

**BYLAWS OF THE FACULTY ORGANIZATION**

**COLLEGE OF HUMAN MEDICINE**

**MICHIGAN STATE UNIVERSITY  
1972**

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## **PREAMBLE**

The Bylaws for Academic Governance of the College of Human Medicine define the organization and functioning of the College and the procedures of the faculty and students in fulfilling their roles in policy formulation. The development of policy is a complex and collaborative process deriving from administrative, faculty, and student sources interacting at all stages. The role of administration in this process is defined by higher administrative echelons and by the University Bylaws for Academic Governance. Accordingly, this document is restricted to a description of the processes and procedures governing faculty and student participation in the development of policy and in the functioning of the College of Human Medicine.

## **ARTICLE I. FACULTY DEFINITIONS**

### 1.1. Faculty

#### 1.1.1. MSU Employed Faculty

1.1.1.1. The regular faculty shall consist of all persons appointed under the rules of tenure, and holding the rank of professor, associate professor, or assistant professor, and all persons appointed as librarians.

1.1.1.2. The fixed-term faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure, in the health programs or research appointment systems.

1.1.1.3. The health professions (HP) faculty shall consist of all faculty appointed in the Health Programs Faculty Appointment System who hold the rank of professor, associate professor, or assistant professor in the College of Human Medicine.

1.1.1.4. The research faculty shall consist of all persons holding the rank of research professor, research associate professor, or research assistant professor in the College of Human Medicine.

1.1.1.5. The Academic Specialist shall consist of a person holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist.

1.1.2. Community-based faculty shall consist of those faculty not employed by the College of Human Medicine or MSU (i.e., appointed as clinical or adjunct faculty), but who are actively engaged in the College's academic or research missions.

1.1.2.1. The prefix faculty consists of those non-MSU employed faculty holding the ranks of professor, associate professor, assistant professor, instructor, or instructor-resident with the prefix "clinical" or "adjunct" preceding the rank, e.g., clinical professor, adjunct assistant professor.

1.1.2.2. The non-prefix faculty consists of those non-MSU-employed faculty holding the rank of professor, associate professor, assistant professor, or instructor whose depth of involvement with the College and whose contributions to the academic or research missions of the College are of such magnitude as adjudicated by the Dean that they are awarded the privilege of dropping the "clinical" or "adjunct" prefix.

1.1.3. Honorary Faculty shall consist of visiting professors and professors emeriti.

1.1.4. All faculty involved in teaching in the College of Human Medicine must hold one of the above appointments in a College of Human Medicine department.

## 1.1.5. Faculty Voting Rights

### 1.1.5.1. University Voting Rights

1.1.5.1.1. The voting faculty in the election of University-level councils and committees is defined in the University Bylaws section 1.1.2.1.

1.1.5.1.2. Regular faculty members and HP faculty members may be elected to an academic governance body as a representative of any academic units in which that faculty member holds faculty status consistent with University Bylaws section 1.1.2.1, except that HP faculty members may not serve on the University Committee on Faculty Tenure (as specified in University Bylaws 4.7.1.) .

1.1.5.1.3. Full-time Fixed-Term faculty and full-time Academic Specialists who have served at least three consecutive years may be elected to a University-level academic governance body, as a representative of any unit in which the person holds faculty status, with the exception of the University Committee on Faculty Tenure (as specified in University Bylaws 4.7.1.) .

### 1.1.5.2. College Voting Rights

1.1.5.2.1. The voting faculty in the election of College councils and committees and in elections pertaining to College policies shall be all regular faculty, HP faculty, full-time fixed-term faculty, and full-time academic specialists who are engaged in the academic activities of the University on a regular basis. These are defined in 1.1.1.

1.1.5.2.2. Faculty not previously granted voting rights (defined in section 1.1.2.2) by these bylaws and to whom the requesting unit's Bylaws grant voting privileges on its own internal matters, may annually request voting privileges from the College Advisory Council.

1.1.5.2.3. A faculty member jointly appointed to two or more units may vote only once in a given election. In elections voted upon by two or more units, the faculty member shall vote in the unit which has primary responsibility for initiating personnel action with respect to that faculty member.

1.1.5.2.4. Regular faculty members and HP faculty members may be elected to a College-level academic governance body as a representative of any unit in which that faculty member holds faculty status.

1.1.5.2.5. Full-time Fixed-Term faculty and full-time Academic Specialists may be elected to a College-level academic governance body as a representative of any unit in which that faculty member holds faculty status.

1.1.5.2.6. Faculty members who have been granted voting rights (1.1.5.2.2.) may be elected to a College-level committees except in the case of College-governance bodies that choose a representative who serves on university committees.

1.2. Students

1.2.1. Student Constituency of the College of Human Medicine: The student constituency (defined in Section 1.2.1.1 of the University Bylaws) shall consist of all persons officially enrolled as medical degree students or full-time enrolled students in accredited degree granting programs in the College.

1.2.2. Student Participation in Academic Governance

1.2.2.1. Students as defined in 1.2.1.1 of the university bylaws, are eligible to participate in academic governance. Student participation in an academic governance body shall, in all cases, be in the same mode as faculty participation; except for the following matters reserved to the faculty (see 1.2.3. university bylaws):

1.2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

1.2.2.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.

1.2.2.1.2.1. Evidence from students regarding the teaching performance of faculty may, as relevant, be considered in decisions concerning the above matters.

1.2.2.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university.

1.2.2.1.4. Except for the Dean's Student Advisory Council, students may not serve in leadership roles for standing committees or CAC.

1.3. Modes of Participation. There are four modes of faculty and student participation identified for use in academic governance.

1.3.1. Consultation. A body of faculty and/or students consults with and informs an administrator who has authority and responsibility to make a decision. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator's decision.

1.3.2. Advisory. A deliberative body of faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.

- 1.3.3. Shared Responsibility. A deliberative body of faculty and/or students makes recommendations to an administrator. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the appropriate administrator at the next higher administrative level for decisions by that administrator.
- 1.3.4. Delegated Authority. A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review but will be altered only in exceptional circumstances.

## **ARTICLE II. FACULTY MEETINGS**

### 2.1. Frequency of Meetings

- 2.1.1. The College voting faculty will be convened and presided over by the chairperson of the College Advisory Council as demanded by the business of the College, but not less than two times during each academic year.
- 2.1.2. If there is urgent business that in the judgment of the dean needs to be brought to the faculty for consideration, the dean in consultation with the chairperson of the College Advisory Council may immediately schedule the faculty for purposes of conducting that business.
- 2.1.3. Any faculty member or College committee may request a meeting of the faculty by submitting the request in writing to the College Advisory Council. The College Advisory Council must consider any such request within one month and either honor or deny the request. Said decision shall be made in delegated authority to the CAC.

### 2.2. Agenda

- 2.2.1. The College Advisory Council has the delegated authority to prepare the agenda of faculty meetings.
- 2.2.2. The College Advisory Council will publish the time, place and agenda for each meeting to the faculty at least 10 working days prior to the each regular meeting. There are no restrictions as to minimum advanced announcement or agenda publication for emergency meetings.
- 2.2.3. Any faculty member or College standing committee may request inclusion of any item of business on the agenda to the CAC. The CAC will determine whether to include the item (see 2.2.1) and inform the requestor of their decision by email.
- 2.2.4. Year-end written reports will be provided by all College standing committees one week prior to the Spring faculty meeting. These reports should summarize the main actions of each standing committee.

### 2.3. Quorum

- 2.3.1. Quorum at faculty meeting will be the number of voting faculty present (in person or electronically). Passage of any motion will require a simple majority of the votes of the eligible



faculty members present (in person or electronically) at a meeting or of those faculty members voting in an electronic vote, except for amendments to or revision of these bylaws (Section 6.2).

2.4. Referendum

2.4.1. If a member of the faculty questions the passage or defeat of any motion during a meeting of the faculty, they may, with the support of at least 50% plus one of the voting members in attendance, call for a ballot referendum. In such cases, the College Advisory Council will be responsible for the distribution, collection, and tallying the ballots and will report the results of the referendum to the faculty by public announcement.

2.5. Minutes

2.5.1. Faculty meeting minutes, including an attendance roster of the College voting faculty (in-person and virtual), will be prepared and published on the College's website by the Dean's Office no later than 10 working days before the next faculty meeting. Such minutes will be subject to the approval of the faculty at the next scheduled meeting of the faculty.

2.6. Student Representatives

2.6.1. Student representation to the College faculty meetings may consist of the elected student representatives to the standing committees of the College. Student representatives may have voice and vote, except as restricted by the bylaws. (Section 1.2.)

## **ARTICLE III. COLLEGE ORGANIZATION**

3.1. College Advisory Council

3.1.1. Composition. The College Advisory Council shall include one faculty member from each academic unit of the College (i.e., tenure-granting departments), two medical students, and one graduate student, representing different parts of the curriculum. Such units must be recognized at the university level and approved by the provost as described in section 2.1 of the University bylaws.

3.1.1.1. The elected Faculty Senators will select a representative to serve as ex-officio, non-voting member of the CAC.

3.1.1.2. College representatives to university standing committees serve as ex-officio, non-voting members of the College Advisory Council. Such members will provide a written report of said committee's activities to CAC at least once a year, or as needed.

3.1.1.3. Non-voting members or standing guests may be added by the College Advisory Council for a term of one year as needed or by request.

3.1.1.3.1. Non-voting members are members of the College Advisory Council and have voice, but no vote. These are typically representatives from divisions and other College-level units without voting representation.

3.1.1.3.2. Standing guests are invited to all regular meetings of the College Advisory Council and have voice, but no vote, and may be excluded from closed sessions and deliberations. These typically include the Dean and other faculty and staff that provide advice and counsel.

### 3.1.2. Nominations and Election of Members

3.1.2.1. The College level voting faculty of CHM (defined in 1.1.5.2) shall be eligible for election as representatives on CHM College Advisory Council.

3.1.2.2. Chairpersons and directors of units shall have the responsibility of initiating and supervising, within their respective units, elections in early spring semester with members taking office on August 16. The election procedure shall be determined by each unit but shall be limited only in the following respects: nominees are restricted to eligible College voting faculty of the College as per 1.1.5.2 and any eligible voting faculty member in the unit may submit their own name in nomination.

3.1.2.3. Members shall be elected for a two-year term with half of the College Advisory Council being elected each year. No faculty member may serve for more than two consecutive terms.

3.1.2.4. The College Advisory Council shall elect its own chairperson, vice-chairperson and secretary who will comprise the Steering committee. These officers must be selected from the regular members of the CAC with University level voting privileges (defined in section 1.1.5.1). Each Council officer shall be elected for one year and may be reelected. The chairperson shall not serve more than two consecutive terms.

3.1.2.5. Elected student representatives to the College Advisory Council will have full voting privileges, except as restricted by these Bylaws (Section 1.2.2).

### 3.1.3. Meetings

3.1.3.1. The College Advisory Council shall meet at least once each month during fall and spring semesters, or more often at the call of the chairperson. A fixed time for the regularly scheduled monthly meeting shall be set and followed throughout the year.

3.1.3.2. The Steering Committee will prepare the agenda for the meetings of the College Advisory Council. Any CHM faculty member can submit an agenda item to any member of the Steering Committee in writing. Inclusion on the agenda will be at the discretion of the Steering Committee. With respect to such agenda suggestions, any voting member of

the faculty may request a hearing with the Steering Committee in order to be heard on their proposal, complaint or inquiry.

- 3.1.3.3. Agenda items forwarded by the dean as appropriate for the College Advisory Council shall be submitted in the manner described above. That such items are submitted by the dean shall be considered sufficient for their inclusion on the agenda of the College Advisory Council.
- 3.1.3.4. A request by the Dean to the Steering Committee for a special meeting of the College Advisory Council for a specified purpose shall be considered sufficient grounds for calling such a meeting.
- 3.1.3.5. The College Advisory Council minutes will be made available to all members of the College with College voting privileges.
- 3.1.3.6. A quorum will be defined as more than half of voting CAC members.
- 3.1.3.7. Designees: Except as limited or prohibited in these Bylaws, a designee may serve in the stead of a member of CAC who is absent from a meeting. Such designees must have the same eligibility and constituency as the replaced member and shall have the same rights and privileges as the member replaced (per University Bylaws Section 1.4.2).
- 3.1.3.8. Absences and removal: Members who fail to attend two meetings in a semester, or three meetings in a single academic year, and who also fail to provide designees in their absences shall be removed from the CAC, reducing its quorum until the members are replaced by the procedures outlined in section 3.1.3 (per University bylaws section 1.4.3.)

#### 3.1.4. Functions

- 3.1.4.1. The primary purpose of the College Advisory Council is to serve as a channel of communication between the College faculty and the dean, and to serve as a means of participation by faculty and students in the policy making of the College. It may meet privately with the dean; it may be assembled jointly with chairs and directors, as the interests of the College require.
- 3.1.4.2. The College Advisory Council shall represent the faculty of the College of Human Medicine with respect to any and all matters that bear upon the College teaching, research, and service programs. It shall receive and consider, in the manner described in these bylaws, proposals, complaints, and inquiries from the faculty and students and render advice to the dean on such matters. In like manner, the council shall be responsive to the dean and will take under consideration and advise the dean on those issues that their submits to the Council.

- 3.1.4.3. For each full faculty meeting, the CAC shall provide a summary report of its activities to the full faculty.
- 3.1.4.4. The College Advisory Council, as the representatives of the College faculty, shall have shared responsibility with the dean to determine procedures for the nomination of chairpersons and directors to be selected by the University-level principal academic officer, consistent with University bylaws section 2.1.3.1.
- 3.1.4.5. The College Advisory Council shall have shared responsibility with the University-level principal academic officer designated in the Trustees bylaws (Article 4) to determine procedures for the review of the Dean at intervals not to exceed five years.
- 3.1.4.6. The College Advisory Council shall exercise its shared responsibilities with the University-level principal academic officer designated in the Trustees bylaws (Article 4) for determining procedures for the selection of the Dean.
- 3.1.4.7. The College Advisory Council shall solicit nominees from administrative/ academic units and prepare slates of candidates from which the voting faculty shall elect representatives to the university standing committees.
- 3.1.4.8. The College Advisory Council shall supervise the election of the College representatives to the Faculty Senate. If for any reason a College representative to the Faculty Senate is unable to serve for a period of one term or more, a replacement shall be named by the College Advisory Council, either temporarily or for the unexpired portion of the term.
- 3.1.4.9. The College Advisory Council shall supervise the election of members to the standing committees of the College.
- 3.1.4.10. The College Advisory Council shall be entrusted with the interpretation of these bylaws with the faculty being the final authority.
- 3.1.4.11. The College Advisory Council shall review and approve the Bylaws of administrative/academic units of the College at least every 5 years. Decisions of the College Advisory Council can be appealed to the University Committee on Academic Governance.

## 3.2. The Dean

- 3.2.1. The Chief Executive Officer of the College of Human Medicine is the Dean.
- 3.2.2. The Dean is responsible for the educational, research, and service programs of CHM. This responsibility includes budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of CHM.

3.2.3. The Dean has shared responsibility with the College Advisory Council to determine procedures for the appointment of assistant and associate deans (see University Bylaws 2.1.3.2 and 3.1.4.6 of these bylaws).

3.2.4. The Dean, or the Dean's designee, shall generally be present at meetings of the College academic governance bodies.

## **ARTICLE IV. COLLEGE COMMITTEES**

### **4.1. Standing Committees**

#### **4.1.1. General Charge**

4.1.1.1. The standing committees shall serve as the principal forum for the generation of discussion, and in certain instances, implementation of policy recommendations on affairs of the College which the faculty deem essential to the functional existence of the College.

4.1.1.2. In those instances where decisions of the standing committees affect the status of individuals, committee members should recuse themselves from the decision-making process when, by virtue of a relationship with the individual or matter under consideration, there might appear to be a conflict of interest or challenge from another committee member or from the committee as a whole.

4.1.1.3. The standing committees of the College of Human Medicine are comprised of the Committee on Admissions; Conflict of Interest; Continuing Medical Education; Curriculum; Dean's Student Advisory; Graduate and Undergraduate Studies; Reappointment, Promotion, and Tenure; Research; Student Performance (for the duration of the legacy curriculum); Student Competence; and Dean's Advisory Committee on Diversity.

#### **4.1.2. Nominations and Election of Members**

4.1.2.1. College standing committee elections will be held in early spring semester of each academic year. For all standing committees, with the exception of the Admissions Committee, members will assume office on August 16 with terms ending August 15. With the exception of the Admissions Committee, the Curriculum Committee, and the Student Competence Committee, elected committee members will serve two-year terms. In the case of the Admissions Committee, the term of members will begin on May 1 and will end on April 30. The term of office for members of the Admissions Committee, the Curriculum Committee, and the Student Competence Committee will be three years.

4.1.2.2. The College Advisory Council will administer the elections. During spring semester, each unit of the College will be invited to nominate one candidate from among its faculty for each College standing committee. A faculty member may be nominated for more than one committee position but may not serve as a voting member on more than two College standing committees.

- 4.1.2.3. Any faculty member with College voting privileges may be nominated by their basic academic unit for election to any College committee.
- 4.1.2.4. All elected members of College standing committees will be elected by majority vote. In the first round of balloting, candidates receiving the highest number of votes will be declared elected to fill vacant positions provided they have received a majority. A majority for each committee vote will be defined as over half of the number of ballots received for that committee. If all positions are not filled, a run-off election will be conducted.
- 4.1.2.5. With the exception of the Admissions Committee, the Curriculum Committee, and the Student Competence Committee, election procedures will be such that approximately half of the members of each committee will be selected each year. For the Admissions Committee, the Curriculum Committee, and the Student Competence Committee, election procedures will be such that approximately one third of the elected members of the committee will be selected each year. Elected members may not serve on a standing committee for more than six consecutive years.
- 4.1.2.6. When vacancies occur on College standing committees, the mechanism for replacing the committee member will be decided by the chairperson of the committee involved and the College Advisory Council.
- 4.1.2.7. The election procedures prescribed by these bylaws will be used for the election of faculty to university standing committees, unless university bylaws stipulate different procedures.
- 4.1.2.8. In the final meeting of the academic year, each standing committee will choose a continuing member to preside over the election of new officers at the first meeting of the new academic year. Elected officers serve one year and can be reelected. The officers of each standing committee are subject to recall by majority vote of the committee.

4.1.3. Minutes and Reports

- 4.1.3.1. Each College standing committee will keep minutes of its meetings. The approved minutes of each committee will be forwarded to the College Advisory Council and the dean. Copies of the minutes of each committee will be kept on file in the Dean's Office and made available to any member of the faculty.
- 4.1.3.2. Each standing committee of the College will report on its activities to the faculty at least once a year.

4.1.4. Subcommittees. Any College standing committee may form subcommittees to facilitate the work of the parent committee. Such subcommittees will operate in accordance with directions from the parent committee, and each subcommittee will publish minutes of its meetings and submit said minutes to the parent committee. Each subcommittee must include in its

membership one member of the parent committee, although such a member need not be chairperson of the subcommittee.

4.1.5. Consultants and Assistance. Any standing committee of the College may seek out expertise and elicit the views of any interested individual or group from whatever sources are deemed appropriate. Further, if additional assistance is needed by a standing committee to accomplish its work, the committee may request that the dean, with the advice of the College Advisory Council, name additional members to the committee for a limited term of service and without vote.

4.1.6. Appointed Members. The dean may appoint member(s) of the voting faculty or member of the Dean's Office to any College standing committee or subcommittee on a non-voting basis, in addition to the dean's appointments to each of the standing committees. Except for the Curriculum Committee, a committee may extend the voting franchise to any appointed member by closed ballot vote.

#### 4.2. Standing Committees Descriptions

##### 4.2.1. Admissions

4.2.1.1. The Admissions Committee is for admissions to the medical education program and is composed of two subcommittees: the Admissions Executive Subcommittee and the Admissions Interview Subcommittee. The Admissions Executive Subcommittee shall be composed of eleven (11) faculty members elected at large, four (4) faculty appointed by the Dean in consultation with the College Advisory Council, and up to six (6) medical students elected by their peers, who serve with voice but without vote. The Admissions Interview Subcommittee shall be composed of faculty members appointed by the Assistant Dean for Admissions. These appointments will be made from among those faculty members who have volunteered or been nominated for consideration. The administrator responsible to the Assistant Dean for Admissions shall serve as executive secretary to the committee with voice but without vote.

4.2.1.2. The Admissions Executive Subcommittee shall perform the following functions.

4.2.1.2.1. Annually review admissions policy and procedures. In the fall of each year, the Admissions Executive Subcommittee shall make a written report of recommendations for policy and procedures for the next year to the College Advisory Council for feedback and advice and the Dean for approval.

4.2.1.2.2. Offer admission to the College of Human Medicine to specific individuals. The Admissions Committee has final authority for selecting students for medical study. It should organize itself to ensure that the operant policies and procedures are implemented, and those evaluations of applicants made by all faculty committee members are consistent with the intent of the approved policy and procedures.

4.2.1.3. The Admissions Interview Subcommittee shall interview those applicants to the College of Human Medicine who have been identified by the Admissions Executive Subcommittee. These interviews are implemented using procedures specified by the Admissions Executive Subcommittee. Information derived from the interviews will be forwarded to the Admissions Executive Subcommittee for consideration with other application materials.

4.2.2. Conflict of Interest

4.2.2.1. The Conflict of Interest Committee shall be composed of five (5) faculty members. Four (4) of the faculty will be elected at large: two (2) faculty members will be clinical faculty, and two (2) faculty members will be non-clinical faculty. The fifth faculty member will be appointed by the dean to provide balance to the committee.

4.2.2.2. The charge to the Conflict of Interest Committee shall be to implement the College-approved Conflict of Interest Policy of the College. The committee will receive reports, approve management plans, and adjudicate concerns. The committee will make its recommendations to the dean. The committee will also serve as a forum for the generation, receipt, and discussion of policy recommendations regarding conflict of interest in the College.

4.2.3. Continuing Medical Education

4.2.3.1. The Continuing Medical Education Committee (CME) shall be composed of six (6) elected faculty members and up to three (3) medical students elected by their peers.

4.2.3.2. The general charge to the Continuing Medical Education Committee will be to formulate and recommend policy, program, and practices in the area of continuing education of physicians and, where appropriate, other health professions, and to advise the dean on these matters as guided by the rules and guidelines of the Accreditation Council for Continuing Medical Education (ACCME).

4.2.3.3. The committee will implement policies related to continuing medical education.

4.2.3.4. Because of the extramural scope of this committee, the dean, upon request of the committee, may appoint additional voting members to the committee, and such appointees need not necessarily be members of the College faculty.

4.2.4. Curriculum

4.2.4.1. The Curriculum Committee is for the professional medical education program. It will consist of a parent committee and four subsidiary committees (curricular development groups) representing the Early Clinical Experience, Intersessions, Middle Clinical Experience, and Late Clinical Experience.



- 4.2.4.2. There shall be thirteen (13) voting members of the Curriculum Committee. The voting members will include: five (5) faculty members elected at large, two (2) medical students elected by their peers (one representing students from curricular components offered in the first two years of the MD curriculum, and one representing the components offered in the last two years of the MD curriculum), one voting faculty member elected from each of the following: the Early Clinical Experience Curricular Development Group, the Intersession Curricular Development Group, the Middle Clinical Experience Curricular Development Group, the Late Clinical Experience Curricular Development Group, and two (2) members of the faculty at large to be appointed by the dean in consultation with the College Advisory Council. The appointed faculty members shall be selected so that among the thirteen (13) voting faculty of the committee, there shall be not less than one (1) from each area of general interest, i.e., behavioral, biological, and clinical science.
- 4.2.4.3. The College representative to the University Committee on Curriculum will be an ex officio, non-voting member unless otherwise serving as an elected or appointed member.
- 4.2.4.4. A representative of the community deans appointed by the dean, and a representative of the evaluation/faculty development program appointed by the dean shall serve as members of the Curriculum Committee with voice but without vote.
- 4.2.4.5. The administrator responsible to the dean for curricular affairs within the College shall serve as executive vice chairperson of the Curriculum Committee with voice but without vote.
- 4.2.4.6. The committee shall elect from its voting membership a chairperson and a secretary. The chairperson of the Curriculum Committee, the executive vice chairperson, and the secretary shall form an Executive Committee to prepare the agenda for committee meetings and to review materials prior to each meeting of the committee.
- 4.2.4.7. The Curriculum Committee shall exercise the faculty's delegated authority to review and approve all changes in the professional curriculum, (including the development of new academic programs and the modification or discontinuance of old programs), degree requirements, College grading policies, courses, and other academic offerings proposed by departments, offices, or interdisciplinary units of the College.
- 4.2.4.8. The committee shall review and approve procedures for the evaluation of courses and programs within the curriculum for the MD degree, review the outcome of the curricular components, and review available evidence of overall curriculum effectiveness.
- 4.2.4.9. The Curriculum Committee shall provide oversight for the medical degree curriculum of the College and serve as a forum for the generation, receipt, and discussion of curriculum policies.

4.2.4.10. The Curriculum Committee, in consultation with the administrator responsible to the dean for curricular affairs within the College and appropriate departments and academic programs of the College, shall be responsible for the composition and functioning of subsidiary committees. During each academic year, the committee shall report to the faculty on the status of the subsidiary committees.

4.2.4.11. The committee shall seek faculty review and action for major curricular proposals.

4.2.4.12. The committee shall make an annual report to the College Advisory Council and the faculty consisting of a review of the state of the professional curriculum with recommendations for its continued evolution.

4.2.5. Dean's Student Advisory

4.2.5.1. The Dean's Student Advisory Committee is comprised of elected medical student representatives from students in years 1 and 2 of the legacy curriculum at each relevant campus, and students in years 3 and 4 of the legacy curriculum at each community campus until such time that the final students in the legacy curriculum have graduated; and elected medical student representatives from the Early, Middle, and Late Clinical Experience curricular segments representing each community.

4.2.5.2. The primary purpose of the Dean's Student Advisory Committee is to serve as a channel of communication between the medical students and the dean.

4.2.6. Graduate Studies and Undergraduate Studies

4.2.6.1. The Committee on Graduate and Undergraduate Studies shall be composed of four (4) faculty members elected at large, one (1) faculty member appointed by the dean in consultation with the College Advisory Council, and one (1) graduate student enrolled in a graduate degree program in the College elected by their peers. The College representative to the University Graduate Council will be an ex officio, non-voting member, but may be given the voting franchise by committee.

4.2.6.2. The charge to the Committee on Graduate and Undergraduate Studies shall be to serve as a forum for the generation, receipt, and discussion of policy recommendations regarding graduate and undergraduate education programs and courses of the College, and to advise the dean on these matters. The committee shall exercise the faculty's delegated authority to review and approve or reject all changes in the graduate and undergraduate curriculum degree requirements and graduate and undergraduate cognate course programs of the College.

4.2.7. Reappointment, Promotion, and Tenure

4.2.7.1. The Reappointment, Promotion and Tenure Committee will be composed of eight (8) elected faculty members. Those receiving the highest number of votes shall comprise the committee, but there shall be three (3) faculty members from clinical units and three

(3) faculty members from non-clinical units. At the time of election or appointment, at least three (3) members of the committee shall be in the tenure system (one must not yet be tenured), two (2) Health Programs (HP) Track, and two (2) Fixed Term Track. The Dean may appoint up to three (3) additional members of the committee to ensure representation that reflects CHM and university diversity, equity and inclusion values.

- 4.2.7.2. In providing advice on recommendations that involve the award of tenure, committee member participation is limited to tenured faculty. For promotion to full professor in the tenure system, committee member participation is limited to tenured full professors.
- 4.2.7.3. For all tracks of appointment, in providing advice on recommendations for promotion, all candidates for promotion will be voted on by committee members at the rank recommended for promotion or above.
- 4.2.7.4. The committee will elect a chair and vice-chair. One position will be represented by a tenure system committee member and one position will be represented by a (HP or non-HP) fixed term committee member. The chair and vice-chair will be elected at the first meeting of the academic year.
- 4.2.7.5. The committee shall meet at the beginning of each academic year to review all operating documents of the committee, including the Guidelines for Reappointment, Promotion, and Tenure, and to conduct any business before the committee, particularly requests from the dean for advice on specific matters. Thereafter, the committee shall meet on an as-needed basis.
- 4.2.7.6. The role of the committee is to provide advice to the dean on all reappointment, promotion, and tenure recommendations of faculty in the tenure system required or proposed by departments/units and on all promotions in the HP or fixed term appointment systems required or proposed by the departments/units. The advice will be delivered to the dean in the form of written commentary with results of vote. It may also provide comments on department/unit standards, criteria, and procedures for reappointment, promotion, and tenure, and other matters as requested by the dean.
- 4.2.7.7. Candidates shall be informed of the materials to be reviewed by the committee and reviewed only on these materials.
- 4.2.7.7. Candidates are reviewed according to the criteria and standards in department/unit bylaws, reappointment, promotion, and tenure documents, College bylaws, CHM's Standards, Criteria and Guidelines for Reappointment, Promotion and Tenure document, and the university's statement on "Appointment, Reappointment, Promotion and Tenure Recommendations."
- 4.2.7.8. The dean will provide faculty members and the Office of the Provost with information concerning the composition, membership, role and functions of the College-level reappointment promotion and tenure committee.

#### 4.2.8. Research

4.2.8.1. The Committee on Research shall be composed of four (4) faculty members elected at large, one (1) faculty member appointed by the dean in consultation with the College Advisory Council, one (1) College dean from the CHM Office of Research and one (1) graduate student enrolled in a graduate degree program in the College.

4.2.8.2. The charge to the Committee on Research shall be to serve as a forum for the generation, receipt, and discussion of policy recommendations regarding research programs of the College, and to advise the dean on these matters. The committee shall exercise the faculty's delegated authority to review and approve or reject all changes in research programs of the College.

4.2.8.3. The Research Committee shall meet at least twice a year.

#### 4.2.9. Student Performance

4.2.9.1. The Student Performance Committee is for the academic performance of the medical students in the legacy curriculum and will be composed of seven (7) elected faculty members, five (5) faculty members appointed by the dean in consultation with the College Advisory Council, and four (4) medical students elected by their peers: one from Block I, one from Block II, and two from Block III. Representatives from the Office of Academic Programs, the Office of Student Affairs and Services, the Office of Academic Affairs, and the administrative support person as designated by the dean will serve as ex officio non-voting members of the committee. Committee members who rotate off the committee will remain as alternates for one year with attendance at hearings only when necessary to reach a quorum. The Student Performance Committee will be defunct when the final students in the legacy curriculum have graduated.

4.2.9.2. The faculty members of the committee shall serve as a review body regarding all academic actions that affect students' progress, standing, reinstatement and/or retention in the College of Human Medicine. On an annual basis, the committee shall perform a review of policies and procedures regarding student performance and conduct. In spring semester of each year, the Student Performance Committee shall offer a written report and make recommendations for policy and procedures to the College Advisory Council and the dean for consideration and approval. If major changes in either policy or procedures are being proposed, the College Advisory Council shall recommend the proposed changes to the faculty for their consideration, review and vote.

4.2.9.3. In carrying out its task, the Student Performance Committee shall consult with unit administrators and/or course directors at intervals deemed appropriate by the committee, or at the written request of a unit administrator or course director.

#### 4.2.10. Student Competence

- 4.2.10.1. The Student Competence Committee reviews student performance data in the context of the academic standards established by the Curriculum Committee to determine College course grades and promotion within the Shared Discovery Curriculum at the end of each semester. The Student Competence Committee also ensures ongoing compliance with the technical standards for the MD degree as established by the College of Human Medicine.
- 4.2.10.2. The instructor of record for all College courses within the Shared Discovery Curriculum is the chair of the Student Competence Committee. There are 48 committee members: thirty-two (32) fellows of the Academy appointed by the director of the Academy for annually renewable terms, eight (8) members elected by the faculty at large for three-year terms, and eight (8) faculty members appointed by the dean for balancing committee composition. Representatives from the Offices of Assessment and Academic Achievement and the administrative support person as designated by the dean serve as ex officio non-voting members of the committee.
- 4.2.10.3. Committee members are assigned to one of four subcommittees such that each subcommittee has representation from all four Learning Societies and the faculty at large (i.e., elected and appointed members). Members maintain their committee assignments throughout their terms. Each subcommittee elects its convening chair and vice chair for a term of one year.
- 4.2.10.4. A Grade Appeals Subcommittee, led by the instructor of record for all College courses, is appointed each year by the associate dean for undergraduate medical education. Its members include four fellows (one per Learning Society), and four of the members elected or appointed to the Student Competence Committee, such that there is at least one faculty member from each Student Competence subcommittee. The Grade Appeals Subcommittee also elects a vice chair from among its members. This vice chair serves as chair of the Student Competence Committee and Grade Appeals Subcommittee in the absence of the instructor of record.
- 4.2.10.5. On an annual basis, the Student Competence Committee shall perform a review of policies and procedures regarding student assessment and promotion. In spring semester of each year, the committee shall offer a written report and make recommendations for policy and procedures to the College Advisory Council and the dean for consideration and approval. If major changes in either policy or procedures are being proposed, the College Advisory Council shall recommend the proposed changes to the faculty for their consideration, review and vote.
- 4.2.10.6. In carrying out its task, the Student Competence Committee shall consult with unit administrators at intervals deemed appropriate by the committee, or at the written request of a unit administrator.

#### 4.2.11. Dean's Advisory Committee on Diversity

- 4.2.11.1 The Dean's Advisory Committee on Diversity shall consist of 21 elected voting members: eight (8) elected faculty members from all eligible faculty, two (2) faculty members based in communities other than East Lansing and Grand Rapids, two (2) staff members, six (6) medical students (two (2) ECE, two MCE (2), and two (2) LCE), one (1) graduate student, one (1) resident physician, one (1) post-doctoral fellow. Two (2) members may be appointed from any of the groups listed by the Dean for to ensure representation that reflects CHM and university diversity, equity and inclusion values. The Dean, Senior Associate Dean for Diversity and Inclusion, Assistant Dean for Diversity and Cultural Initiatives, and a Faculty Excellence Advocate will serve as *ex officio* members.
- 4.2.11.2. The committee shall elect from its voting membership two (2) co-chairpersons.
- 4.2.11.3. The charge to the committee shall be to serve as a collective voice to the Dean regarding diversity issues in the College including but not limited to input on LCME metrics, implementation of College diversity climate assessments and surveys, strategies to improve the diversity of faculty and staff to address needs across the mission areas, and of departmental and College metrics for diversity, equity, and inclusion. The group will survey and solicit input from the broad College constituency to improve College climate and culture on a regular basis.
- 4.2.11.4 The group will meet at least twice yearly.

#### 4.3. Ad Hoc Committees

- 4.3.1. Ad hoc committees shall be kept to a minimum. The College Advisory Council, in consultation with the dean, shall establish such ad hoc committees as deemed necessary for study of areas not already covered by a standing or appointed committee. The College Advisory Council, in consultation with the dean, shall review annually the advisability of continuance of ad hoc committees.
- 4.3.2. The Steering Committee shall recommend to the College Advisory Council the composition, method of selecting members, functions, and procedures of ad hoc committees.

### **ARTICLE V. GRIEVANCE AND DISCIPLINARY HEARING PROCEDURES**

#### 5.1. Faculty

- 5.1.1. The procedures shall be designed to ensure fundamentals of due process and shall be consistent with the provisions of the University Bylaws for Academic Governance and the University's Faculty Grievance Policy found in the Faculty Handbook.

#### 5.2. Students

- 5.2.1. The College Advisory Council shall have shared responsibility with the Dean for prescribing procedures for the hearing and resolution of significant and serious complaints from students

who have pursued these matters without satisfaction at the unit level. The grievance procedures shall be consistent with University policies and procedures as outlined in section 2.2.7 of University bylaws and as provided in other University policies and legislation, e.g., Student Rights and Responsibilities at Michigan State University (SRR), Graduate Student Rights and Responsibilities, Medical Students Rights and Responsibilities, and the Faculty Grievance Policy.

5.3. Composition of College Hearing Board

5.3.1. The College Hearing Board shall be comprised of three faculty and three students.

5.3.2. The College Advisory Council shall designate a faculty member with rank who shall serve as the chair of the College Hearing Board and who shall vote only in the case of a tie.

5.3.3. The Dean's Office shall designate staff support for the College Hearing Board.

5.3.4. The College Hearing Board shall be constituted no later than the beginning of the calendar year.

5.3.5. Faculty Selection

5.3.5.1. The chair of the College Hearing Board shall direct the staff person to compile a list of voting faculty by random selection, exclusive of department chairs, associate deans, assistant deans, and visiting faculty. The Office of Medical Education and Research shall generate a list of faculty by random selection.

5.3.5.2. Six faculty who agree to serve for staggered terms of three years shall be selected to serve on the College Hearing Board. Faculty shall be selected to replace the retiring member(s) each year. Faculty who have served a term on the panel will not be a part of the random list for at least five years after the completion of their service.

5.3.5.3. In preparation for a hearing, the chair of the College Hearing Board shall constitute the required number of faculty, plus alternates in case any of the faculty has a conflict of interest. Faculty from the randomly selected list shall be available to serve as alternates should the selected faculty have a conflict of interest.

5.3.5.4. If a faculty member is involved in the complaint/grievance or has a conflict of interest, the faculty member shall not serve on the College Hearing Board. A faculty member who has served as an instructor for a course or clinical rotation in which the student was enrolled or had some other College-related relationship with the student, but which is not the subject of the grievance, may serve on the College Hearing Board. Such relationships must be disclosed to the chair of the College Hearing Board and be disclosed at the beginning of the hearing.

### 5.3.6. Student Selection

5.3.6.1. The chair of the College Hearing Board shall direct the staff person to compile a list of students by random selection. The Office of Student Affairs shall generate the list of students.

5.3.6.2. Six students who agree to serve for staggered terms of two years shall be selected to serve on the College Hearing Board during their second year of medical school. Students shall be selected to replace the retiring member(s) each year. Students shall serve a term and rotate off. All students on the panel must be in academic good standing in the College.

5.3.6.3. If a student is involved in the complaint/grievance or has a conflict of interest, the student shall not serve on the College Hearing Board.

## **ARTICLE VI. INTERPRETATION AND AMENDMENT PROCESS**

6.1. Interpretation. The College Advisory Council shall have delegated authority to interpret these Bylaws with the faculty being the final authority.

### 6.2. Amendments and Revisions.

6.2.1. Amendments and revisions to these Bylaws may be proposed in writing to the College Advisory Council as an agenda item for any College faculty meeting (as described in 2.2).

6.2.2. Should the proposal meet with the favor of the College Advisory Council, they will indicate by a simple majority vote whether final submission to the voting faculty should be undertaken.

6.2.3. If approved, the written proposal will be circulated to the full faculty. the College Advisory Council will conduct an electronic ballot election; it will prepare, distribute, collect and tally the ballots and will report the results of the election to the faculty. Of the College faculty eligible to vote, there must be a two-thirds majority of the votes received in favor of the amendments or revisions for passage.

6.2.4. Voting on amendments or revisions to the Bylaws shall take place only during the fall and spring semesters. A minimum of two (2) weeks shall be allowed from the mailing of the ballot to the deadline for receipt of ballots.

6.2.5. Vote results will be provided to CAC to ensure that they meet requirements of 6.2.3.

6.2.6. Following approval by the faculty, the College Advisory Council shall forward the proposed amendment(s) or revisions to the Dean. This shall be done under the shared responsibility mode of decision-making in Academic Governance.



- 6.3. Five Year Revision. Revision of these bylaws shall be undertaken not later than five years from the date of approval by voting faculty of the College.
- 6.4. Replacement of Existing Bylaws. Each time the bylaws are revised, the approved version replaces the previous version.
- 6.5. Rules of Order. Roberts Rules of Order (latest edition) will be authoritative in procedural matters for all College committees and faculty meetings unless otherwise specified in accordance with these bylaws. Procedural disputes which cannot be resolved within committees may be brought to the College Advisory Council for resolution.