

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

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INTRODUCTION

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

1. THE FACULTY

1.1 Composition

1.1.1 The regular faculty

The regular faculty of the College of Osteopathic Medicine shall be composed of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor or instructor.

1.1.2 The temporary faculty

The temporary faculty shall consist of all persons holding full-time or part-time salaried (i.e. receiving periodic wage from MSU or an affiliated teaching institution) appointments in the rank of professor, associate professor, assistant professor, instructor, instructor/resident, or clinician faculty appointment in the Health Programs Faculty Appointment System, but not appointed under the rules of tenure.

1.1.3 Temporary faculty and/or specialists within the College of Osteopathic Medicine who are members of an academic department and engaged in teaching and/or research may be elected to any standing committee except the University Committee on Faculty Tenure or the Committee on Faculty Affairs.

1.1.4 The adjunct faculty shall consist of all persons who hold less than a full-time appointment in the College, either under the rules of tenure or not, with the rank of professor, associate professor, assistant professor, or instructor.

1.2 Responsibility: The faculty shall receive from the College Advisory College for deliberation and action, recommendations from College committees which affect the academic policy, programs and practices of the College. The mode of participation, approval and implementation of these decisions shall be governed by the University Bylaws for Academic Governance and by the charges to the College Advisory Council, the standing committees and the administrative units as defined in Sections 4, 5 and 6.

1.3 Voting Privileges for Internal (College) Matters

All faculty (1.1) who are engaged in teaching, research, or administration in the College of Osteopathic Medicine who hold at least a fifty percent appointment, regardless of their source of salary, are extended voting privileges in the College. Adjunct and clinical faculty who have been granted departmental voting privileges may have college

(internal) voting privileges extended to them as described in Section 1.5. In addition, administrative units may request annually the College Advisory Council to grant voting privileges on College (internal) matters to term-limited faculty to whom the administrative unit accords voting privileges with regard to the internal affairs of that unit. Residents and others 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 College Advisory Council shall provide each member of the Faculty, as identified in 1.3, with a registration form for voting privileges. New faculty hired after this time will also be provided with this form. The registration form shall consist of two questions:
 - 1) *Do you intend to be engaged in teaching, research, administration, service or counseling in the College of Osteopathic Medicine on regular basis during the forthcoming year?*
 - 2) *If your response to the first question is affirmative, do you wish to be identified as a voting faculty member for internal matters in the College of Osteopathic Medicine?*
- 1.3.2 The registration form completed by the faculty member shall then be submitted to the chairperson or director of the member's unit for endorsement and returned to the College Advisory Council by October 1 of each year. Forms for new faculty, hired after this time, shall be submitted to the chairperson or director of the member's unit for endorsement and returned to the College Advisory Council within 30 days of their receipt. The College Advisory Council shall certify that an appropriate registration form has been received and endorsed by the chairperson or director of the appropriate unit prior to entering the registrant's name on the list of voting members. The Secretary of the College Advisory Council shall maintain the list of voting members.
- 1.3.3 Nonvoting members of departments of the College of Osteopathic Medicine appointed under the rules of tenure of the University and temporary appointees may participate in meetings of the Faculty Assembly during general discussion or in debate of formal motions.
- 1.3.4 Any member of the faculty (1.1) may petition the College Advisory Council in writing to request a change in his/her voting status. This specifically includes, but is not limited to, those faculty members who request voting privileges under 1.3.1, but who, for any reason, are denied such privileges. Such a petition must be accompanied by an endorsed registration form. If such a petition is approved by the College Advisory Council, the voting privilege shall become effective no sooner than 30 days following receipt of the petition (1.3.1, 1.3.2).

- 1.4 Voting Privilege for External (University) Matters: The voting privilege of faculty members shall be determined in accordance with the *University Bylaws for Academic Governance* (1.1.2.1, 1.1.2.3) for those cases when the faculty is required to vote on external (University) matters.
- 1.5 Voting Privileges for Adjunct and Clinical Faculty: Departmental voting privileges may be extended to any adjunct and clinical faculty who have met applicable vesting requirements of their respective departments, as determined by the departmental bylaws and approved by departmental vote. Further, the department may extend college level voting privileges to a single representative of the vested adjunct and clinical faculty on actions taken regarding issues pertaining to predoctoral and postdoctoral medical education. The process of election of this representative will be determined at the department level.

2. THE FACULTY ASSEMBLY

2.1 Composition

- 2.1.1 The voting membership of the Faculty Assembly shall be the voting faculty as defined in 1.3, except for the presiding officer. The presiding officer may vote only to break a tie. Faculty who do not have internal voting privileges as defined in 1.3 shall be members with voice but without vote, except as provided in Section 1.3.
- 2.1.2 The Dean or, in his absence, the Associate Dean for Academic Programs, shall preside at meetings of the Assembly. The Secretary of the College Advisory Council shall be Secretary for the Faculty Assembly and shall be responsible for recording and distributing the minutes of meetings of the Assembly to the voting faculty.

2.2 Responsibilities

- 2.2.1 The Assembly shall act on all proposed amendments to the College Bylaws.
- 2.2.2 Actions of the College Advisory Council, or of standing committees of the College, on matters reserved to the faculty (*University Bylaws for Academic Governance* 1.1.2.2, 1.1.2.3) may be referred to the Assembly by majority vote of the faculty members of the College Advisory Council or by petition of 20 percent of the voting membership of the Faculty Assembly.
- 2.2.3 The Faculty Assembly shall serve as a forum for the dissemination and exchange of ideas between the faculty and the administration.

2.3 Procedures

- 2.3.1 Meetings of the Assembly shall be called by the Dean or by the College Advisory Council.

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

3. STUDENT CONSTITUENCY

- 3.1 Composition: The student constituency shall be those students who are declared by the registrar to be enrolled in any degree program of the College of Osteopathic Medicine.
- 3.2 Participation in Academic Governance: Student participation in Academic Governance in the College of Osteopathic Medicine shall be in accordance with the provisions of the *University Bylaws for Academic Governance* (1.2.3).

4. COLLEGE ORGANIZATION

- 4.1 Office of the Dean
 - 4.1.1 As provided for and described in the *University Bylaws for Academic Governance* (2.1), the Dean of the College of Osteopathic Medicine shall have the authority and responsibility for the administration of the College in accordance with the University and College Bylaws, taking into account the advisory procedures of the College and departments within the College.
 - 4.1.2 The Dean of the College of Osteopathic Medicine, to serve as its chief academic officer, must have an earned D.O. degree from an American Osteopathic Association accredited college of osteopathic medicine, and must have AOA board certification.

- 4.1.2 The faculty shall have shared responsibility with the Provost for the development of the procedures used in the selection and review of the Dean. These procedures shall be developed, with the Provost, by the College Advisory Council and approved by the Faculty Assembly.
 - 4.1.3 The Dean shall consult with the College Advisory Council prior to the selection of assistant and associate administrators.
 - 4.1.4 The Dean shall notify the Chairperson of the College Advisory Council of the delegation of his authority in his absence.
- 4.2 Departments
- 4.2.1 Definition: The department is the basic administrative unit of education, research, service and creative endeavor within the College. Departments include both solely and jointly administered departments. The *solely* administered departments are defined as those in which the responsibility for the selection of a chairperson and the establishment of the department budget rest exclusively within the College of Osteopathic Medicine. The *jointly* administered departments are defined as those departments or units for whom the selection of the principal administrative officers and establishment of the department or unit budgets are shared with other colleges of the University.
 - 4.2.2 Department Chairperson: As provided for and described in the *University Bylaws for Academic Governance* (2.1), the departmental chairperson shall have the authority, responsibility and accountability for the administration of the department in accordance with the University, College, and department bylaws, taking into account the advisory procedures of the department.
 - 4.2.2.1 The department voting faculty shall have shared responsibility with the Dean(s) for the development of the procedures used in the selection and review of a department chairperson. These procedures may be developed with the Dean(s) by a committee selected by the department voting faculty.
 - 4.2.2.2 The chairperson of each department shall be subject to regular review at intervals not to exceed five (5) years.
 - 4.2.3 Department Bylaws: The voting faculty of the departments shall have shared responsibility with the department chairperson to adopt and publish bylaws. Such bylaws shall include, but not be limited to: The composition of the faculty within the department, voting privileges, procedures for faculty access to their own personnel file, promotion, tenure, faculty meetings, standing committees, department organization, responsibilities of the chairperson and other department administrators, modes of student participation in academic affairs

and selection of chairperson, and internal appeal procedure for interpretation of department bylaws and faculty grievance.

4.2.3.1 The department bylaws shall be submitted to the College Bylaws Committee for review for consistency with College Bylaws. The bylaws of the department shall be reviewed by the department at intervals not to exceed five (5) years. The bylaws shall be resubmitted at that time to the College Bylaws Committee to assure consistency with the College Bylaws.

5. COLLEGE ADVISORY COUNCIL

- 5.1 Composition: All voting members of the College Advisory Council shall be elected from among faculty and students. Only faculty members with internal voting privileges in the College may serve on the College Advisory Council. From among such persons, each solely and jointly administered department of the College shall elect, according to its own procedures, one of its members to serve on the College Advisory Council for a term of two years. Each class of the osteopathic medical student body shall elect, according to its own procedures, one of its members to the College Advisory Council for a term of one year. The College representatives to the Academic Council of the University, the chairpersons of the standing committees of the College, and the Dean of the College shall be *ex officio* members of the College Advisory Council. If these persons shall not have been elected members of the College Advisory Council, they shall have voice but no vote in the deliberations of the College Advisory Council. No member of the College Advisory Council may serve more than two consecutive terms of office. Additional nonvoting members may be appointed to the College Advisory Council at its discretion in order to secure representation for the diverse interests within the College. Should any seat on the Council become vacant, the Chairperson of the Council shall notify the principal administrator of the unit represented by the seat of its vacancy, whereupon the administrator shall promptly order a new election to fill the vacancy for the unexpired portion of the term. The College Advisory Council shall determine its definition of a nonfunctioning member and the replacement of such a member shall be according to the same process and under the same terms as he/she was originally selected. Any member of the College Advisory Council may designate a proxy to serve in his/her absence from the Council meeting. The proxy member shall have a voice but no vote in the deliberations of the College Advisory Council.
- 5.2 Responsibility: The College Advisory Council shall serve as a means by which students and faculty may participate in the formulation of College policy. It shall consult with the Dean in respect to policies of the College relating to personnel, faculty salaries, faculty and student grievances, instructional activities, research and service programs

within the College. At his/her discretion, the Dean may delegate to the College Advisory Council full authority to act upon specific matters.

5.2.1 The College Advisory Council shall oversee compliance of the grievance policies of the College and its solely administered departments with the grievance policy of the University.

5.2.2 The College Advisory Council shall share responsibility with the Dean of the College for preparing the agenda for regular meetings of the Faculty Assembly, as in 2.3.3.

5.2.3 The College Advisory Council shall oversee all procedures for College-wide elections. It shall annually appoint four members of the faculty who hold internal voting privileges to serve as a nominating committee for college-wide elective offices. Such offices shall include College representatives to all University committees with the exception of the representative to the University Curriculum Committee, who shall be elected by the College Curriculum Committee (6.5.3).

5.3 Organization: As the first item of business to be transacted at the first meeting of the College Advisory Council in each academic year, the Council shall elect from its membership a Chairperson and a Vice-Chairperson to serve for terms of one year. These officers shall not be members of the same department. Should either office become vacant, it shall be filled for the unexpired portion of the term by a new election. The Chairperson shall preside at the meetings and shall be authorized to transact routine business on behalf of the College Advisory Council. The Chairperson shall convene a meeting of all Chairpersons of Standing Committees of the College at least once a year to consider issues confronting the College that pertain to the business of the respective standing committees. The Vice-Chairperson shall preside in the absence of the Chairperson and shall assist the Chairperson in the transaction of routine business of the Council. The Secretary to the committee shall be appointed by the Dean for the purpose of keeping of the minutes of the Council meetings and other records. The Secretary will also serve as Secretary to the Faculty Assembly.

5.4 Procedures: The College Advisory Council shall formulate rules for its procedures. These rules shall be maintained in written form by the Secretary and shall be available for review by any member of the University community. The Chairperson of the College Advisory Council shall share responsibility with the Dean of the College for preparation of the agenda for meetings of the College Advisory Council. Any member of the Council may propose items to the Chairperson for inclusion in the agenda of the Council. The College Advisory Council shall meet once during the fall and spring semesters. The College Advisory Council will not meet during the summer semester, unless a member of the College Advisory Council or the Office of the Dean requests it. Meetings may be

called by the dean of the College, by the Council Chairperson, or upon petition by at least five members of the Council. Notice of regular meetings, including the agenda, shall be distributed to all members at least three working days prior to meetings, except in the event there should arise an extraordinary circumstance requiring an emergency meeting of the Council. A quorum shall consist of one-third of the members of the Council, except under conditions of an emergency as specified in the preceding sentence, in which case business may be transacted on behalf of the Council, by less than one-third of the membership, subject to ratification by a quorum of the Council. The College Advisory Council shall receive recommendations from the standing committees of the College for agenda items for meetings of the Faculty Assembly. A majority vote by the Council members present and voting shall be required to place any item on the agenda of a Faculty Assembly meeting. On all questions involving shared responsibility with the dean, votes shall be taken. Student members of the College Advisory Council shall be excluded from discussion and voting on all matters that are reserved to the faculty as defined in paragraph 1.2.3.1 of the *University Bylaws for Academic Governance*. Should any question arise as to whether a specific issue before the Council constitutes a matter reserved to the faculty, the question shall be put to a vote of the Council and a majority vote shall be required to decide in the affirmative.

5.4.1 Any member of the student body or any member of the faculty may propose to that member of the Advisory Council who represents his/her group, items for consideration by the College Advisory Council. If the Council member should decline to bring up an item at the Council meeting, he/she shall be obliged, at the request of the member who proposed the item, to state in writing the reasons for his denial. The member who proposed the item may then petition the Chairperson of the Council, in writing, to have the item presented to the Council. Upon receipt of such petition, the Chairperson shall bring up the item for consideration under "New Business" at the next meeting.

5.5 Access of minutes: Copies of the minutes of the College Advisory Council shall be made available to faculty and students.

6. STANDING COMMITTEES OF THE COLLEGE

6.1 General Provisions

6.1.1 The Standing Committees of the College of Osteopathic Medicine shall be the committees on Diversity, Student Evaluation, Admissions, Curriculum, Bylaws, Research and Graduate Study, Medical Student Rights and Responsibilities, and Promotion and Tenure. The Committees enumerated above shall be provided with recorders to be assigned by the Dean of the College. The recorders shall have the responsibility for preparing minutes of all meetings. Copies of these

minutes, as approved by a majority vote of the committee, shall be maintained by the committee chairperson and placed on file in the Office of the Dean. The minutes shall be accessible to faculty as specified elsewhere herein.

- 6.1.2 Terms of Office: Except where otherwise specified herein, election for positions on committees shall be completed in spring semester prior to April 1, and newly elected members shall take office at the beginning of fall semester. The scheduling of such elections and announcement of results shall be performed under direction of the College Advisory Council. Appointments to committees shall also be made during the spring semester. Except where otherwise specified herein, all appointed or elected voting members shall not serve for more than two consecutive terms.
- 6.1.3 Vacancies: Vacancies which occur in the memberships of committees shall be filled by the same mechanisms employed in the initial selection. A member thus selected shall serve for the remainder of the vacated term.
- 6.1.4 Nonfunctioning Members: Each committee shall determine its definition of a nonfunctioning member. The replacement of such a member shall be according to the same process and under the same terms as he/she was originally selected.
- 6.1.5 Any member of a committee may designate a proxy to serve in his/her absence from a committee meeting. The proxy member shall have voice but no vote in the deliberations of the standing committees.
- 6.1.6 Election of Committee Chairperson: The chairperson of each standing committee shall be elected by and from the voting members of that committee at its first meeting of each year.
- 6.1.7 Quorum: A quorum of each of the standing committees of the College shall consist of a majority of its voting faculty members.
- 6.1.8 Reporting Requirements: All standing committees shall report to the College Advisory Council at least once a year. Minutes of all standing committees shall be placed on file with the Secretary of the College Advisory Council and shall be made available to the faculty and students, as specified in the sections to follow.
- 6.1.9 Subcommittees shall exist at the discretion of the parent committees. Annually, the parent committee shall consider the continuation of its subcommittees.
- 6.1.10 Each standing committee shall meet with the Dean and appropriate members of his/her staff at the beginning of each Fall Semester to discuss the committee's activities of the preceding year as well as proposed activities of the upcoming year.

6.1.11 Standing committees of the College shall regularly review their composition, procedures and functions, and recommend appropriate bylaws revisions to the College Bylaws Committee.

6.2 Committee on Diversity

6.2.1 Composition: The elected membership of the Committee on Diversity shall be composed of six faculty members and four students. Three representatives from the solely administered departments will be elected in odd-numbered years and three representatives from the jointly administered departments will be elected in even-numbered years, each for terms of two years. Each academic department shall submit the name of one of its members to be placed on a college-wide ballot during the appropriate year. Four student members, to include at least one from each of the first-year and second-year classes, will be elected in accordance with the procedures of student governance. Other voting members shall include the associate dean for student services, the director of minority student services, and the director of admissions. With the approval of the College Advisory Council, the dean may also appoint up to three additional faculty members to represent diverse perspectives within the college as are deemed appropriate. *Ex officio* members shall include the senior associate dean, the associate dean for academic programs, and the associate dean for the Statewide Campus System.

6.2.2 Responsibilities: The committee shall monitor and ensure compliance with university policies and procedures and advise the dean and the college committees in the development and update of the college diversity plan to achieve an environment marked by respect for differences and understanding of values to promote and strengthen the college. The committee shall systematically review outcomes of the diversity plan, work actively to advance recruitment and retention of faculty, staff, and students from diverse pools of applicants, and maintain a supportive climate for all who work and study at the college.

6.2.3 Procedure: The committee shall meet at least once during each of the fall, spring, and summer semesters. A representative of the College Diversity Committee will attend the MSU Diversity/IDEA meetings to interact with the other units of the university regarding issues affecting faculty, students, and staff.

6.3 Committee on Student Evaluation

6.3.1 Composition: The Committee on Student Evaluation shall be composed of nine members: One faculty representative to be elected by and from each of the solely administered departments of the College; and, from the jointly administered

departments, a number of faculty representatives to be appointed by the Dean sufficient to achieve the full membership of nine. All elected members shall serve three-year terms. All appointed members shall be subject to annual reappointment. All elected members may not serve more than two consecutive terms. The Associate Dean for Student Services, the Associate Dean for Academic Programs, the Student Records Officer, and the chairperson of the Admissions Committee of the College of Osteopathic Medicine, or his/her designee, shall serve as *ex-officio* members. With the approval of the College Advisory Council, the Dean may also appoint such other *ex-officio* members to represent diverse perspectives within the College as are deemed appropriate.

- 6.3.2 Responsibilities: The Committee shall have responsibility delegated by the Dean and the faculty for administration of the Committee on Student Evaluation Policy for Promotion, Retention and Graduation, governing promotion, retention and graduation of students pursuing the D.O. degree.
 - 6.3.3 Procedure: The Committee shall function in accordance with Policy for Promotion, Retention and Graduation.
 - 6.3.4 Any changes in the Committee's policy, as formalized in the Policy for Promotion, Retention and Graduation, must be approved by the Faculty Assembly before adoption.
 - 6.3.5 Any departure from the Policy for Promotion, Retention and Graduation shall be reported to the Faculty Assembly.
 - 6.3.6 Because of the confidential nature of the business of the Committee on Student Evaluation, access to minutes of the Committee shall be restricted to persons who, in the judgment of the Committee, have actual need for such information. Summaries of minutes from which confidential information has been deleted may be provided to persons so qualified. The release of information for publication will be in accordance with the records policy of the University.
- 6.4 Admissions Committee
- 6.4.1 Composition: The Admissions Committee shall be composed of at least nine College faculty members appointed by the Dean. In addition, the Dean of the College, the Assistant Dean for Student Services and the Director of Admissions shall serve as *ex officio* members of the Admissions Committee. The osteopathic medical student body shall elect one representative from each class, according to their own procedures, to serve in an advisory capacity to the Admissions Committee. The faculty representation shall include at least three (3) osteopathic physicians, at least one of who shall be a member of the Department of Family and Community Medicine. At the Committee's request, voting membership may be expanded to include additional expertise from within the

University. The Chairperson of the Admissions Committee shall be elected from and by the Committee at its first meeting on or after June 1 of each year. All members shall be subject to annual reappointment, but no member shall serve more than three consecutive years. Members shall be appointed and duly notified prior to June 1. Newly appointed members of the Admissions Committee shall take office on June 1.

6.4.2 Responsibilities: The Admissions Committee shall formulate and recommend to the Dean policies and procedures for the selection of applicants for admission to the College. After appropriate consideration, the Committee shall submit to the Dean the names of those applicants it recommends for admission to the College.

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

6.5 Curriculum Committee

6.5.1 Composition: The membership of the College Curriculum Committee shall be determined in the following manner: Each of the solely and jointly administered departments of the College shall elect one faculty member to the Committee. There shall be appointed by the Dean two members at large who are osteopathic physicians with faculty appointments in the college. Four osteopathic medical students, one from each class, shall be elected according to procedures determined by the student body. The committee may, at its discretion, request additional, *ex officio* members to ensure adequate representation of all disciplines within the college curriculum. Faculty members shall serve two-year terms and may not serve more than three consecutive terms. It is anticipated that faculty members of the College Curriculum Committee shall be actively engaged in the instructional program of the College. All appointed members shall be subject to confirmation by the College Advisory Council. Student members shall serve one-year terms. The Dean and the Associate Dean for Academic Programs shall be *ex officio* members.

6.5.2 Responsibilities: The Curriculum Committee, according to its own procedures, shall exercise the faculty's delegated authority and responsibility to review and approve or reject changes in College courses and curricula. It shall also review and approve or reject proposed changes in the academic requirements for the awarding of the D.O. degree. Whenever major changes are proposed in curriculum or D.O. degree requirements, the Committee shall communicate it to

the Faculty Assembly. No action may be taken in any major curriculum change or D.O. degree requirement without vote approval by the Faculty Assembly. The Committee, with consultation from the Dean, shall have the authority to decide whether a proposed change is major.

- 6.5.3 The College Curriculum Committee shall elect one of its members to serve as the College representative to the University Committee on Curriculum. Should the college representative to the University Curriculum Committee no longer be eligible for elected membership on the college committee, he/she shall serve as an *ex officio* member for the duration of his/her term.
- 6.5.4 The Curriculum Committee shall coordinate its activities with those of the Committee on Student Evaluation and the Admissions Committee.
- 6.5.5 Access to Minutes: Copies of minutes of the Curriculum Committee shall be available to faculty members and students.
- 6.6 Bylaws Committee
 - 6.6.1 Composition: The Bylaws Committee shall consist of seven faculty members appointed by the Dean to serve for two-year terms with three members being replaced in odd-numbered years and four members replaced in even-numbered years.
 - 6.6.2 Responsibilities: The Bylaws Committee shall share with the Dean the responsibility for developing and submitting proposed amendments to the College Bylaws at the regular Faculty Assembly meetings for consideration and subsequent decision by the faculty. The Committee may propose amendments on its own initiative or may act at the request of faculty or other members of the academic community. The Committee may receive requests for amendments either in the form of general suggestions for amendments or in the form of specifically worded proposed changes.
 - 6.2.2.1 The Bylaws Committee shall review the bylaws of all the departments at intervals not to exceed five (5) years (University Bylaws for Academic Governance 2.2.2).
 - 6.2.2.2 Interpretation of Bylaws: In situations where the application of the College Bylaws is unclear, the Bylaws Committee shall interpret the meaning of the Bylaws. In addition, the Bylaws Committee shall serve as the appeal body for interpretation of the Bylaws of the solely administered departments of the College.
 - 6.6.3 Access to Minutes: Copies of minutes of the Bylaws Committee shall be available to faculty members and students.

6.7 Committee on Research and Graduate Study

6.7.1. Composition: The voting membership of the Committee on Research and Graduate Study shall consist of three elected and two appointed faculty members. It is expected that faculty members will either be actively engaged in research, or will have a history of having been actively engaged in research. The associate dean/s for research and graduate studies, one (1) graduate student, and the college representative to the University Graduate Council will serve as *ex officio* members. Committee meetings will be open to other members of the faculty.

6.7.1.1. Faculty selection: Three representatives will be elected in sequential years from among faculty appointed as regular or fixed term faculty as defined in Section 1.1. Each year, academic departments without a member on the committee shall submit the name of one of its members to be placed on a college-wide ballot. The individual receiving the highest number of votes shall be elected to serve a three-year term.

6.7.1.2. Graduate student selection. One student representative will be elected from among his/her peers in the college.

6.7.1.3. Associate dean/s' appointees: In alternating years, the associate dean for research or the associate dean for graduate studies shall appoint a faculty member in order to provide an appropriate representation of basic, clinical, and social scientists on the committee. The term of office shall be two years.

6.7.1.4. Chairperson: At the first meeting of the academic year, the voting members of the Committee on Research and Graduate Study shall select, from among their number, a chairperson who shall serve for one (1) year.

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

6.7.3. Access to minutes: Copies of the minutes of meetings of the Committee on Research and Graduate Study shall be available to faculty members.

6.8 College Hearing Committee for Medical Student Rights and Responsibilities

6.8.1 Composition: The College Hearing Committee for Medical Students Rights and Responsibilities, hereinafter referred to as the Committee, shall consist of four (4) faculty members and four (4) students.

6.8.1.1 Faculty Selection: Each department shall nominate one of its regular or fixed-term faculty members as defined in Section 1.1 and having internal

voting privileges in the College as a candidate for a college-wide ballot. The four faculty members receiving the greatest number of votes shall serve as regular members of the committee, and the faculty receiving the next four highest numbers of votes shall serve as alternates. The term of office is one year, and there shall be no limit on the number of terms members may serve.

6.8.1.2 Student Selection: Student representatives to the Committee will be selected from among those enrolled as full- or part-time students in the College. Terms of service, methods of choosing representatives from the classes will be determined by the student body. One (1) alternate will be chosen for each student representative.

6.8.2 Quorum: A quorum will consist of all members of the Hearing Committee or their designated alternates.

6.8.3 Jurisdiction: As defined in the document *Medical Student Rights and Responsibilities at Michigan State University*, the College Hearing Committee shall have jurisdiction over:

6.8.3.1 academic rights and responsibilities

6.8.3.2 professional behavior of medical students

6.8.3.3 professional rights and responsibilities of graduate assistants

6.8.4 Procedures: An annual organizational meeting of all members and alternates shall occur during Fall Semester to elect a chairperson and vice chairperson. At this meeting, the associate dean for student services will describe the committee's charge and review its responsibilities. Procedures and policies pertaining to judicial process matters such as due process, conflict of interest, and decisions made by the College Hearing Committee are to be adhered to as prescribed in the document *Medical Student Rights and Responsibilities at Michigan State University*.

6.8.5 Access to Minutes: In order to protect the privacy of individuals to ensure the confidentiality of materials provided to the Hearing Committee, access to minutes and records of the Hearing Committee shall be restricted to persons who, in the judgment of the Hearing Committee, have need of such information in order to carry out their responsibilities in the College or University.

6.9 Advisory Committee on Promotion and Tenure

6.9.1 Composition: Each department of the College of Osteopathic Medicine shall nominate one of its tenured faculty at the associate professor or professor rank to the Advisory Committee on Promotion and Tenure. In addition, those departments that have Health-Programs appointment system faculty shall nominate one such person at the rank of associate professor or professor, and

departments with non-HP fixed-term faculty shall also nominate one candidate at the rank of associate professor or professor in years in which the committee has a vacancy in that position. The college faculty with voting privileges on internal affairs shall elect nine faculty members for the standing committee on promotion and tenure. Those receiving the highest number of votes shall constitute the committee, providing that there are three faculty from the basic science or behavioral science departments, three faculty from the clinical departments, two Health Programs faculty members, and one fixed-term non-HP appointed faculty member. In addition there shall be at least two physician faculty (DO/MD) at the level of professor and at least two basic or behavioral science professors. In order to achieve this committee composition, the college shall construct a ballot that is stratified by academic rank, degree and appointment system. The number of faculty to be selected from each stratum will be determined by current committee composition. Members shall serve two-year terms and may be reelected. The dean of the college may appoint up to two additional members to the Committee to assure a representative body of the faculty, in particular women and minorities. In matters related to promotion to professor, only professors on the committee shall vote.

- 6.9.2 Responsibilities: The committee shall be advisory to the dean and have the following responsibilities: recommending reappointment, promotion and/or tenure for faculty in the tenure system and the Health Programs appointment system, as appropriate; recommending the appropriate rank and tenure status of prospective faculty appointees; recommending minimum criteria for reappointment, promotion to or appointment to all faculty ranks of the college; auditing for completeness and compliance with established college and university policies materials submitted by departments on behalf of candidates seeking promotion and/or tenure; commenting on issues related to the faculty in the Health Programs or tenure systems or faculty interested in entering the tenure system of the college; and reviewing matters of controversy related to promotion and tenure.
- 6.9.3 Procedure: The committee shall function in accordance with the document titled, "Guidelines for Reappointment, Promotion and Tenure in the College of Osteopathic Medicine" and the university's Health Programs Faculty Appointment System document, as appropriate.
- 6.9.4 Recommendations: The written recommendations of the Committee shall be submitted to the dean of the College.

6.10. Ad Hoc Committees

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

7. PROMOTION AND TENURE PROCESS

7.1 Evaluation procedures, as formulated by the departments of the College (4.2.3), shall be followed in recommending promotion and tenure actions to the Dean. The Dean shall have the option of accepting or rejecting departmental recommendations.

7.2 The specifications of 7.1 shall apply to jointly administered departments with the proviso that the Dean may share with other deans the responsibility for acceptance or rejection of departmental recommendations.

8. ACADEMIC UNIT GRIEVANCE PROCEDURE

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

9. PARLIMENTARY AUTHORITY

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

10. EFFECTIVENESS OF BYLAWS

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

10.2 No provisions of these Bylaws will supersede provision of the *University Bylaws for Academic Governance*.

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

10.4 These Bylaws can be amended by a two-thirds vote of the voting faculty.