facilitate implementation of the curriculum.
 - iv. Regularly evaluate and review courses, and curriculum periods (pre-clinical/clinical) and the whole curriculum for integration, gaps and redundancies and implement necessary changes.
 - v. Oversee placement of content within academic periods and determine the types of patients, clinical conditions, and appropriate clinical settings for educational experiences, along with the expected level of medical student responsibility.
 - vi. Develop and implement policies regarding the amount of time medical students spend in required activities, including contact hours and time in clinical clerkship rotations.
 - vii. Ensure that there is an appropriate learning environment in all settings used for the education of medical students.
 - viii. Review, approve or reject requests for changes (additions, deletions, substantive changes in courses or rotations) to the curriculum.
 - ix. Review information regarding student outcomes and approve institutional policies for course grades.
 - x. Approve or reject recommendations for curricular improvement.
 - xi. Oversee the process of reviewing the curriculum annually.

b) Membership

1. Voting Members
 - i. Voting members shall consist of the following persons:
 - a. Four (4) faculty members and two (2) alternates from Pre-Clerkship/Clinical Skills Faculty elected by the Faculty Assembly.
 - b. Four (4) faculty members and two (2) alternates from Clerkship Faculty elected by the Faculty Assembly.
 - c. Two (2) student members and two (2) alternates elected by the medical student body.

2. Non-Voting Members

- i. Non-Voting members shall consist of the following:
 - a. Executive Vice Dean for Education, exofficio.
 - b. Associate Deans of Curriculum, exofficio.
 - c. Associate Dean of Student Affairs, exofficio.
 - d. Representative from the Medical Library, exofficio.
 - e. Associate Dean of Accreditation and Continuous Quality Improvement, ex officio.
 - f. Chair of Graduate Curriculum Committee, ex officio.

c) Subcommittees

1. There shall be a Pre-clerkship Curriculum Subcommittee (PCS).
2. Membership of the PCS shall consist of the following:
 - i. All course directors in the pre-clerkship curriculum, voting member
 - ii. One (1) M1 student member, one (1) M2 student member, and one (1) alternate elected by the medical student body, voting member
 - iii. The Assistant/Associate Dean of Pre-Clerkship Curriculum, ex officio non-voting member
 - iv. A representative from the library, ex officio non-voting member
 - v. A representative from IT, ex officio non-voting member
 - vi. A representative from the Office of Assessment, ex officio non-voting member.

The chair and vice-chair of the PCS shall be chosen from the voting members of the PCS. All course directors and student member shall have voting privileges. Ex officio members shall not have voting privileges.

3. There shall be a Clerkship Curriculum Subcommittee (CCS).
4. Membership of the CCS shall consist of the following:
 - i. All clerkship directors in the clerkship curriculum, voting member
 - ii. One (1) student member and one (1) alternate elected by the medical student body, voting member

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- iii. The Assistant/Associate Dean of Clerkship Curriculum, ex officio non-voting member
 - iv. A representative from the library, ex officio non-voting member
 - v. A representative from IT, ex officio non-voting member
 - vi. A representative from the Office of Assessment, ex officio non-voting member
5. The chair and vice-chair of the CCS shall be chosen from the members. All clerkship directors and student member shall have voting privileges. Ex officio members shall not have voting privileges.
- d) Term
1. Committee members and alternates who are faculty shall serve three (3) year terms, without limit of re-election.
 2. Student members shall serve a one (1) year term with possibility of re-election for a second year of service to the Committee if the student governing body so decides.
- e) Meeting Frequency
1. The Committee shall meet on a monthly basis with no fewer than twelve (12) meetings per academic year during the start-phase of the curriculum.

Section 3. Admissions Committee

a) Rights and Responsibilities

1. The final responsibility for accepting students to the MD program rests with this formally constituted admission committee, which is a standing committee of the Faculty Assembly. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified by these bylaws. Faculty members constitute the majority of voting members at all meetings. The selection of individual applicants for admission to the MD program is not influenced by any political or financial factors.
2. The Admissions Committee shall have the responsibility to:
 - i. Develop the criteria, policies and procedures of preliminary and secondary screening for eligibility and the interview procedure.
 - i. Evaluate qualified candidates for admission to the School.
 - ii. Rank candidates for admission in three categories “accepted”, “waitlist”, and “rejected”.
 - iv. Evaluate, review and reflect on the effectiveness of the admission process.
 - v. Track trends of the admission criteria annually through student performance.
 - vi. Recommend to the Executive Vice Dean of University Relations and Admissions improvements to the policies and procedures for admissions to the School.

a) Membership

1. Voting Members

- i. Voting members shall consist of the following persons:
 - a. Four (4) faculty members and four (4) alternates from the Pre-Clerkship/Clinical Skills Faculty elected by the Faculty Assembly.
 - b. Four (4) faculty members and four (4) alternates from the Clerkship Faculty elected by the Faculty Assembly.
 - c. Up to two (2) community members appointed by the Executive Vice Dean of University Relations and Admissions, ex officio.

2. Non-Voting Members:

- i. Non-Voting members shall consist of the following:
 - a. Executive Vice Dean of University Relations and Admissions, ex officio.

- b. Two (2) fourth-year student members in good academic standing and two (2) alternates in good academic standing elected by the medical student body.
- c. Representative from the Office of the Registrar.

b. Term

1. Committee members and alternates who are faculty and community shall serve three (3) year terms, without limit of re-election.
2. Student members will serve a one (1) year term.

b) Voting

1. Faculty members constitute the majority of voting members at all Admissions Committee meetings.
2. Administrative matters
 - i. Voting is governed by the general provisions.
3. Admissions
 - i. The voting in deciding to admit a student into the School requires either an in-person vote or via real time electronic communications on each applicant among the following admission categories: Accepted, Waitlist, or Rejected.
 - ii. The admission category with the highest number of votes shall be the Committee's decision.

a) Conflict of Interest

1. If an Admissions committee member has any relationship with an applicant, the member must recuse themselves from discussion and decision-making (see University Conflict of Interest policy).

Section 4. Student Academic Standards and Promotion Committee

a) Rights and Responsibilities

1. The Student Academic Standards and Promotion Committee shall have the responsibility to:
 - i. Develop, implement, and revise (as needed) promotion policies and procedures for student advancement in all years of a program.
 - ii. Recommend to the Dean, Executive Vice Dean for Education, and Associate Dean of Student Affairs improvements to the policies and procedures on student promotion, honors, remediation, probation, repeating the year and dismissal.
 - iii. Monitor students' progress through a program.
 - iv. Recommend promotion of students from one year of a program to the next.
 - v. Recommend academic honors and special recognition.
 - vi. Review achievement of graduation criteria for each student and recommend to the Faculty Assembly eligibility for graduation.
 - vii. Identify and deal with all cases of academic deficiency, including issuing warnings, placing students on probation or suspension, granting or denying re-examination, requiring students to take a leave of absence, recommending re-admission, and dismissing students from the School.
 - viii. Meet with students whose academic progress, although not failing, is such as to be a cause of concern that future difficulties may ensue and may require the student to modify her/his course of study to ensure a greater chance of success.
 - ix. Evaluate all honor code violation reports and professionalism concern reports, and deal with all cases of ethical misconduct including issuing warnings, placing students on probation or suspension, requiring students to take a leave of absence, recommending re-admission, and dismissing students from the School.

a) Membership

1. Voting Members:
 - i. Voting members shall consist of the following persons:
 - a. Six (6) faculty members with six (6) alternates elected by the Faculty Assembly. Half of the members and alternates must be Clerkship Faculty.
2. Non-Voting Members
 - i. Non-Voting members shall consist of the following:

- a. Associate Dean of Student Affairs, ex officio.
- b. Associate Deans of Curriculum, ex officio

a) Term

1. Committee members and alternates who are faculty shall serve three (3) year terms, without limit of re-election.

b) Meeting Frequency

1. Regular meetings of the committee shall be held at least three times during the academic year.
2. Under extraordinary circumstances, emergency meetings may be called by the Associate Dean of Student Affairs, or by petition of at least thirty percent of voting members.
3. Due to the confidential nature of meeting content, minutes shall not be distributed.

c) Voting

1. Administrative matters
 - i. Voting is governed by the general provisions.
2. Academic matters
 - i. On matters of promotion, graduation, remediation, academic probation, academic suspension, dismissal, and unprofessional behaviors, voting requires either an in-person vote or via real time electronic communications.

d) Conflict of interest

1. If a SASaP committee member is a college mentor, a current ad-hoc member of the Appeals Committee, or a course/clerkship director of the course/clerkship for which the student is appearing before the committee, he/she must recuse him/herself from discussion and decision-making regarding the issue under consideration (see University COI Policy).
2. If the committee's agenda lists a student who previously failed or otherwise remediated a course or clerkship, and the director of said course or clerkship is a voting member of the committee, they must recuse themselves from the discussion and decision-making regarding the issue under consideration and subsequent vote.

Section 5. Assessment and Evaluation Committee

a) Preamble

1. The Assessment and Evaluation Committee is a standing faculty committee that shall be responsible for monitoring student assessment process and overall performance of students at CUSM as well as monitoring compliance with approving/accrediting agency standards, including those of the California Bureau for Private Postsecondary Education (BPPE), WASC Senior College and University Commission (WSCUC), and Liaison Committee on Medical Education (LCME).

b) Rights and Responsibilities

1. The Assessment and Evaluation Committee shall have the responsibility to:
 - i. Review all students' assessment results, satisfaction, admissions data, and alumni data in the School.
 - ii. Review the educational outcomes related to student parameters to determine the effectiveness of the educational programs of the School.
 - iii. Establish standards for assessment of students to meet academic standards set by the Curriculum Committee and the School in order to ensure the ability to evaluate student success and measure learning outcomes.
 - iv. Evaluate the methods of assessment employed in each of the courses/clerkships and work with Curriculum Committee to improve assessment quality of student performance.
 - v. Review all evaluations regarding satisfaction of learning environment and learning resources in the School.
 - vi. Select a set of BPPE, WASC, and LCME Standards to monitor and perform a regular review and report on the compliance status.
 - vii. Provide oversight of standards for assessment and examination item review processes.
 - viii. Make reports and recommendations available to an appropriate senior administrator of the institution and provide a copy to the Dean.

c) Membership

1. Voting Members

- i. Voting Members shall consist of the following persons:
 - a. Five (5) faculty members and two (2) alternates elected by the Faculty Assembly.
 - b. Three (3) student members: two (2) MD student members, one (1) MBS student member, and one (1) alternate MD student member elected by the

student body which the member represents.

2. Non-Voting Members

i. Non-Voting Members shall consist of the following:

- a. the Administrative Dean of Assessment or a representative from the Office of Assessment, ex officio.
- b. Associate Dean of Accreditation and Continuous Quality Improvement, ex officio.

d) Term

1. Committee members and alternates who are faculty shall serve three (3) year terms, without limit of re-election.
2. A student member and alternate shall serve a one (1) year term with possibility of re-election for a second year of service to the Committee If the student governing body so decides.

e) Meeting Frequency

1. Regular meetings of the committee shall be held at least three times during the academic year.
2. In circumstances where personal identifiable material is to be discussed the committee shall adjourn and immediately reconvene in executive session. The student member shall not participate in executive sessions. Minutes from the executive session shall remain confidential. Separate minutes shall be recorded for the executive session.

Section 6. Research Committee

a) Rights and Responsibilities

1. The Research Committee shall have the responsibility to:
 - i. Advise the Associate Dean of Research on strategies to advance Basic, Clinical, Global, Educational and Community- based research.
 - ii. Review the policies and practices governing the conduct of research and scholarly activities to establish expectations for ethical standards of research.
 - iii. Review allegations of research misconduct and recommend actions to Associate Dean of Research.
 - iv. Advise on strategies to enhance the research collaborations between ARMC and CUSM as well as other universities and research institutions.
 - v. Oversee the process of reviewing the internal grants applications and advocate for expanding resources.
 - vi. Advise on strategies to promote culture of research excellence among faculty and students through curricular and extracurricular activities.
 - vii. Plan research and professional development activities relating to advancing research and scholarships such as training and workshops, Research day, Seminar series.

b) Membership

1. Voting Members shall consist of the following:
 - i. Five (5) members elected from the Faculty Council of CUSM. One member from each research discipline listed in section 2 (i) (Basic, Clinical, Global, Educational, and Community).
 - ii. Two (2) members from current medical school classes. One from each class. Students members are elected by the students' council.
 - iii. Two Residents.
2. Non-Voting Members shall consist of the following:
 - i. Associate Deans of Research
 - ii. Lab Director
 - iii. Two staff representatives from the Office of Research

c). Terms

1. Committee members and alternates who are faculty shall serve three (3) year terms, without limit of re-election.

2. Resignation

- a. Members may resign at any time without prejudice by written notification to the Associate Deans of Research and the Chair of the Committee.

3. Removal of Members

- a. If a member can no longer serve because of a change in eligibility status, inability to participate fully in the required activities of the committee, or three consecutive absences with no excuse from the regular meetings

4. Vacancies

- a. In the event of death, resignation, or removal of a member from the Committee, a new member shall be temporarily appointed by the Associate Dean of Research who serves until the end of the term of the member vacating a position on the Committee. A replacement member will be elected by the faculty council at the end of the term.

d) Meetings

- a. Meetings shall be held on a monthly basis or as needed

b. Special Meetings

- i. Special meetings may be called by the Chair.
- ii. The dates of any special meetings shall be set by the Chair who shall also set the time and place.
- iii. Notice of special meetings shall be given to each member, by email, not less than one business day before the meeting. Notice shall also include the reason for the special meeting.

e) Subcommittees and Task Forces

a. Subcommittees

- i. The Committee may create subcommittees and task forces, as necessary. The Chair of the Committee appoints all subcommittee and task force chairs.
- ii. Membership: At least one member of the Committee must serve on a subcommittee or task force. Other members of the subcommittee or task force need not be members of the Committee.
- iii. Power: Subcommittees and task forces may only make recommendations to the Committee and may not take independent action.

f) Miscellaneous

1. Interpretation of other Bylaws: Nothing in these Committee Bylaws may be interpreted to supersede the Bylaws of the Board of Trustees or the Bylaws of CUSM.
2. Authority: The authority of this Committee is delegated from CUSM and actions of this Committee reflect actions or recommendations to CUSM.
3. Amendments: Recommendations for Committee Bylaw changes may be made by a two-

thirds majority vote of all members of the Committee. Proposed amendments must be submitted to the Chair to be sent out with the agenda of the Meeting.

4. Recommendations for Committee Bylaws changes must be approved by a majority vote of a quorum of the Faculty Assembly and by endorsement of the Associate Dean of Research and the Dean.

g) Conflict of Interest

1. If a proposal by a Research Committee member is under discussion, he/she must recuse him/herself from discussion and decision-making (see University COI Policy).

Section 7. Rank and Promotion Committee

a) Rights and Responsibilities

1. The Rank and Promotion Committee shall have the responsibility to:
 - i. Apply Guidelines on Faculty Appointment and Promotion to assignment of faculty rank for the School.
 - ii. Ensure that appropriate peer-review committees are organized in a timely manner for the promotion review.
 - iii. Establish timelines and guidelines for faculty promotion application submission.
 - iv. Receive, review, and recommend action on applications for promotion of rank to the Dean according to the Guidelines on Faculty Appointment and Promotion and the Faculty Handbook.
 - v. Recommend programs for enhancement of faculty and staff professional skills appropriate to the School including professional development courses, skills development, and continuing education to the administrative dean for faculty affairs.
 - vi. Review on an annual basis the Guidelines on Faculty Appointment and Promotion and make recommendations for changes.
 - vii. Review and audit the internal processes for rank and promotion in the School and report annually to the administrative dean for faculty affairs.

b) Membership

1. Voting Members

- i. Voting members shall consist of the following persons:
 - a. Four (4) faculty members who hold the rank of professor, and two (2) alternates of the same rank elected by the Faculty Assembly.
 - b. Two (2) faculty members who hold a rank below professor, and two (2) alternates below the rank of professor elected by the Faculty Assembly.
 - c. Members who hold an administrative position in the School, Department chairs, executive vice deans and senior associate deans, are excluded from membership of this committee.

2. Non-Voting Members

- i. Non-Voting Members shall consist of the following:
 - a. Associate Dean of Faculty Affairs, ex officio.

b. One (1) representative from the Office of Human Resources.

c) Term

1. Committee members and alternates who are faculty shall serve three (3) year terms, without limit of re-election.

d) Voting

1. Administrative matter
 - i. Voting is governed by the general provisions.
2. In the matter of recommending faculty promotion, only faculty members of the rank equivalent to or above that to which a faculty member is being promoted, may vote on that promotion.

e) Conflict of Interest

1. If a Rank and Promotion committee member has a formal mentor and/or mentee relationship or a family relationship with an applicant for promotion, the member must recuse themselves from discussion and decision-making (see University Conflict of Interest policy).
2. If a committee member applies for promotion, he/she must recuse themselves from discussion and decision-making.

Section 8. Diversity and Inclusion Committee

a) Preamble

1. Diversity Statement

CUSM expands supports and protections with a commitment to equity, diversity and inclusion for all employment and educational practices, including but not limited to, recruitment of staff and students; admissions, hiring, and training procedures; advancement and retention policies/practice; curriculum/course materials; and the built environment. More specifically, CUSM is committed to diversification of its leadership and community, especially with representation from groups historically excluded from medicine and higher education due to race/ethnicity, gender identity, sexual identity, and socioeconomic status. This commitment stems not only from legal and ethical considerations, but also from a conviction that an institution of higher learning is enriched by the presence of diversity and the practice of inclusive excellence. CUSM actively strives to mitigate the negative impacts of bias and discrimination present within the structures of society and the medical profession, so that teaching, research, and service functions can be optimized to effectuate CUSM's mission.

b) Rights and Responsibilities

1. The Diversity and Inclusion Committee shall have the responsibility to:

- i. Oversee the programs and initiatives of the School relative to accomplishing the institution's interest in recruiting, retaining, and assimilating a diverse faculty, staff, and students.
- ii. Monitor the School's progress towards achieving its diversity and inclusion goals through appropriate assessment and providing direction for improvement where necessary relative to efforts and progress made in recruiting, assimilating, and retaining a diverse faculty, staff and student
- iii. Advise the Dean and make recommendations concerning policies and programs to advance, and to identify excellence in improving, faculty diversity, including particularly the recruitment, advancement and retention of women and groups underrepresented in medicine in academic positions as outlined in the Diversity Statement.
- iv. Maintain liaison with relevant administrative committees and councils, and with University committees concerned with issues of affirmative action and diversity.
- v. Report periodically to the Dean, administrative dean for faculty affairs and the Faculty Assembly on recruitment, advancement, and retention data of faculty from underrepresented groups and recommend any changes of policy or practice that it deems necessary.
- vi. Proactively engage with other colleges of the University and community organizations to promote a climate of inclusion, seek to increase cultural awareness, respect and inclusion of all groups including those traditionally underrepresented identified in the Diversity Statement of the School.

c) Membership

1. Voting Members

- i Voting Members shall consist of the following persons:
 - a. Six (6) faculty members, and three (3) alternates elected by the Faculty Assembly.
 - a. One (1) student member and one (1) alternate elected by the medical student body.

2. Non-voting members

- i Non-voting Members shall consist of the following persons:
 - b. Associate Dean of Student Affairs, ex officio.
Associate Dean of Faculty Affairs, ex officio
 - c. Senior Associate Dean of Equity, Inclusion, Diversity and Partnerships, ex officio.
 - d. One (1) member from the Office of Human Resources.

d) Term:

- 1. Committee members and alternates who are faculty shall serve three (3) year terms, without limit of re-election.
- 2. Student members shall serve a one (1) year term with possibility of re-election for a second year of service to the Committee if the student governing body so decides.

Section 9. Graduate Admissions Committee

a) Rights and Responsibilities

1. The Graduate Admissions Committee shall have the responsibility to:
 - i. Develop the graduate program criteria, policies, and procedures of preliminary and secondary screening for eligibility and the interview procedure.
 - ii. Evaluate qualified candidates for admission to the graduate program.
 - iii. Rank candidates for admission in three categories “accepted”, “waitlist”, and “rejected.”
 - iv. Evaluate, review and reflect on the effectiveness of the graduate program admission process, and track trends of the admission criteria annually through student performance.
 - v. Recommend to the Executive Vice Dean for University Relations and Admissions improvements to the policies and procedures for admissions to graduate program.

b) Membership

1. Voting Members

- i. Voting Members shall consist of the following persons:
 - a. Six (6) faculty members and two (2) alternates who are not members of the MD Admissions Committee and who are preferably the faculty members teaching in the graduate program, elected by the Faculty Assembly.

2. Non-Voting Members

- i. Non-Voting Members shall consist of the following:
 - a. Executive Vice Dean for University Relations and Admissions (or her/his designee), ex officio.
 - b. Representative from Admissions Office, ex officio.
 - c. Representative from Registrar Office, ex officio.
 - d. MBS program director, ex officio.
 - e. MBS program coordinator, ex officio.

3. Term
 - i. Committee members and alternates who are faculty shall serve three (3) year terms, without limit of re-election.
- c) Voting
 1. Administrative matters
 - i. Voting is governed by the general provisions.
 2. Admissions
 - i. The voting in deciding to admit a student into the Program requires either an in-person vote or via real time electronic communications on each applicant.
 - ii. The admission category with the highest number of votes shall be the Committee's decision.
- d) Conflict of Interest
 1. If a Graduate Admissions committee member has any relationship with an applicant, the member must recuse themselves from discussion and decision-making (see University Conflict of Interest policy).

Section 10. Graduate Curriculum Committee

- a) Rights and Responsibilities
 1. The Graduate Curriculum Committee shall have the responsibility:
 - i. To establish the academic standards for the graduate program.
 - ii. To design and oversee the curriculum of the graduate program, including the goals, objectives, outcomes and structure of the curriculum.
 - iii. To facilitate the implementation of the graduate curriculum.
 - iv. To evaluate graduate course syllabuses and course content, to identify areas of redundancy and deficiency and address them.
 - v. To monitor the learning environment and work with graduate course directors to address concerns where appropriate.
 - vi. To discuss and consider requests for changes (additions, deletions, substantive changes in courses) to the graduate curriculum.
 - vii. To review information regarding graduate student achievement and approve institutional policies for course grades (as established by the student promotions committee).
 - viii. To discuss and consider recommendations for graduate

curricular improvement from the assessment committee.

- ix. To conduct a comprehensive, annual review of the graduate curriculum and propose changes as necessary.

b) Membership

1. Voting members

- i. Voting members shall consist of the following:

- a. All MBS course directors except for the MBS Program Director.
- b. Faculty members who teach in the MBS Program will serve as alternates on this Committee.
- c. Two (2) MBS student members elected by the MBS student body.
- d. Up to two (2) MD student members elected by the medical student body.

2. Non-Voting members

- i. Non-voting members shall consist of the following:

- a. Representative from the Office of Student Affairs, exofficio.
- b. Representative from the Medical Library, exofficio.
- c. Representative from the Office of Accreditation and Continuous Quality Improvement.
- d. MBS Program Director.
- e. Chair of the Curriculum Committee

c) Term

1. Committee members and alternates who are faculty shall serve three (3) year terms, without limit of re-election.
2. Student members shall serve a one (1) year term.

d) Meeting Frequency

The Committee shall meet at least once per semester or more, as deemed necessary by the Committee to carry out its duties and responsibilities.

Section 11. Bylaws Committee

a) Rights and Responsibilities

1. The Bylaws Committee shall have the responsibility to
 - i. Review, approve or reject requests from Standing Committees and present them to the Faculty Executive Council regarding proposed edits to the Bylaws.
 - ii. Faculty Executive Council will present updates on the Bylaws to the Faculty Assembly.
 - iii. Oversee the process of reviewing the Bylaws annually.
 - iv. Ensure changes approved by the faculty are incorporated in the Bylaws and that the updated document is shared with the Faculty Assembly members.

b) Membership

1. Voting members

- i. Voting members shall consist of the following:
 - a) 3 faculty members and 2 alternates from the Pre-clerkship/Clinical skills faculty elected by the Faculty Assembly.
 - b) 3 faculty members and 2 alternates from the Clerkship faculty elected by the Faculty Assembly.

2. Non-voting members

- i. Non-voting members shall consist of the following:
 - a) Associate Dean of Faculty Affairs, exofficio
 - b) Associate Dean of Accreditation and Continuous Quality Improvement, exofficio
 - c) Staff member from Office of Faculty Affairs, exofficio

c) Term

1. Committee members and alternates who are faculty shall serve 3-year terms, without limit of re-election.

d) Meeting Frequency

1. The Committee shall meet as required to review proposed Bylaws edits. The Committee shall meet at least once per academic year for a general review of the Bylaws.

Article VII. Faculty Grievance Policy and Procedures

The purpose of these regulations is to establish policy and the procedures by means of which faculty members can seek redress of their grievances.

Section 1. Faculty Grievances

Faculty grievances are classified into two main types:

- a) Those connected with appointment, reappointment, or promotion.
- b) Those concerned with other matters, such as duties, salaries, prerequisites, and working conditions.

Although it may be preferable to treat all grievances as uniformly as possible, whatever the issue, those stemming from appointment decisions must be dealt with in a manner that conforms to the general appointment procedures. The initial protection for the faculty member is in these Bylaws.

In the case of all grievances, attempts shall be made to settle the dispute by informal discussions between the concerned parties, and if necessary, with the assistance of mediators.

If a faculty member's grievance is not settled informally at a level below the Dean, or by the Dean him or herself, the faculty member may appeal to the Dean to convoke the Grievance Committee of the School. The Dean shall do so within 15 working days. After obtaining the recommendation of the Grievance Committee, the Dean shall decide the case and in writing shall notify the concerned parties and the Grievance Committee of his or her decision, together with reasons therefore, and information on the procedure for appeal.

If a faculty member has no grievance at a level below the Dean but the Dean makes a decision against the faculty member, the latter may request a hearing before the Grievance Committee of the School. The Dean shall convoke the Grievance Committee within 15 working days. After receiving the recommendation of the Committee, the Dean shall then make his or her final decision and shall notify the faculty member as above.

Section 2. Appeal from a Dean's Decision on Appointment, Reappointment, or Promotion

Appeals from such decisions can be made only on the following grounds:

- a) That the procedures used to reach the decision were improper, or that the case received inadequate consideration.
- b) That the decisions violated the academic freedom of the person in question, in which case the burden of proof is on that person.

A faculty member intending to make an appeal shall indicate such intention in writing to the University President within 15 days after receiving written notification of the Dean's decision. An exception to this may be made only with the consent of the grievant, the Dean, and the University President.

Where such an appeal is made, the Dean shall transmit to the University President a report of the proceedings in the case at its earlier stages. The University President shall in each case obtain the advice of ad-hoc Faculty Grievance Committee comprised of:

- a) Five faculty members from the School appointed by the University President to represent faculty of all ranks with at least:

1. One (1) faculty with rank of instructor.
 2. One (1) faculty with rank of assistant professor.
 3. One (1) faculty with rank of associate professor.
 4. One (1) faculty with rank of professor.
- b) A member's promotion in rank during a term does not terminate his or her membership in the Committee.
- c) A Chair shall be elected among members of the Committee by democratic process.

The Faculty Grievance Committee shall not judge professional merits, but only ascertain whether procedural safeguards have been observed. Evidence that a decision appealed from is so arbitrary that it has no rational foundation may be considered on the issue of "inadequate consideration."

The Faculty Grievance Committee shall at all times follow the requisites of a fair and equitable hearing, but it is not to be restricted by the technical rules of evidence or the formality of the adversary proceeding as in a court trial. In each case the Committee shall determine its own procedure, adapting the requirements of the particular case to the equity of the situation. This shall include, for example, the question of a record of the hearing, the examination of witnesses, the schedule and public nature of meetings, etc.

The grievant, however, may determine whether he or she shall have the aid of an advisor or counsel.

After receiving the advice of the Faculty Grievance Committee, the University President shall decide the case and notify the grievant, the Dean, and the Chair of the Grievance Committee. If the advice of the latter is not followed, the reasons shall be reported with the decision.

If the Dean's decision is favorable to the faculty member and hence is not appealed and the Office of the University President reverses that decision without seeking the advice of the Faculty Grievance Committee as described herein, the faculty member may then invoke the appeal procedure.

Section 3. Appeal from a Dean's Decision on Matters Such as Duties, Salaries, Prerequisites, and Working Conditions

Where such an appeal is desired by a faculty member and the University President is so informed within 15 days after the member is notified of the decision, the School Administration shall make informal procedures available.

Appeal from the Dean's decision can be made only on the same grounds as in Section 2 above.

Article VIII. Parliamentary Authority

Rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the conduct of business of the Faculty, Faculty Executive Council, and the standing committees, in all cases to which they apply and in which they are not inconsistent with these Bylaws, except as provided in the bylaws of the councils and committees.

Article IX. Amendments to or Revisions of the Bylaws

These Bylaws may be amended or revised by the Faculty of the School as provided herein in Article IV, Section 5(a), subject to, and consistent with the Bylaws of the School of Medicine; amendment to or revision of the Bylaws of the School Medicine requires approval by the University Board of Trustees