Amended by the Faculty of the College:

<table>
<thead>
<tr>
<th>Article</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1</td>
<td>May 15, 1995</td>
</tr>
<tr>
<td>6.1.1</td>
<td>May 15, 1995</td>
</tr>
<tr>
<td>5.2.2</td>
<td>July 1, 2006</td>
</tr>
<tr>
<td>5.2.1.2</td>
<td>March 1, 2007</td>
</tr>
<tr>
<td>6.3</td>
<td>August 17, 2007</td>
</tr>
</tbody>
</table>

Addition by the Faculty of the College:

<table>
<thead>
<tr>
<th>Article</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.7</td>
<td>November 25, 1996</td>
</tr>
</tbody>
</table>

Deletion by the Faculty of the College:

<table>
<thead>
<tr>
<th>Article</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4.2</td>
<td>May 4, 1999</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

PREAMBLE .................................................................................................................................................. 4

ARTICLE I. THE FACULTY ......................................................................................................................... 5
  1.1. Definition ........................................................................................................................................... 5
  1.2. Faculty Responsibility ....................................................................................................................... 5
    1.2.1 Consultation ................................................................................................................................. 5
    1.2.2 Advisory ...................................................................................................................................... 5
    1.2.3 Shared Responsibility ................................................................................................................. 5
    1.2.4 Delegated Authority ................................................................................................................... 5
  1.3. Voting Faculty for College (Internal) Matters .................................................................................. 5
  1.4. Voting Faculty on University (External) Matters ........................................................................... 6

ARTICLE II. FACULTY MEETINGS .......................................................................................................... 6
  2.1. Frequency of Meetings ..................................................................................................................... 6
  2.2. Agenda .............................................................................................................................................. 6
  2.3. Quorum ............................................................................................................................................. 7
  2.4. Referendum ..................................................................................................................................... 7
  2.5. Minutes ............................................................................................................................................ 7
  2.6. Student Representatives .................................................................................................................. 7

ARTICLE III. THE STUDENTS ................................................................................................................... 8
  3.1. Student Constituency ....................................................................................................................... 8
  3.2. Student Participation in Academic Governance ............................................................................. 8

ARTICLE IV. COLLEGE ORGANIZATION .............................................................................................. 8
  4.1. College Advisory Council ............................................................................................................... 8
    4.1.1 Composition ............................................................................................................................... 8
    4.1.2 Nominations and Election of Members ..................................................................................... 9
    4.1.3 Meetings .................................................................................................................................... 9
    4.1.4 Functions ................................................................................................................................. 10

ARTICLE V. COLLEGE COMMITTEES ..................................................................................................... 12
  5.1. Standing Committees ....................................................................................................................... 12
    5.1.1 General Charge ......................................................................................................................... 12
    5.1.2 Nominations and Election of Members .................................................................................... 12
    5.1.3 Minutes and Reports .................................................................................................................. 13
    5.1.4 Subcommittees .......................................................................................................................... 14
    5.1.5 Consultants and Assistance ....................................................................................................... 14
    5.1.6 Appointed Members .................................................................................................................. 14
  5.2. Standing Committees Identified ...................................................................................................... 14
    5.2.1 Admissions Committee ............................................................................................................... 14
5.2.2. Committee on Research ................................................................. 15
5.2.3. Committee on Graduate Studies .................................................. 15
5.2.4. Continuing Medical Education Committee ..................................... 16
5.2.5. Curriculum Committee ................................................................. 16
5.2.6. Student Performance Committee .................................................. 18
5.2.7. Reappointment, Promotion and Tenure Committee ......................... 18
5.2.8. Dean’s Student Advisory Committee ............................................ 20
5.2.9. Ad Hoc Committees ...................................................................... 20

ARTICLE VI. GRIEVANCE AND HEARING PROCEDURES .............................................. 20
6.1. Faculty .......................................................................................... 20
6.2. Students ....................................................................................... 20
6.3. Composition of College Hearing Board ............................................. 21

ARTICLE VII. INTERPRETATION AND AMENDMENT PROCESS ........................... 23
7.1. Interpretation .................................................................................. 23
7.2. Amendments .................................................................................. 23
7.3. Five Year Revision .......................................................................... 23
7.4. Replacement of Existing Bylaws .................................................... 23
7.5. Rules of Order ................................................................................ 23
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. THE FACULTY

1.1. **Definition.** The regular faculty of the College of Human Medicine shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor or instructor. The fixed term faculty shall consist of all persons holding full-time or part-time salaried (i.e., receiving a periodic wage from MSU or an affiliated teaching institution) appointments at the rank of professor, associate professor, assistant professor, instructor, instructor/resident, and clinician faculty appointed in the Health Programs Faculty Appointment System, or other special designation not appointed under the rules of tenure. Academic unit is any department, school, or other administrative unit whose primary function is education, research, service or creative endeavor as recognized by the college.

1.2. **Faculty Responsibility.** The faculty will receive from the College Advisory Council for deliberation and approval all college committee recommendations which affect the policies, programs and practices of the college. These recommendations shall be dealt with as appropriate through one of the following four modes of faculty participation identified for use in Academic Governance of the University:

1.2.1 **Consultation.** Faculty discusses with and informs the dean. The faculty does not function as a deliberative body; there is no vote. Rather, the faculty expresses its views to inform the dean's decision.

1.2.2 **Advisory.** The faculty recommends policies to the dean. The dean is not bound by the recommendation and accepts responsibility for the decision. It is the dean's responsibility to respond in writing to faculty recommendations made under the advisory mode.

1.2.3 **Shared Responsibility.** The faculty makes recommendations to the dean. If the dean and the faculty cannot agree and action must be taken, the recommendations of the dean and the faculty will be submitted in writing to the Office of the Provost for resolution.

1.2.4 **Delegated Authority.** The faculty is authorized to make decisions on specified matters. Such decisions are subject to administrative review but will be altered only in exceptional circumstances.

1.3. **Voting Faculty for College (Internal) Matters.** Since the responsibility of the faculty is to deliberate and approve all issues which affect the policies, programs and practices of the college (1.2.), the voting franchise extended to college faculty should reflect this responsibility. Thus, with the exception noted below, all faculty (1.1) who are engaged in teaching, research, service or administration in the College of Human Medicine who hold at least 50% faculty appointment, regardless of the source of their salary are extended voting privileges in the college. In addition, administrative/academic units may annually request the College Advisory Council to grant voting privileges on college (internal) matters to those fixed term faculty appointments to whom the appointing administrative unit accords voting privileges with regard to the internal affairs of that unit. House officers in training shall not be granted voting privileges. Voting privileges for college (internal) matters will be determined and regulated in the following manner:
1.3.1. Each August, the administrative/academic units of the College will submit to the College Advisory Council a list of those faculty members to which the unit has accorded internal voting privileges.

1.3.2. The College Advisory Council will review and make certification decisions on these lists of faculty. The council will then publish a list of voting members of the college and forward this list to the administrative/academic units.

1.4. Voting Faculty on University (External) Matters. The voting privileges of faculty members on university (external) matters will be determined in accordance with University Bylaws.

1.4.1. A faculty member jointly appointed in 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 that unit which has primary responsibility for initiating personnel action as indicated on the multiple appointment form filed in the Office of the Provost.

ARTICLE II. FACULTY MEETINGS

2.1. Frequency of Meetings

2.1.1. The internal 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 which 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 convene 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 consultation with the dean.

2.2. Agenda

2.2.1. The College Advisory Council has the responsibility of preparing the agenda of faculty meetings and said responsibility will be carried out in consultation with the dean.

2.2.2. The time, place and agenda for each meeting will be published and circulated to the faculty at least 10 working days prior to the date of each meeting. There are no restrictions as to advanced announcement or published agenda for emergency meetings as defined in 2.1.1.

2.2.3. Every agenda will include an item for Old Business and an item for New Business, with the exception of emergency meetings called to consider a single issue.
2.2.4. Any faculty member or college standing committee may request inclusion of any item of business on the agenda. Such a request must be submitted in writing to the College Advisory Council which will either honor or deny the request. Said decision will be made in consultation with the dean.

2.2.5. If requests for faculty meetings or inclusion of agenda items are denied, the faculty member or college standing committee initiating the request will be informed in writing by the chairperson of the College Advisory Council.

2.2.6 Year-end reports will be provided on a yearly basis by all standing committees at the faculty meeting scheduled prior to the beginning of a new academic year.

2.3. **Quorum**

2.3.1. For purposes of conducting business, a quorum will be defined as those voting faculty members of the college present at a meeting. Passage of any measure will require a simple majority of the votes of the eligible faculty members present at a meeting with the exception of amendments to or revision of these bylaws (7.2.).

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, s/he may, with the support of at least 50% plus one (1) of the voting members in attendance, call for a mail ballot referendum. In such cases, the College Advisory Council will prepare, distribute, collect and tally the ballots and will report the results of the referendum to the faculty at the next regular faculty meeting.

2.5. **Minutes**

2.5.1. Faculty meeting minutes, including an attendance roster of the internal voting faculty, will be prepared and circulated to the faculty of the college 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 shall consist of the elected student representatives to the standing committees of the college and the student representative from the college to the University Academic Council. Student representatives shall have voice and vote, except as restricted by the bylaws. (Section 3.2.)
ARTICLE III. THE STUDENTS

3.1. Student Constituency

3.1.1. The student constituency of the College of Human Medicine for the purpose of selecting student representatives shall be all students currently enrolled in the College of Human Medicine as candidates for a medical degree or graduate professional degree.

3.2. Student Participation in Academic Governance

3.2.1. Student participation in college academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved. Some matters reserved to the faculty are:

3.2.1.1. Policy concerning salary, leaves, insurance, retirement and benefits of the faculty.

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

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

3.2.1.4. Students will not have voting privileges in individual student-related matters coming before the Student Performance Committee, nor in matters coming before the Admissions Committee concerning admittance of students to CHM.

3.2.2. In early fall semester, medical students and graduate students in the college will be invited to elect student representatives to the appropriate standing committees of the college; said elections will be conducted under the auspices of the Office of Student Affairs and Services. Terms of office for students shall be for one year and students may be reelected by their peers for additional terms. Student representatives will have full voting privileges on standing committees to which they have been elected, except as reserved under Article 3.2.1., and specified under individual committees.

ARTICLE IV. COLLEGE ORGANIZATION

4.1. College Advisory Council

4.1.1. Composition: The College Advisory Council shall include one (1) faculty member elected from each administrative/academic unit of the college, and two (2) medical students, one (1) representing the pre-clinical years and one (1) representing the clinical years.

4.1.1.1. One faculty person selected from the college's representatives to the Academic Council shall serve as an ex officio, non-voting member.
4.1.2. Nominations and Election of Members

4.1.2.1. Chairpersons and directors of units shall have the responsibility of initiating and supervising, within their respective units, elections in early spring semester with elected members taking office on August 15. The election procedure to be followed shall be determined by each unit but shall be limited only in the following respects: nominees are restricted to eligible internal voting faculty of the college, and any eligible voting faculty member in the unit may submit his/her own name in nomination.

4.1.2.2. 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.

4.1.2.3. Unit procedures for election to the College Advisory Council shall be reviewed by the College Advisory Council every three years.

4.1.2.4. The College Advisory Council shall elect its own chairperson, vice-chairperson and secretary, and shall fill vacancies on the council for any part of a term until the next regular election. Each council officer shall be elected for one year and may be reelected. The chairperson shall not serve more than two consecutive terms.

4.1.2.5. Elected student representatives to the College Advisory Council will have full voting privileges (with the exceptions noted in 3.2.1.).

4.1.3. Meetings

4.1.3.1. 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.

4.1.3.2. The chairperson, the vice-chairperson and secretary shall constitute a Steering Committee that shall prepare the agenda for the meetings of the College Advisory Council. Up to 10 working days before each regularly scheduled meeting, any member of the Steering Committee shall accept from any faculty
member of the College of Human Medicine suggestions for agenda items for the forthcoming meeting. 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 his/her proposal, complaint or inquiry.

4.1.3.3 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.

4.1.3.4 A request by the dean for a special meeting of the College Advisory Council for a specified purpose shall be considered sufficient grounds for calling such a meeting.

4.1.3.5 The College Advisory Council shall distribute its minutes to all members of the college with internal voting privileges.

4.1.4 Functions

4.1.4.1 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.

4.1.4.2 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 teaching, research and service programs of the college. It shall receive and consider, in the manner described in these bylaws, proposals, and complaints, 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 s/he submits to the council.

4.1.4.3 The College Advisory Council shall receive all official proposals of the standing committees of the college for presentation to the faculty. The College Advisory Council may make recommendations to the college faculty on the official proposal, or it may refer the proposal back to the standing committee one time for clarification and/or reconsideration before presenting the proposal to the faculty.

4.1.4.4 The College Advisory Council shall make a summary report of all its activities subsequent to the previous meeting at each college faculty meeting.
4.1.4.5. The College Advisory Council shall consider the written request by any faculty member or college standing committee for a faculty meeting, and then either honor or deny the request. Said decision will be made in consultation with the dean (2.1.3.).

4.1.4.6. The College Advisory Council shall have shared responsibility with the dean in preparing the agenda for the college faculty meetings.

4.1.4.7. The College Advisory Council shall have shared responsibility with the provost to determine procedures for the review of the dean (University Bylaw 2.1.4.1.).

4.1.4.8. The College Advisory Council shall recommend to the faculty the means by which the voting faculty of the college will exercise its shared responsibilities with the provost for determining procedures for the selection of the dean to be nominated by the provost (University Bylaw 2.1.4.1.).

4.1.4.9. 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 several university standing committees.

4.1.4.10. The College Advisory Council shall supervise the election of the college representatives to the Faculty Council. If for any reason a college representative to the Faculty Council 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.

4.1.4.11. The College Advisory Council shall supervise the election of members to the standing committees of the college.

4.1.4.12. The College Advisory Council shall be entrusted with the interpretation of these bylaws with the faculty being the final authority.

4.1.4.13. Unit procedures for election to the College Advisory Council shall be reviewed by the College Advisory Council every three years (4.1.2.3.).

4.1.4.14. The College Advisory Council shall review and approve the bylaws of administrative/academic units of the college. Decisions of the College Advisory Council can be appealed to the University Committee on Academic Governance.

4.1.4.15. 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 faculty and students who have pursued complaints without satisfaction at the unit level.
ARTICLE V. COLLEGE COMMITTEES

5.1. Standing Committees

5.1.1. General Charge

5.1.1.1. 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.

5.1.1.2. 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.

5.1.1.3. The standing committees of the College of Human Medicine shall comprise the Committees on Admissions, Graduate Studies and Research, Continuing Medical Education, Curriculum, Student Performance, Reappointment, Promotion and Tenure, and the Dean’s Student Advisory Committee.

5.1.2. Nominations and Election of Members

5.1.2.1. 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 and the Curriculum 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 Curriculum Committee and the Admissions Committee will be for three years.

5.1.2.2. 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. In cases where the number of eligible members from a unit is less than half the number of college standing committees, this limitation does not apply. The College Advisory Council will prepare, distribute, collect and count the ballots and will report the results to the faculty.

5.1.2.3. Any faculty member with internal voting privileges in the college may be nominated by his/her basic academic unit for election to any college committee.
5.1.2.4. 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.

5.1.2.5. With the exception of the Admissions Committee and the Curriculum Committee, election procedures will be such that approximately half of the members of each committee will be selected each year. For the Admissions Committee and the Curriculum Committee, election procedures will be such that approximately one-third of the members of the committee will be selected each year. Members may not serve on a standing committee for more than six consecutive years.

5.1.2.6. 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.

5.1.2.7. 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.

5.1.2.8. The initial meeting of newly elected and appointed voting members of college standing committees shall be called by the outgoing chairperson of each standing committee. The purpose of this meeting shall be to elect the chairperson and other officers of the committee. Elected officers will serve for one year and may be reelected. The chairperson of each standing committee is subject to recall by majority vote of the College Advisory Council.

5.1.3. **Minutes and Reports**

5.1.3.1. Each college standing committee will keep minutes of its meetings. The minutes of each committee, after being approved by that committee, will be forwarded to the members of the College Advisory Council, to the dean, and to the chairperson of each academic unit of the college for information. 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 on request.

5.1.3.2. Each standing committee of the college will report on its activities to the faculty at least once a year.

5.1.3.3. Each standing committee will forward its official proposals to the College Advisory Council for consideration and recommendation prior to presentation to the faculty of the College of Human Medicine.
5.1.4. **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.

5.1.5. **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.

5.1.6. **Appointed Members.** The dean may appoint a single member 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. With the exception of the College Curriculum Committee, a committee may extend the voting franchise to any appointed member by closed ballot vote.

5.2. **Standing Committees Identified**

5.2.1. **Admissions Committee**

5.2.1.1. The Admissions Committee is composed of two sub-committees: the Admissions Executive Sub-committee and the Admissions Interview Sub-committee. The Admissions Executive Sub-committee 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 Sub-committee 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.

5.2.1.2. The Admissions Executive Sub-committee shall perform two functions. First, it shall, on an annual basis, review admissions policy and procedures. In the fall of each year, the Admissions Executive Sub-committee shall make a written report of recommendations for policy and procedures for the next year 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 bring the proposed changes to the faculty for their consideration and vote.
The second function of the faculty members of the Admissions Executive Sub-committee is to 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 that evaluation of applicants made by all faculty committee members are consistent with the intent of the approved policy and procedures.

5.2.1.3 The Admissions Interview Sub-committee shall perform one function, which is interviewing those applicants to the College of Human Medicine who have been identified by the Admissions Executive Sub-committee. These interviews are implemented using procedures specified by the Admissions Executive Sub-committee. Information derived from the interviews will be forwarded to the Admissions Executive Sub-committee for consideration with other application materials.

5.2.2 Committee on Research

5.2.2.1. 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.

5.2.2.2. 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.

5.2.3. Committee on Graduate Studies

5.2.3.1. The Committee on Graduate 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 his/her 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 (5.1.6.).

5.2.3.2. The charge to the Committee on Graduate Studies shall be to serve as a forum for the generation, receipt and discussion of policy recommendations regarding graduate education 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 the graduate curriculum degree requirements and graduate cognate course programs of the college.
5.2.4. **Continuing Medical Education Committee**

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

5.2.4.2. 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).

5.2.4.3. The committee will implement policies related to continuing medical education and will review and approve activities submitted for CME accreditation.

5.2.4.4. 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.

5.2.5. **Curriculum Committee**

5.2.5.1. The Curriculum Committee will consist of a parent committee and four subsidiary committees (representing Blocks I, II, III of the curriculum and the Prematriculation Program).

5.2.5.2. There shall be eleven (11) voting members of the Curriculum Committee. The voting members shall be: four (4) faculty members elected at large, two (2) medical students elected by their peers (one (1) representing the pre-clinical and one (1) representing the clinical years of the curriculum), one (1) voting faculty elected from each of the Block I, II, III subsidiary committees, 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 nine (9) voting faculty of the committee, there shall be not less than one from each area of general interest, i.e., behavioral, biological and clinical science.

5.2.5.3. The College representative to the University Curriculum Committee will be an ex officio, non-voting member.

5.2.5.4. The Curriculum Committee Coordinator, a representative of the Community Deans Group 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.
5.2.5.5 The Chairperson of the Prematriculation Program Subsidiary Committee shall serve as a member of the Curriculum Committee with voice but without vote.

5.2.5.6 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.

5.2.5.7 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.

5.2.5.8 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.

5.2.5.9 The committee shall review and approve procedures for the evaluation of courses and programs in all three blocks, review the outcome of the elements of each block, and review available evidence of overall curriculum effectiveness.

5.2.5.10 The Curriculum Committee shall provide oversight for the professional curriculum of the college and serve as a forum for the generation, receipt and discussion of curriculum policies.

5.2.5.11 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.

5.2.5.12 The committee shall seek faculty review and action for major curricular proposals. (Sec. 4.1.4.3).

5.2.5.13 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.
5.2.6. **Student Performance Committee**

5.2.6.1. The Student Performance Committee 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 (1) from Block I, one (1) from Block II and two (2) from Block III. Representatives from the Office of Academic Programs, the Office of Student Affairs and Services, 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.

5.2.6.2. 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.

5.2.6.3. 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 as a whole, or at the written request of a unit administrator or course director.

5.2.7. **Reappointment, Promotion and Tenure Committee**

5.2.7.1. 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 (at least one must not yet be tenured), two (2) Fixed Term Health Programs (HP) Track, and two (2) Fixed Term non-HP Track. The dean of the college may appoint up to three (3) additional members of the committee to assure this representation and to add adequate representation of women and minorities.

In providing advice on recommendations that involve the award of tenure, committee voting is limited to tenured system faculty. 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
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 Fixed Term (HP or non-HP) committee member. The chair and vice-chair will be elected at the first meeting of the academic year.

5.2.7.2. 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, 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.

5.2.7.3. 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 Fixed Term System (HP or non-HP) 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.

5.2.7.4 Candidates shall be informed about the nature of the materials to be reviewed by the committee. For Tenure System faculty, refer to the document “Standards, Criteria and Guidelines for Reappointment, Promotion and Tenure in the College of Human Medicine”. The materials shall include Form D, current Curriculum Vitae and three (3) or more external letters. For HP and non-HP faculty refer to the document “Health Programs Recommendation for Promotion”. The materials shall include Form HP-C, HP-D, current curriculum vitae and for full professor, a minimum of three (3) external letters. For promotion of HP and non-HP faculty other than to full professor external letters are encouraged. The committee may request additional information/commentary if it deems necessary.

5.2.7.5 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”.

5.2.7.6 The dean of the college 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.
5.2.8. **Dean’s Student Advisory Committee**

5.2.8.1 The Dean’s Student Advisory Committee is comprised of elected student representatives from years 1 and 2, and year 3 and 4 representatives from each of the communities.

5.2.8.2 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.

5.3 **Ad Hoc Committees**

5.3.1. 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.

5.3.2. The Steering Committee shall recommend to the College Advisory Council the composition, method of selecting members, functions and procedures of ad hoc committees.

**ARTICLE VI. GRIEVANCE AND DISCIPLINARY HEARING PROCEDURES**

6.1. **Faculty**

6.1.1. The College Advisory Council shall have shared responsibility with the Dean for prescribing college-level hearing procedures for the resolution of significant and serious complaints from the faculty who have pursued these matters without satisfaction at the unit level. The procedures shall be designed to insure fundamentals of due process and shall be consistent with the provisions of the University Bylaws and the University's Faculty Grievance Procedure.

6.2. **Students**

6.2.1. 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 assure fundamentals of due process and shall be consistent with the provisions of the University Bylaws, the Academic Freedom Report, and the Medical Student Rights and Responsibilities document.
6.3 Composition of College Hearing Board

6.3.1 The College Hearing Board shall be comprised of three (3) faculty and three (3) students. (MSRR 5.9.2.1)

6.3.2 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. (MSRR 5.9.2.1)

6.3.3 The Dean’s Office shall designate staff support for the College Hearing Board.

6.3.4 The College Hearing Board shall be constituted no later than the beginning of the fall of each academic year.

6.3.5 Faculty

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

6.3.5.2 Three (3) faculty and three (3) alternates who agree to serve for staggered terms of three (3) years shall be selected to serve on the College Hearing Board. Faculty shall be selected to replace the retiring member(s) and alternate(s) each year. (MSRR 5.9.2.1)

Faculty and alternates shall serve as follows.
Initially, the three (3) faculty shall be selected by:
- One faculty member shall serve for 1 year and not be eligible to serve again for 5 years
- One faculty member shall serve for 2 years and not be eligible to serve again for 5 years
- One faculty member shall serve for 3 years and not be eligible to serve again for 5 years

After the initial selection, each faculty member shall serve for 3 years and not be eligible to serve again for 5 years.

Initially, the alternate three (3) faculty shall be selected by:
- One faculty member shall serve as an alternate for 1 year and not be eligible to serve again for 5 years
- One faculty member shall serve as an alternate for 2 years and not be eligible to serve again for 5 years
- One faculty member shall serve as an alternate for 3 years and not be eligible to serve again for 5 years
- After one alternate faculty member rotates off, the new alternate member shall serve for 3 years and not be eligible to serve again for 5 years.
6.3.5.3. 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 have a conflict of interest. Faculty from the randomly selected list shall be available to serve as alternates should the selected faculty alternates have a conflict of interest.

6.3.5.4. 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 Hearing Board. Such relationships must be disclosed to the Chair of the College Hearing Board and be disclosed at the beginning of the hearing. (MSRR 5.9.2.1)

6.3.6. Students

6.3.6.1. 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. (MSRR 5.9.2.1)

6.3.6.2. Three (3) students and three (3) alternates who agree to serve for staggered terms of 2 years shall be selected to serve on the College Hearing Board. Students shall be selected to replace the retiring member(s) and alternate(s) each year. Students shall serve a term and rotate off. (MSRR 5.9.2.1).

Students and alternates shall serve as follows.
Initially, the three (3) students shall be selected by:
• One student member shall serve for 1 year and not be eligible to serve again
• Two student members each shall serve for 2 years and not be eligible to serve again
• After the initial selection, each student shall serve for 2 years and not be eligible to serve again

Initially, the three (3) alternate students shall be selected by:
• One student member shall serve as an alternate for 1 year and not be eligible to serve again
• Two student members each shall serve as an alternate for 2 years and not be eligible to serve again
• After a student alternate rotates off, the new student alternate shall serve for 2 years and not be eligible to serve again

6.3.6.3. If a student is involved in the complaint/grievance or has a conflict of interest, the student shall not serve on the Hearing Board. (MSRR 5.9.2.1)
ARTICLE VII. INTERPRETATION AND AMENDMENT PROCESS

7.1. Interpretation. The College Advisory Council shall be entrusted with the interpretation of these bylaws with the faculty being the final authority.

7.2. Amendments. Amendments to these bylaws may be proposed in writing to the College Advisory Council as an agenda item for any college faculty meeting. If included on the agenda, the written proposal will be circulated to the faculty with the agenda. Should the proposal meet with the favor of the convened faculty, they will indicate by a simple majority vote whether final submission to the voting faculty should be undertaken. If approved, the College Advisory Council will conduct a mail ballot election; it will prepare, distribute, collect and tally the ballots and will report the results of the election to the faculty. A two-thirds majority of the college voting on the amendment shall be required for passage. Voting on amendments to the bylaws shall take place only during the fall and spring semesters. A minimum of two weeks shall be allowed from the mailing of the ballot to the deadline for receipt of ballots. Following approval by the faculty, the College Advisory Council shall forward the proposed amendment(s) to the dean. This shall be done under the shared responsibility mode of decision-making in Academic Governance.

7.3. 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.

7.4. Replacement of Existing Bylaws. These bylaws, as revised in July 2006, replace the Bylaws of the Faculty Organization as revised and amended previously.

7.5. 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.