

**BYLAWS OF THE
COLLEGE OF OSTEOPATHIC
MEDICINE MICHIGAN STATE
UNIVERSITY**

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INTRODUCTION

The Bylaws of the College of Osteopathic Medicine (hereinafter referred to as “the College”) of Michigan State University (MSU) have been developed to serve as a foundation for the governance of the College and to define the roles of the administration, faculty and students in policy formulation within the College and the university community.

1. THE FACULTY

1.1 Composition

1.1.1 Regular faculty of the College shall be comprised of all persons appointed under the rules of tenure and holding the rank of either professor, associate professor, or assistant professor.

1.1.2 The fixed-term faculty shall consist of all persons holding full-time or part-time salaried (i.e. receiving periodic wages from MSU) appointments in the rank of professor, associate professor, assistant professor, instructor, instructor/resident, specialist or clinician faculty appointment in the Health Programs faculty appointment system, but not appointed under the rules of tenure. Fixed-term faculty within the College who are members of an academic department and engaged in teaching or research may be elected to represent the College on university committees as permitted by university governance policy.

1.1.3 The adjunct faculty shall consist of persons who provide services for and hold fixed-term appointments within the College whose primary responsibilities and salary are outside the College, either within or outside of the university. They may be at any level as are paid faculty and are expected to have the educational background or experience required for their rank. Appointments are generally prefixed *clinical* for those holding a professional medical or related degree and *adjunct* for those who do not.

1.2 The faculty shall receive from the College Advisory Council for deliberation and action, recommendations from college committees which affect the academic policy, programs and practices of the College. The mode of participation, approval and implementation of these decisions shall be governed by MSU’s *Bylaws for Academic Governance* and by the charges to the College Advisory Council, the standing committees and the administrative units as defined in this document.

1.3 Voting Privileges for College Matters

All faculty who are engaged in teaching, research, or administration in the College who hold at least a 50 percent appointment, regardless of their source of salary, are extended voting privileges in the College. Adjunct and clinical faculty voting privileges are described in Section 1.5. Residents and others in training shall not be granted voting privileges.

- 1.4 The voting privilege of faculty members shall be determined in accordance with MSU's *Bylaws for Academic Governance* for those cases when the faculty is required to vote on external university matters.
- 1.5 Departmental voting privileges may be extended to any adjunct faculty who have met applicable vesting requirements of their respective departments, as determined by the departmental bylaws. Further, departments may extend college-level voting privileges to a single representative of the vested adjunct and clinical faculty on actions taken regarding issues pertaining to medical education. Each department shall determine its own process for electing such a representative.

2. THE FACULTY ASSEMBLY

2.1 Composition

- 2.1.1 The voting membership of the Faculty Assembly shall be the voting faculty as defined in 1.3. Faculty who do not have college voting privileges as defined in 1.3 shall have voice but not vote, except as provided in Section 1.3.
- 2.1.2 The dean or, in his or her absence, the assistant/associate dean, for medical education shall preside at meetings of the Assembly. The secretary of the College Advisory Council shall be secretary for the Faculty Assembly and shall be responsible for recording and distributing meeting minutes to the faculty.

2.2 Responsibilities

- 2.2.1 The Assembly shall act on all proposed amendments to the Bylaws of the College.
- 2.2.2 Actions of the College Advisory Council, or of standing committees of the College, on matters reserved to the faculty (MSU's *Bylaws for Academic Governance*) may be referred to the Assembly by majority vote of the faculty members of the College Advisory Council or by petition of 20 percent of the voting membership.
- 2.2.3 The Faculty Assembly shall serve as a forum for the dissemination and exchange of ideas between the faculty and the College administration.
- 2.2.4 The Faculty Assembly shall act on

- 2.2.2.1 approval of students endorsed for graduation by the Committee on Student Evaluation.
- 2.2.2.2 the College's mission and/or vision statement (s).
- 2.2.2.3 recommendations from the College Advisory Council on actions from the College committees that affect academic policy, programs and practices of the College.

2.3 Procedures

- 2.3.1 Meetings shall be called by the dean or by the College Advisory Council.
- 2.3.2 The Assembly shall meet at least once during the fall and spring semesters and if called by the dean or by the College Advisory Council.
- 2.3.3 The responsibility for the preparation of the agenda for meetings shall be shared between the College Advisory Council and the dean. The secretary of the Assembly shall be responsible for distributing notices of meetings and copies of the agenda to all members of the Assembly at least ten calendar days prior to meetings.
- 2.3.4 Votes may be taken only on items which appear on a published agenda sent to each voting member at least ten calendar days prior to the meeting at which time the items are introduced.
- 2.3.5 Approval of actions shall require a simple majority of those voting members present.
- 2.3.6 No action shall be taken from one week after the end of summer semester until the beginning of the fall semester.
- 2.3.7 A quorum for any meeting of the Faculty Assembly shall be all those voting faculty members who are present.
- 2.3.8 Minutes of the meetings shall be distributed to all members of the faculty.

3. STUDENT CONSTITUENCY

- 3.1 The student constituency shall be comprised of those students who are declared by the registrar to be enrolled in any degree program of the College.
- 3.2 Student participation in Academic Governance in the College shall be in accordance with the provisions of MSU's *Bylaws for Academic Governance* (1.2.3).

4. COLLEGE ORGANIZATION

- 4.1 Office of the Dean
 - 4.1.1 As provided for and described in MSU's *Bylaws for Academic Governance* (2.1), the dean of the College shall have the authority

and responsibility for the administration of the College in accordance with the university and Bylaws of the College, taking into account the advisory procedures of the College and departments within the College. This responsibility includes finances and budgetary matters, academic facilities, and personnel matters in the unit.

- 4.1.2 The dean of the College, to serve as its chief academic officer, must have a D.O. degree from a college of osteopathic medicine accredited by the Commission on Osteopathic College Accreditation, must have American Osteopathic Association or American Board of Medical Specialties certification (initial and/or active) and a medical license, and appropriate academic leadership experience. The dean of the College will be appointed on a full-time basis.
 - 4.1.3 The faculty shall have shared responsibility with the university provost for the development of the procedures used in the selection and review of the dean as specified by university policy. These procedures shall be developed with the provost by the College Advisory Council.
 - 4.1.4 The dean shall notify the chairperson of the College Advisory Council of the delegation of his or her authority in his or her absence.
 - 4.1.5 The decisions from Committee on Student Evaluation and the College Hearing Committee for Medical Students Rights and Responsibilities will be presented to the Dean for implementation. The Dean cannot overturn a decision from the afore-mentioned committees. However, the Dean can request additional information, clarification, or reconsideration of a decision based upon the dean's concern.
- 4.2 Departments
- 4.2.1 The department is the basic administrative unit of education, research, service, and creative endeavor within the College. Departments may be either solely or jointly administered. *Solely* administered departments are those for which the responsibility for the selection of a chairperson and the establishment of the department budget rests exclusively with the College of Osteopathic Medicine. *Jointly* administered departments are those departments or units for which the selection of the principal administrative officers and establishment of the department or unit budgets are

shared with other colleges of the university.

4.2.2 Solely administered departments include Family and Community Medicine, Osteopathic Manipulative Medicine, Osteopathic Medical Specialties, Osteopathic Surgical Specialties, Physician Assistant (PA) Medicine and Pediatrics.

4.2.3 Jointly administered departments include Biochemistry and Molecular Biology, Microbiology and Molecular Genetics, Neurology and Ophthalmology, Orthopedics, Pharmacology and Toxicology, Physical Medicine & Rehabilitation, Physiology, Psychiatry and Radiology.

4.2.4 As provided for and described in MSU's *Bylaws for Academic Governance*, the departmental chairperson shall have the authority, responsibility and accountability for the administration of the department in accordance with the university, college, and department bylaws, taking into account the advisory procedures of the department.

4.2.4.1 The department voting faculty shall have shared responsibility with the dean(s) for the development of the procedures used in the selection and review of a department chairperson.

4.2.4.2 The chairperson of each department shall be subject to regular review at intervals not to exceed five years.

4.2.5 The voting faculty of the departments shall have shared responsibility with the department chairperson to adopt and publish bylaws. Such bylaws shall include, but not be limited to, the composition of the faculty within the department, voting privileges, procedures for faculty access to their own personnel file, promotion, tenure, faculty meetings, standing committees, department organization, responsibilities of the chairperson and other department administrators, modes of student participation in academic affairs and selection of chairperson, and internal appeal procedure for interpretation of department bylaws and faculty grievance.

4.2.5.1 The department bylaws shall be submitted to the College Bylaws Committee for review for consistency with the Bylaws of the College. The bylaws of the department shall be reviewed by the department at intervals not to exceed five years. The bylaws shall be resubmitted at that time to

the Bylaws Committee to assure consistency with the Bylaws of the College.

- 4.2.6 Department chairs of the Family and Community Medicine, Osteopathic Manipulative Medicine, Osteopathic Medical Specialties, Osteopathic Surgical Specialties, Pediatrics, and PMR departments are required to have a DO serve as the department chairperson.

5. COLLEGE ADVISORY COUNCIL

- 5.1 All voting members of the College Advisory Council (CAC) shall be elected from among faculty and students. Only faculty members with college voting privileges may serve on the CAC. From among such persons, each solely and jointly administered department of the College shall elect, according to its own procedures, one of its members to serve on the CAC for a term of two years. Each class of the osteopathic medical student body shall have a representative selected according to established policy of the Office of Student Life to the CAC for a term of one year. No member of the CAC may serve more than two consecutive terms of office. Additional nonvoting members may be appointed to the CAC at its discretion in order to secure representation for the diverse interests within the College. Should any seat on the CAC become vacant, the chairperson of the CAC shall notify the principal administrator of the unit represented by the seat of its vacancy, whereupon the administrator shall promptly order a new election to fill the vacancy for the unexpired portion of the term. A non-functioning member is defined as a member who has an unexcused absence for two consecutive meetings. The replacement of such a member shall be according to the same process and under the same terms as he or she was originally selected. Any department representative to the CAC may designate an alternate from his or her department to serve in his or her absence from a meeting of the CAC. The alternate shall have voice and vote in the deliberations of the CAC.

- 5.1.1 The following individuals will serve in an ex-officio capacity to the CAC and provide regular reports from their University/college committee activities to the CAC. The chairpersons of the standing committees of the College, the dean of the College, and the representative to Faculty Senate, University Committee on Academic Governance, University Committee on Faculty Affairs, University Committee on Faculty Tenure, University Committee on Graduate Studies, University Committee on Undergraduate Education, University Committee on International Studies & Programs, and University Committee for the Library. Ex-officio members shall have voice but no vote in the

deliberations of the CAC.

- 5.2 The CAC shall serve as a means by which students and faculty may participate, with consultation with the dean, in the formulation of the policies of the College. It shall consult with the dean regarding college policies. The dean may delegate to the CAC full authority to act upon specific matters.
 - 5.2.1 The CAC shall share responsibility with the dean for preparing the agenda for regular meetings of the Faculty Assembly.
 - 5.2.2 The CAC shall oversee all procedures for college-wide elections. It shall annually appoint four members of the faculty to serve as a nominating committee for college-wide elective offices. Such offices shall include college representatives to all university committees with the exception of the representative to the University Committee on Curriculum, who shall be elected by the College Curriculum Committee.
- 5.3 The first item of business to be transacted at the first meeting of the CAC in each academic year shall be the election from and by its voting membership of a chairperson and a vice chairperson to serve for terms of one year. The vice chairperson shall preside in the absence of the chairperson and shall assist the chairperson in the transaction of routine business of the CAC. Should either office become vacant, it shall be filled for the unexpired portion of the term by a new election. The chairperson shall preside at the meetings and shall be authorized to transact routine business on behalf of the CAC. The secretary to the committee shall be appointed by the dean for the purpose of keeping of the minutes of the CAC meetings and other records. The secretary will also serve as secretary to the Faculty Assembly.
 - 5.3.1 The CAC chair shall serve as a COM representative to the Faculty Senate.
 - 5.3.2 The Immediate Past Chair of the College Advisory Council shall serve as an ex-officio member for one year (immediately after completion of their term as chair). If the chair chooses to not continue as chair, but has not yet completed their term of service, they will resume as a voting member of the committee until their term of service is complete. They may serve as Immediate past chair (ex-officio) if the timing of individual terms allows.
- 5.4 The CAC may formulate rules for its procedures, which shall be maintained by the secretary and shall be available for review by any member of the university community.
 - 5.4.1 The chairperson of the CAC shall share responsibility with the dean of the College for preparation of the agenda for meetings of the CAC. Any

member of the CAC may propose items to the chairperson for inclusion in the CAC agenda. Any member of the student body or any member of the faculty may propose to his or her CAC representative items for consideration by the CAC. If the CAC member declines to bring up an item at the CAC meeting, he or she shall be required, at the request of the member who proposed the item, to state in writing the reasons for the denial. The member who proposed the item may then petition the chairperson of the CAC to have the item presented to the CAC. Upon receipt of such petition, the chairperson shall bring up the item for consideration at the next meeting.

5.4.2 The CAC shall meet at least once during the fall and spring semesters. Additional meetings may be called by the dean, by the CAC chairperson, or upon petition by at least five members of the CAC. Notice of regular meetings, including the agenda, shall be distributed to all members at least three working days prior to meetings, except in the event there should arise an extraordinary circumstance requiring an emergency meeting. A quorum shall consist of fifty percent (50%) plus one of the voting members of the CAC, except under conditions of an emergency as specified in the preceding sentence, in which case business may be transacted on behalf of the CAC by less than 50% plus one of the membership, subject to ratification by a quorum of the CAC.

5.4.3 The CAC shall receive recommendations from the standing committees of the College for agenda items for meetings of the Faculty Assembly. A majority vote by the CAC members present shall be required to place any item on the agenda of a meeting of the Faculty Assembly. On all questions involving shared responsibility with the dean, votes shall be taken. Student members of the CAC shall be excluded from discussion and voting on all matters that are reserved to the faculty as defined in MSU's *Bylaws for Academic Governance*. Should any question arise as to whether a specific issue before the CAC constitutes a matter reserved to the faculty, the question shall be put to a vote of the CAC and a majority vote shall be required to decide in the affirmative. The chairperson shall convene a meeting of all chairpersons of standing committees of the College at least once a year to consider issues confronting the College that pertain to the business of the respective standing committees.

5.5 Minutes of meetings of the CAC shall be made available to faculty and students.

6. STANDING COMMITTEES OF THE COLLEGE

6.1 General Provisions

- 6.1.1 The standing committees of the College shall be the committees on Admissions, Bylaws, Curriculum, Diversity, Equity and Inclusion, College Hearing Committee for Medical Student Rights and Responsibilities, Promotion and Tenure, Research and Graduate Study, and Student Evaluation. Committees shall be provided with recorders to be assigned by the dean of the College. The recorders shall have the responsibility for preparing minutes of all meetings. Copies of these minutes, as approved by a majority vote of the committee, shall be maintained in accordance with university policy. The minutes shall be accessible to faculty.
- 6.1.2 Except where otherwise specified herein, election for positions on committees shall be completed in spring semester prior to April 1, and newly elected members shall take office at the beginning of fall semester. The scheduling of such elections and announcement of results shall be performed under direction of the College Advisory Council. Appointments to committees shall also be made during the spring semester. Except where otherwise specified herein, all appointed or elected voting members shall not serve for more than two consecutive terms. Once term-limited from service on a committee, faculty may not rejoin that committee for at least two academic years.
- 6.1.3 Vacancies which occur in the memberships of committees shall be filled by the same mechanisms employed in the initial selection. A member thus selected shall serve for the remainder of the vacated term.
- 6.1.4 Each committee shall determine its definition of a non-functioning member. The replacement of such a member shall be according to the same process and under the same terms as he or she was originally selected.
- 6.1.5 A department representative to a committee may designate an alternate to serve in his or her absence from a committee meeting. Alternates shall have voice and vote in committee deliberations.
- 6.1.6 The chairperson of each standing committee shall be elected by and from the voting members of that committee at its first meeting of each year.
- 6.1.7 A quorum of each of the standing committees of the College shall

consist of a majority of its voting faculty members. *Ex officio* members shall have voice but no vote in committee deliberations.

6.1.8 All standing committees shall report to the CAC at least once a year. Minutes of all standing committees shall be made available to the faculty and students, as specified in the sections to follow.

6.1.9 Committees may establish subcommittees.

6.1.10 Each standing committee shall meet with the dean and appropriate members of his or her staff at the beginning of each fall semester to discuss the committee's activities of the preceding year as well as proposed activities of the upcoming year.

6.1.11 Standing committees of the College shall regularly review their composition, procedures and functions, and recommend appropriate revisions to the Bylaws to the Bylaws Committee at least every 5 years.

6.1.12 The dean of the College shall serve as an *ex officio* member of all committees except the College Hearing Committee for Medical Students Rights and Responsibilities and the Committee on Student Evaluation.

6.1.13 The assistant/associate dean for diversity and Inclusion will be an *ex officio* member of all standing committees.

6.1.14 The assistant/associate dean for medical education will be an *ex officio* member of the Curriculum Committee, Diversity, Equity and Inclusion Committee, the College Hearing Committee on Medical Students Rights and Responsibilities and the Committee on Student Evaluation.

6.1.15 The assistant/associate dean for admissions and student life will be an *ex-officio* member of the Admissions Committee, Curriculum Committee, Diversity, Equity and Inclusion Committee and the Committee on Student Evaluation.

6.1.16 The assistant/associate dean for statewide campus systems will be an *ex-officio* member of the Diversity, Equity and Inclusion Committee.

6.1.17 The assistant/associate dean for research will be an *ex officio* member of the Committee on Research and Graduate Study.

6.2 Admissions Committee

6.2.1 The Admissions Committee shall be comprised of at least nine faculty members appointed by the dean. Each class of the osteopathic medical student body shall have a representative selected according to

established policy of the Office of Student Life to serve in an advisory capacity to the Admissions Committee to serve for a term of one year. The faculty representation shall include at least three osteopathic physicians, at least one of whom shall be a member of the Department of Family and Community Medicine. At the committee's request, voting membership may be expanded to include additional expertise from within the university. The chairperson shall be elected from and by the committee at its first meeting on or after June 1 of each year. All members shall be subject to annual reappointment, and no member shall serve more than three consecutive years. Newly appointed members shall take office on June 1.

6.2.2 The Admissions Committee shall formulate and recommend to the dean policies and procedures for the selection of applicants for admission to the College. After appropriate consideration, the committee shall submit to the dean the names of those applicants it recommends for admission to the College.

6.2.3 The Admissions Committee has sole responsibility over the recommendations of students for admission to the college. There cannot be any direct admissions from the dean or any assistant/associate dean, or faculty member of the college.

6.2.4 In order to protect the privacy of students and applicants and to ensure the confidentiality of materials provided to the Admissions Committee, access to minutes and other records of the committee shall be restricted to persons who, in the judgment of the committee, have need for such information. Summaries of the minutes from which confidential information has been deleted may be provided to persons so qualified.

6.3 Bylaws Committee

6.3.1 The Bylaws Committee shall consist of seven faculty members appointed by the dean to serve for two-year terms with three members being replaced in odd-numbered years and four members replaced in even-numbered years.

6.3.2 The Bylaws Committee shall share with the dean the responsibility for developing and presenting proposed amendments to the Bylaws of the College to the Faculty Assembly for consideration and ratification. The committee may propose amendments on its own initiative or may act at the request of faculty or other members of the academic community. The committee may receive requests for amendments

either in the form of general suggestions for amendments or in the form of specifically worded proposed changes.

6.3.2.1 The Bylaws Committee shall review the bylaws of all the departments and the Bylaws of the College at intervals not to exceed five years (as specified by the *MSU Bylaws for Academic Governance*).

6.3.2.2 In situations where the application of the Bylaws of the College is unclear, the Bylaws Committee shall interpret the meaning of the Bylaws. In addition, the Bylaws Committee shall serve as the appeal body for interpretation of the bylaws of the solely administered departments of the College.

6.3.3 Copies of minutes of the Bylaws Committee shall be available to faculty members and students.

6.4 Curriculum Committee

6.4.1 Each department of the College shall elect one faculty member to the committee. There shall be appointed by the dean three members at large, two of whom are osteopathic physicians with faculty appointments in the College, one of whom is a foundational biomedical scientist. All faculty members of the Curriculum Committee shall be actively engaged in the instructional program of the College. Each class of the osteopathic medical student body shall elect, according to its own procedures, one of its members to the Curriculum Committee for a term of four years. Faculty members shall serve two-year terms and may not serve more than three consecutive terms. Appointed members shall be subject to confirmation by the CAC.

6.4.1.1 The Immediate Past Chair of the Curriculum Committee shall serve as an ex-officio member for one year (immediately after completion of their term as chair). If the chair chooses to not continue as chair, but has not yet completed their term of service, they will resume as a voting member of the committee until their term of service is complete. They may serve as Immediate past chair (ex-officio) if the timing of individual terms allows.

6.4.2 The Curriculum Committee is responsible for the development, management, evaluation and enhancement of the curriculum. The Curriculum Committee, according to its own procedures, shall exercise

the faculty's delegated authority and responsibility to review and approve or reject changes in college courses and curricula. It shall also review and approve or reject proposed changes in the academic requirements for the awarding of the D.O. degree. Whenever major changes are proposed in curriculum or D.O. degree requirements, the committee shall communicate it to the Faculty Assembly. No action may be taken in any major curriculum change or D.O. degree requirement without vote approval by the Faculty Assembly. The committee, with consultation from the dean and the CAC, shall have the authority to decide whether a proposed change is major.

6.4.3 The College Curriculum Committee shall elect one of its members to serve as the College representative to the University Committee on Curriculum. Should the College representative to that committee no longer be eligible for elected membership on the College committee, he or she shall serve as an ex officio member for the duration of his or her term on the university committee.

6.4.4 The Curriculum Committee shall coordinate its activities with those of the Committee on Student Evaluation and the Admissions Committee.

6.4.5 Copies of minutes of the Curriculum Committee shall be available to faculty members and students.

6.5 Diversity, Equity and Inclusion Committee

6.5.1 The elected membership of the Diversity, Equity and Inclusion Committee shall be comprised of six faculty members and six students. Three representatives from the solely administered departments will be elected in odd-numbered years and three representatives from the jointly administered departments will be elected in even-numbered years, each for terms of two years. Each academic department shall submit the name of one of its members to be placed on a college-wide ballot during the appropriate year. Six student members, to include three from each of the first-year and second-year classes, including at least one representative from each campus will be selected according to established policy of the Office of Student Life. In addition to appointing the director of admissions and one student from the DO-PhD program, the dean, at his or her discretion, may appoint additional voting members to represent diverse perspectives within the College. The total of all members

appointed to the committee by the dean may not exceed twelve.

- 6.5.2 The Diversity, Equity and Inclusion Committee shall endeavor to identify and promote the sensitivity, awareness and best practices to integrate diversity and inclusion in all college activities. The committee will develop and update a college diversity strategic plan to achieve an environment marked by respect for differences and understanding of values to promote and strengthen the College. The duties of the committee shall include but are not limited to: (a) acting in an advisory mode to the dean of the College on issues/opportunities related to diversity and (b) assisting in identifying problems or opportunities, and other important issues related to inclusive practices. The committee will bring such issues to the attention of appropriate leaders within the College and assist as requested with appropriate responses.
- 6.5.3 The committee shall meet at least once during each of the fall, spring, and summer semesters. A representative of the Diversity, Equity and Inclusion Committee shall attend appropriate university meetings. In addition to voting members, any faculty member, staff, student or administrator of the College can attend and participate in committee meetings, initiatives and programs without voting privileges.
- 6.6 College Hearing Committee for Medical Student Rights and Responsibilities
 - 6.6.1 The College Hearing Committee for Medical Students Rights and Responsibilities, hereinafter referred to as the Committee, shall consist of four faculty members and four students.
 - 6.6.1.1 Each department shall nominate one of its regular or fixed-term faculty members as defined in Section 1.1 and having college voting privileges as a candidate for a college-wide ballot. The four faculty members receiving the greatest number of votes shall serve as regular members of the Committee, and the faculty receiving the next four highest numbers of votes shall serve as alternates. The term of office is one year, and there is no limit on the number of terms members may serve.
 - 6.6.1.2 Four student representatives and 4 student alternates will be selected according to established policy of the Office of Student Life. The students will serve until their successor is selected and installed.
 - 6.6.2 A quorum will consist of all members of the Committee or

their designated alternates.

- 6.6.3 As defined in the document *Medical Student Rights and Responsibilities at Michigan State University*, the Committee shall have jurisdiction over academic rights and responsibilities, professional behavior of medical students, and professional rights and responsibilities of graduate assistants.
 - 6.6.4 An annual organizational meeting of all members and alternates shall occur during the fall semester to elect a chairperson and vice chairperson. At this meeting, the assistant/associate dean for medical education will describe the committee's charge and review its responsibilities. Procedures and policies pertaining to judicial process matters such as due process, conflict of interest, and decisions made by the Committee are to be followed according to the *Medical Student Rights and Responsibilities at Michigan State University* and *MSUCOM Academic Hearing Procedures* documents.
 - 6.6.5 In order to protect the privacy of individuals to ensure the confidentiality of materials provided to the Committee, access to minutes and records shall be restricted to persons who, in the majority judgment of the Committee, have need of such information in order to carry out their responsibilities in the College or university.
- 6.7 Advisory Committee on Promotion and Tenure
- 6.7.1 The elected membership of the Advisory Committee on Promotion and Tenure shall be comprised of nine faculty at the level of associate professor or professor. The composition will include four tenured faculty and five fixed-term faculty meeting the following criteria. The four tenured faculty will include one clinically active professor, one research focused professor, and two researchers (either PhD or dual degree such as DO/PhD or DO/MS). The five fixed-term faculty will include two professors, two clinically active faculty and one non-clinical faculty. Each department with faculty so qualified shall nominate members of its faculty during years when position vacancies occur. The college shall construct a ballot that is stratified by academic rank, appointment system and primary focus of work; those candidates receiving the highest number of votes shall be elected to the committee provided the above committee composition. Members shall serve two-year terms and may be reelected. The dean of the College may appoint up to two additional members to the committee to assure a representative body of the faculty, in particular women

and minorities. In matters related to the granting of tenure, only tenured faculty on the committee may vote; in matters related to promotion to professor, only professors on the committee may vote.

- 6.7.2 The committee shall advise the dean of the College of their recommendations for reappointment, promotion or tenure for faculty in the tenure system and promotion of fixed-term faculty; reviewing materials submitted by departments on behalf of candidates seeking reappointment, promotion or tenure for completeness and compliance with established college and university policies; commenting on issues related to the faculty in all appointment systems, and reviewing matters of controversy related to promotion and tenure.
- 6.7.3 The committee shall function in accordance with the document titled *Guidelines for Reappointment, Promotion and Tenure in the College of Osteopathic Medicine* and the university's Health Programs Faculty appointment system document, as appropriate.
- 6.7.4 The committee shall provide its recommendations to the dean in writing.

6.8 Committee on Research and Graduate Study

- 6.8.1. -The voting membership of the Committee on Research and Graduate Study shall consist of three elected and two appointed faculty members and one graduate student. It is expected that faculty members will either be actively engaged in research, or will have a history of having been actively engaged in research. The assistant/associate dean for research and graduate studies and the College representative to the University Committee on Graduate Studies will serve as *ex officio* members. Committee meetings will be open to other members of the faculty.
 - 6.8.1.1. Three faculty representatives will be elected in sequential years. Each year, academic departments without a voting member on the committee shall submit the name of one of its members to be placed on a college-wide ballot. The individual receiving the highest number of votes shall be elected to serve a three-year term. In case of a split decision, the assistant/associate dean for research and graduate studies will cast the deciding vote.
 - 6.8.1.2. One student representative will be elected from among his or her peers in the College.
 - 6.8.1.3. The assistant/associate dean for research and graduate studies shall appoint two faculty members in alternating

years in order to provide an appropriate representation of basic, clinical, and social scientists on the committee. The term of office shall be two years.

6.8.1.4. At the first meeting of the academic year, the voting members of the Committee on Research and Graduate Study shall select, from among their number, a chairperson who shall serve for one year.

6.8.2. The committee shall formulate policy recommendations regarding research programs and graduate education of the College and advise the dean on such matters. The committee shall exercise the faculty's delegated authority to review and approve or reject all changes in the graduate curriculum degree requirements, graduate courses and research programs of the College.

6.8.3. Copies of the meeting minutes shall be available to faculty members.

6.9 Committee on Student Evaluation

6.9.1 The Committee on Student Evaluation shall be comprised of one faculty representative to be elected by and from each DO degree granting college department. Members shall serve three-year terms and may not serve more than two consecutive terms. Departments without a DO degree granting program may dedicate a committee within the department to serve in a similar capacity. The chairperson of the Admissions Committee, or his or her designee, shall serve as *ex officio* members of the committee. With the approval of the CAC, the dean of the College may also appoint such other non-voting members to represent diverse perspectives within the College as are deemed appropriate. Appointees shall be subject to annual reappointment.

6.9.1.1 The Immediate Past Chair of the Committee on Student Evaluation shall serve as an *ex-officio* member for one year (immediately after completion of their term as chair). If the chair chooses to not continue as chair, but has not yet completed their term of service, they will resume as a voting member of the committee until their term of service is complete. They may serve as Immediate past chair (*ex-officio*) if the timing of individual terms allows.

6.9.2 The committee shall have responsibility for administering the Policy for Promotion, Retention and Graduation of the College and shall function in accordance with that document. The committee shall endorse students for graduation and submit its endorsement to the Faculty

Assembly for approval.

- 6.9.3 Any changes in the committee's policy must be approved by the Faculty Assembly before adoption.
- 6.9.4 Any departure from the policy shall be reported to the Faculty Assembly.
- 6.9.5 Because of the confidential nature of the business of the committee, access to meeting minutes shall be restricted to persons who, in the majority judgment of the committee, have actual need for such information. Summaries of minutes from which confidential information has been redacted may be provided to persons so qualified. The release of information for publication will be in accordance with the university records policy.

6.10. *Ad Hoc* Committees

Ad hoc committees may be established by the dean for terms not to exceed one year. The establishment of *ad hoc* committees to deal with major issues of the College, and their continuation beyond the initial term, shall be done upon consultation with the College Advisory Council.

7. PROMOTION AND TENURE PROCESS

- 7.1 Each department must have evaluation and review procedures for faculty promotion which shall be followed in recommending promotion and tenure actions to the dean. The department chair is responsible for evaluating faculty within their department as they deem necessary. The department chair must also present recommendations of faculty members to the dean. The dean shall have the option of accepting or rejecting departmental recommendations.
- 7.2 The specifications of 7.1 shall apply to jointly administered departments with the proviso that the dean may share with other deans the responsibility for acceptance or rejection of departmental recommendations.

8. GRIEVANCE PROCEDURE

Any College faculty member (tenure system, fixed term, and health programs) with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure alleging violation of existing policies or established practices by an administrator, by filing a complaint with the Faculty Grievance Official (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.

9. PARLIMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Faculty Assembly, Advisory Council and standing and *ad hoc* committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty Assembly may adopt.

10. EFFECTIVENESS OF BYLAWS

10.1 These Bylaws supersede all previous versions of this document and shall take effect when approved by the faculty.

10.2 No provisions of these Bylaws will supersede provision of MSU's *Bylaws for Academic Governance*.

10.3 In situations where the application of Bylaws is unclear, the Bylaws Committee shall interpret the meaning of the Bylaws.

10.4 A two-thirds vote of the voting faculty is required to amend these Bylaws.