

BYLAWS OF THE FACULTY ASSEMBLY

CALIFORNIA NORTHSTATE UNIVERSITY, COLLEGE OF MEDICINE



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ARTICLE 1. NAME

Section 1.1 Name.

The name of the organization shall be California Northstate University, College of Medicine Faculty Assembly (“Faculty Assembly”; Assembly refers to the general faculty at large). The Faculty Executive Committee of the COM Faculty Assembly is charged with day-to-day running of the Faculty Assembly.

ARTICLE 2. PURPOSE

Section 2.1 Guidance from LCME Standards

“A medical school ensures that there are effective mechanisms in place for direct faculty participation in decision-making related to the medical education program, including opportunities for faculty participation in discussions about, and the establishment of, policies and procedures for the program, as appropriate.” Important areas in which direct faculty involvement is expected include admissions, curriculum development and evaluation, student promotions, and faculty promotion. Faculty members should also be involved in decisions about any other mission critical areas. Strategies for assuring direct faculty participation may include peer selection or other mechanisms that bring a broad faculty perspective to the decision-making process, independent of departmental or central administration points of view. The quality of an educational program may be enhanced by the participation of community or volunteer faculty in faculty governance, especially in defining educational goals and objectives.”

Section 2.2 Purpose

The purpose of the Faculty Assembly shall be to represent the collective perspective and interests of the entire faculty body of California Northstate University, College of Medicine. The Faculty Assembly operates collaboratively with the faculty-led standing committees and the Dean’s Executive Committee (DEC) to bring a broad faculty perspective to the decision-making process. within the College of Medicine. The Faculty Assembly may make recommendations or provide feedback relating to policy as appropriate to the committees responsible for admissions, curriculum development and evaluation, student promotions, and faculty promotion, but may not supplant the final decision-making authority of these committees.

In addition, the Faculty Assembly's role shall be to review and provide feedback for academic and faculty policies, procedures, and regulations, and other mission- critical areas in the College of Medicine, for purposes of seeking consensus in order to provide input or recommend actions to those committees/persons responsible for making decisions in areas including but not limited to:

- 2.2.1 Faculty professional standards;
- 2.2.2 Educational standards;
- 2.2.3 Academic standards and student achievement;
- 2.2.4 Approval of conferring the MD degree to students that have successfully completed the requirements of the program;
- 2.2.5 General faculty recruitment, rank, and promotion guidelines;
- 2.2.6 Faculty development and well-being;
- 2.2.7 Academic resources and general staffing;
- 2.2.8 Research and other scholarly activities;
- 2.2.9 Creation and policies relating to standing committees, *ad hoc* committees, task forces, and faculty search committees;
- 2.2.10 Long range strategic planning and development of the College, and
- 2.2.11 Elect voting members of the faculty to represent CNUCOM on university-wide Faculty Senate.

ARTICLE 3. MEMBERS

Section 3.1 Categories of Membership

There shall be two categories of members: Voting Members and Non-Voting Members. Collectively, all Voting Members and Non-Voting Members shall be referred to as “Members.”

Section 3.2 Voting Members

To be eligible to be a Voting Member of the Faculty Assembly, a faculty member must:

- 3.2.1 Be under contract with a minimum of 20% commitment/appointment (0.2 FTE) to California Northstate University, College of Medicine; and
- 3.2.2 Be on-site or off-site faculty, defined as persons with the rank of:
 - 3.2.2.1 Instructor;
 - 3.2.2.2 Assistant Professor;
 - 3.2.2.3 Associate Professor; or
 - 3.2.2.4 Professor; and,
 - 3.2.2.5 Not hold the position of assistant dean, associate dean, or dean, or a position equal to or greater than these positions (a department chair or program director is not considered to be a position greater than or equal to these positions) within the College or University communities; and voting Members comprise of items 3.2.1 and 3.2.2..
 - 3.2.2.6 Not hold their primary appointment in another college or division of California Northstate University.

Section 3.3 Non-Voting Members

All faculty members of California Northstate University College of Medicine who are not Voting Members as defined in Section 3.2 shall be Non-Voting Members. Non-Voting Members may not make motions or vote. However, they shall have the right to participate and speak to issues before the Faculty Assembly. Non-Voting Members shall include:

- 3.3.1 Faculty members with less than 20% commitment (0.2 FTE) to California Northstate University College of Medicine; or non-voting members should be less than 0.2 FTE.
- 3.3.2 Faculty members who hold the position of assistant dean, associate dean, or dean, or a position equal to or greater than these positions (a department chair or program director is not considered to be a position greater than or equal to these positions) within the College or University communities; or
- 3.3.3 Faculty members who hold their primary appointment in another college, school, or division of California Northstate University.
- 3.3.4 An exception to these criteria may exist for faculty who are defined as non-voting members of the Faculty Assembly. Community-based Clinical Faculty, Volunteer Faculty, or other Faculty assigned less than 0.2 FTE, or holding a primary appointment within another college of CNU, may serve as a voting member on a standing committee, subcommittee, Ad Hoc committee, or task force if they demonstrate commitment and regular attendance as a requirement to maintain their membership on such committee. Similar to the expectations for all faculty, such faculty must be elected to the committee by the Faculty Executive Committee of the Faculty Assembly.

ARTICLE 4. FACULTY ASSEMBLY MEETINGS

Section 4.1 Regular and Special Meetings

The Faculty Assembly shall meet on a regular basis at such dates and times as determined by the Faculty Executive Committee of the Faculty Assembly (FEC). Special meetings may be called by the chair of the FEC or by majority action of the FEC (See Article 5). The FEC shall be in charge of the administration of the CNUCOM Faculty Assembly. The chair of the Faculty Assembly communicates faculty feedback, issues of concern, and actions of the Faculty Assembly to the Dean's Executive Committee. The chairs of faculty committees will provide updates on committee activities to the Faculty Assembly on a regular basis and solicit feedback and consensus from the Faculty Assembly to bring back to their respective committees.

Section 4.2 Notice of Meeting

Written notice of each meeting of the Faculty Assembly stating the date, time, place, and agenda of the meeting, and in the case of a special meeting, the purpose(s) for which the meeting is called, shall be given to the Voting and Non-Voting Members of the Faculty Assembly at least ten (10) business days before the meeting. Such notice may be delivered either personally, by mail, by private carrier, by facsimile, or by electronic transmission. If notice for a regular meeting is mailed, such notice shall be deemed delivered when deposited in the United States mail.

A Member may waive notice of any meeting before, at, or after such meeting. The attendance of a Member at a meeting shall constitute a waiver of notice of such meeting, except where a Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

An emergency meeting of the Faculty Assembly may be called by the chair. The call to the meeting shall be distributed to all faculty at least two days before the meeting. The order of business shall be conducted for only urgent matters that due to extenuating circumstances require immediate discussion or action. Bylaws of the faculty cannot be enacted or modified at an emergency meeting.

Section 4.3 Quorum

To convene, a general meeting of the Faculty Assembly, a quorum of the presence of at least twenty-five percent (25%) of all faculty voting members is required.

Section 4.4 Leadership of Meetings of the Faculty Assembly

The Chair of the FEC shall preside at meetings of the Faculty Assembly. If the Chair is absent from a meeting, a Chair *pro tempore* appointed by the Chair of the FEC from among the members of the FEC shall serve as acting Chair. If the Chair does not appoint a Chair *pro tempore*, such an individual may be elected by the members of the FEC.

Section 4.5 Agenda

The chair of the FEC, in consultation with the other members of the FEC, shall set the agenda for the meetings of the Faculty Assembly. Any member of the Faculty Assembly shall be permitted to request items for inclusion on the agenda of meetings of the Faculty Assembly.

Section 4.6 Action at Meeting

Any Voting or Non-Voting Member at a meeting of the Faculty Assembly may request that an action be taken by vote of the Voting Members. For such votes, a simple majority of all Voting Members of the Faculty Assembly in attendance shall be required to pass the action. Votes may be made in person at the meeting and may also be made in the same manner as notice of the meeting is permitted under Section 4.2, before, at, or after such meeting, within the time limit set by the FEC. Votes or actions by proxy are not permitted.

Section 4.7 Action Without Meeting

No action required or permitted to be taken at a meeting of the Faculty Assembly may be taken without an actual meeting of the Faculty Assembly, except that the FEC may act on behalf of the Faculty Assembly in between meetings as permitted under Article 5 below.

ARTICLE 5. FACULTY EXECUTIVE COMMITTEE OF THE FACULTY ASSEMBLY (FEC)

Section 5.1 Function of the Faculty Executive Committee of The Faculty Assembly (FEC)

The FEC shall represent the Faculty Assembly as appropriate to the dean, administration, and various committees of the College of Medicine, set the date, time, place, and agenda for meetings of the Faculty Assembly and its FEC, and undertake actions on behalf of the Faculty Assembly as directed by the Faculty Assembly and in between meetings of the Faculty Assembly. The FEC reports to the COM Faculty Assembly and functions in a collaborative manner with the following entities in the spirit of the shared governance: the Dean's Executive Committee (DEC), the Office of Medical Education, and the Office of Faculty Affairs.

Section 5.2 Charges and Responsibilities

- 5.2.1 Consider all matters of academic concern for the Faculty Assembly and the student body.
- 5.2.2 Elect members, chairperson and vice-chairperson of all the College standing committees
- 5.2.3 Elect or Appoint ad hoc committees or task forces as necessary.
- 5.2.4 Maintain, and update the faculty assembly, FEC and standing committee bylaws as set forth herein by the FEC, standing committees and subcommittees, which shall be approved by a majority vote of the faculty assembly (as outlined in section 12.1).
- 5.2.5 Review and provide feedback on proposals for policy and/or procedure changes developed by the standing committees of the faculty, ad hoc committees or task forces elected by the FEC for endorsement, before the independent vote of the standing committee.
- 5.2.6 Invite chairs of committees to provide regular reports to the Faculty Assembly; each committee should present updates to the Faculty Assembly at least once per year.
- 5.2.7 Request all minutes from standing committees to ensure that the committees are functioning properly, and that proper format of minutes are being followed.

Section 5.3 Qualifications

Any faculty member who is a Voting Member of the Faculty Assembly may be considered qualified to serve as a member of the (FEC).

Section 5.4 Number

There shall be Seven (7) members in the FEC.

Section 5.5 Nomination, Election, and Selection

Members of the FEC shall be elected by the Faculty Assembly. Seven members, including the Chair, shall be elected and appointed with staggered two-year terms. Two members of the faculty, each from the department of Basic Sciences, Clinical Sciences and Clinical Medicine are nominated and elected by the Faculty Assembly to serve on the FEC. At least one FEC member shall be available to attend DEC meetings.

Section 5.6 Term

The term of office for a member of the FEC is two years. A member of the FEC shall hold office until the member's successor is elected, or until the member's resignation, removal, incapacity, disability, or death.

Section 5.7 **Staggered Terms**

The terms of the members of the FEC shall be staggered such that three or four members shall be elected each year, with each term starting on July 1 of the applicable calendar year. Notwithstanding the provisions of Section 5.6, the initial members of the FEC shall modify the initial terms of three (3) members, by agreement, to accomplish the staggering of terms required by this Section.

Section 5.8 **Term Limits**

An existing member of the FEC may serve for no more than one additional consecutive term of two years, therefore no more than four years of consecutive service on the committee. A member elected to complete the term of a member who resigned, was removed, became incapacitated, disabled, or died shall be considered to have served a complete term if the remaining term of office was at least one year in length.

Section 5.9 **Resignation, Removal, and Vacancies**

A position on the FEC shall be declared vacant upon the member's resignation, removal, incapacity, disability, or death. Any member may resign at any given time by giving written notice to the Chair of the FEC, except the Chair's resignation which shall be given to the FEC members. Members of the FEC may be removed by unanimous vote of the other members of the FEC or by two-thirds (2/3) majority of a quorum of a meeting of the Faculty Assembly. Any vacancy occurring on the FEC shall be filled by the Faculty Assembly under Section 5.4. The newly elected member shall complete the unexpired term of the predecessor.

ARTICLE 6. FACULTY EXECUTIVE COMMITTEE (FEC) MEETINGS

Section 6.1 **Regular and Special Meetings**

The FEC shall meet on a regular basis at such dates and times as determined by the Chair of the FEC. Special meetings may be called by the Chair of the FEC or by majority action of the FEC.

Section 6.2 **Notice of Meetings**

Written notice of each meeting of the FEC stating the date, time, place, and agenda of the meeting, and in the case of a special meeting, the purpose(s) for which the meeting is called, shall be given to members of the FEC at least two (2) business days before the meeting. Such notice may be delivered either personally, by mail, by private carrier, by facsimile, or by electronic transmission.

To convene a general meeting of the FEC, a quorum of the presence of a majority of all voting members of the FEC is required. Any one or more members of a FEC may participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participating by such means shall constitute presence in person at a meeting.

Section 6.3 **Leadership of Meetings of the Faculty Executive Committee (FEC)**

The Chair of the FEC shall preside at meetings of the FEC. In the event that the Chair is absent from a meeting, a Chair *pro tempore* appointed by the Chair of the FEC from among the members of the FEC shall serve as acting Chair. In the event that the Chair does not appoint a Chair *pro tempore*, such an individual may be elected by the members of the FEC.

Section 6.4 **Agenda**

The Chair of the FEC, in consultation with the other members of the FEC, shall set the agenda for the meetings of the FEC. Any member of the FEC shall be permitted to request items for inclusion on the agenda of the FEC.

Section 6.5 **Action at or Without Meeting**

Any action required or permitted to be taken at a meeting of the FEC may be taken without a meeting if a majority of voting members votes for such action. Votes or actions by proxy are not permitted.

Section 6.6 Open and Closed Faculty Executive Committee (FEC) Meeting Sessions

Faculty Assembly meetings called by the FEC Chair are open to all COM faculty. Other meetings of the FEC shall be closed to other faculty members. However, the FEC may choose to invite guests to a committee meeting.

ARTICLE 7. FACULTY EXECUTIVE COMMITTEE (FEC) CHAIR

Section 7.1 Designation

The chief executive officer of the Faculty Assembly and the FEC shall be the Chair.

Section 7.2 Election and Selection

The Chair shall be elected by the Faculty Assembly at large following a nomination process open to all voting members of the Faculty Assembly. At least one FEC member shall be ready to attend DEC and OME meetings in the absence of the Chair; a standing commitment.

Section 7.3 Term

The term of office for the Chair is two (2) years, with one possible two-year reappointment. The Chair shall hold office until a successor is elected, or until the Chair's resignation, removal, incapacity, disability, or death.

Section 7.4 Term Limits

A Chair may serve for no more than two consecutive terms, therefore a maximum of four years. A member elected to complete the term of a member who resigned, was removed, became incapacitated, disabled, or died shall be considered to have served a complete term if the remaining term of office was at least six (6) months in length.

Section 7.5 Resignation, Removal, and Vacancies

The office of Chair shall be declared vacant upon the resignation, removal, incapacity, disability, or death of the Chair. The Chair's resignation shall be given to the FEC as a whole. The Chair of the FEC may be removed by unanimous vote of the other members of the FEC or by two-thirds (2/3) majority of a quorum of a meeting of the Faculty Assembly. Any vacancy occurring in the Chair shall be filled by election by the Faculty Assembly. The newly elected Chair shall complete the unexpired term of the predecessor.

Section 7.6 Duties

The Chair shall:

- 7.6.1 Preside over meetings of the Faculty Executive Committee (FEC) and over meetings of the Faculty Assembly;
- 7.6.2 Serve as the principal representative of the Faculty to the Administration and other bodies;
- 7.6.3 Set the agenda for meetings of the Faculty Assembly or FEC in consultation with the other members of the FEC;
- 7.6.4 Cause to be published the minutes of the FEC and of the Faculty Assembly;
- 7.6.5 Cause Members of the Faculty Assembly and/or FEC to be notified of meetings of their respective bodies;
- 7.6.6 Attend Dean's Executive Committee (DEC) and Office of Medical Education (OME) meetings
- 7.6.7 Appoint a Chair pro tempore in the event of absence from a meeting of the FEC or of the Faculty Assembly.

ARTICLE 8. COMMITTEES

Section 8.1 Provisions of Members to Standing Committees of College and University

The Faculty Assembly shall provide its members to the standing committees of California Northstate University, College of Medicine and California Northstate University in accordance with the provisions of the bylaws of such standing committees. These standing committees may include but are not limited to:

- 8.1.1 College of Medicine Admissions Committee;
- 8.1.2 College of Medicine Assessment and Evaluation Committee;
- 8.1.3 College of Medicine Curriculum Committee;
- 8.1.4 College of Medicine Diversity, Equity, and Inclusion Committee
- 8.1.5 College of Medicine Rank and Promotion Committee;
- 8.1.6 College of Medicine Research Committee;
- 8.1.7 College of Medicine Student Affairs and Wellness Committee
- 8.1.8 College of Medicine Awards Committee
- 8.1.9 College of Medicine Student Promotions Committee

Section 8.2 Faculty Assembly Standing Committees, Ad Hoc Committees, and/or Task Forces

The Faculty Executive Committee of the Faculty Assembly (FEC) may establish such standing committees, *ad hoc* committees, and/or task forces as deemed necessary or appropriate to carry out its responsibilities to the Faculty Assembly as set forth herein. Each standing committee shall establish and maintain bylaws, which shall be approved by a majority vote of the faculty assembly (as outlined in section 12.1).

Section 8.3 Qualification, Membership, and Election

Any Voting Member of the Faculty Assembly may serve as a member of a standing committee, an *ad hoc* committee or task force in a position elected and designated by the FEC. Nominations for faculty service on committees can be submitted by both Voting or Non-Voting Members of the Faculty Assembly. All faculty members must be elected and appointed to the respective committees by the FEC. Community-based Clinical Faculty, volunteer faculty, or other faculty possessing less than 0.2 FTE, or holding a primary appointment within another college of CNU, may also serve as a voting member on a standing committee, an *ad hoc* committee or task force if elected by the FEC, which ensures the opportunity for participation all types of faculty in faculty governance at large and in other mission critical areas. Similar to the expectations for all faculty, such faculty must be elected to the committee by the FEC and must demonstrate commitment and regular attendance to maintain membership on a committee. Staff members may serve as ex-officio members on faculty committees without a vote. Student representatives may serve on committees that pertain to students, such as the Curriculum, Diversity, Equity, and Inclusion, Student Affairs, and Wellness Committees. Students may be elected to serve on one faculty committee at a time, with a maximum term of 2 years, and must maintain good academic standing for committee service. Unless otherwise specified, students are nominated by members of their own graduating class for service on faculty committees, are elected by the voting faculty members of a committee for service, and these student appointments are then endorsed by the FEC. Student representatives will have one collective vote per committee; a split vote among student representatives on a particular action item negates the student vote on a committee.

Section 8.4 Election of Standing Committee Chairs

Following the same nomination and election process outlined above in section 8.3., Nominations for Standing Committees Chairs can be submitted by both Voting or Non-Voting Members of the Faculty Assembly and faculty must be elected to the committee chair position by the FEC. In case of a Non-voting member of the faculty assembly is elected as chair for a standing committee, they will be serving as non-voting Chair of the Committee.

Section 8.5 Subcommittees, Ad Hoc Committees, and Task Forces

Committees may seek to create subcommittees, Ad Hoc Committees, or task forces, through the FEC as necessary. The chairs of the subcommittees and the members of the subcommittees Ad Hoc Committees, or task forces shall be nominated by the Chair of the Main Committee for endorsement and appointment by the Faculty

Executive Committee. Chairs of the subcommittee, Ad Hoc Committees, or task forces shall not have voting rights at the Main Committee.

Section 8.6 Membership of Subcommittees

At least one member of the Committee must serve on the created subcommittee, ad hoc Committee, or task force without a vote. Other members of the subcommittee, ad hoc Committee, or task force need not be members of the Committee. Medical student representatives selected by the respective class and elected as described in Section 8.4, shall serve with one (1) total vote.

Section 8.7 Power

Subcommittees, Ad Hoc Committees, and task forces are advisory only and will make recommendations to the Committee but shall not take independent action.

Section 8.8 Terms

Members of standing committees, subcommittees, ad hoc committees, and task forces established by the FEC may serve for a three-year term unless otherwise approved by the FEC. There are no term limits for any of the faculty standing committees, including the chair and vice-chair positions, other than the FEC.

Section 8.9 Quorum

To convene a meeting of any Standing Committee, a quorum of the presence of a majority of all voting members of the Standing Committee is required. Any one or more members of a Standing Committee may participate in a meeting of such committees by means of a conference, telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participating by such means shall constitute presence in person at a meeting.

Section 8.10 Agenda

The Chair of the Standing Committee, in consultation with the other members of the Committee, shall set the agenda for the meetings of the Standing Committee. Any member of the Standing Committee shall be permitted to request items for inclusion on the agenda of the Standing Committee.

Section 8.11 Action at or Without Meeting

Any action required or permitted to be taken at a meeting of the Standing Committee may be taken without a meeting if each member of the Standing Committee in writing either:

- 8.11.1 Votes for such action;
- 8.11.2 Votes against such action; or
- 8.11.3 Abstains from voting.
- 8.11.4 Votes or actions by proxy are not permitted.

Section 8.12 Open and Closed Standing Committee Meeting Sessions

All meetings of the following Standing Committees are closed to non-members of the committee due to the sensitive nature of discussion items. However, guests may attend meetings if specifically invited by the acting chair of the committee, or by two-thirds (2/3) of the voting members of the committee:

- 8.12.1 Admissions Committee,
- 8.12.2 Assessment and Evaluation Committee,
- 8.12.3 Faculty Executive Committee of the Faculty Assembly (FEC),
- 8.12.4 Rank and Promotion Committee, and
- 8.12.5 Student Promotions Committee.

All committees with student representation shall utilize closed executive sessions excluding students, after an open session in which students may be present, to enable faculty to discuss sensitive matters not appropriate for student participation, as deemed by the Chair.

All other Standing Committees shall ordinarily be open to Voting and Non-Voting Members of the Faculty Assembly. However, in the event the Chair of the Standing Committee, with the consent of a majority of the Committee members in attendance, deems it appropriate:

- 8.12.6 To exclude non-members of the Standing Committee at an open meeting for any reason, then the Chair may declare that the meeting is closed; or
- 8.12.7 To convene an executive session to consider and discuss sensitive matters, then the Chair may specifically designate and call an executive session.

Any committee, including the Faculty Assembly, can designate a meeting closed to all administrative members (faculty with ranks of Assistant Dean or higher), by decree of either the chair of the committee, or by two-thirds (2/3) of the voting members of the committee.

Section 8.13 Resignation, Removal, and Vacancies

A position on a committee or task force established by the FEC or standing committee shall be declared vacant upon the member's resignation, removal, incapacity, disability, or death. Any member of a committee or task force established by the FEC may resign at any given time by giving written notice to the Chair of such committee or task force, except such Chair's resignation shall be given to the Chair of the FEC.

Regular attendance and participation by faculty members is expected at meetings; repeated unexcused absences of faculty at regularly scheduled meetings may result in removal of faculty from committees. Members of committees may be removed by three-fourths (3/4) majority vote of the other members of the committee, by two-thirds (2/3) majority vote of the body from which that member was elected, or by rescission of the appointment in the case of an appointed position.

Any vacancy occurring on a standing committee or task force established by the FEC shall be filled by the FEC. Any vacancy on the FEC shall be filled by the Faculty Assembly. The newly elected committee member shall complete the unexpired term of the predecessor.

Section 8.14 Meetings

Standing committees, ad hoc committees, and task forces established by the FEC shall meet on a regular basis at such dates and times as determined by the Chair of such committee or task force. The notice, quorum, manner of conducting the meeting, agenda, voting, and action requirements for such meetings shall be set forth in the bylaws of such committees as approved by the FEC.

Section 8.15 Approval of Policies and Procedures

The ultimate decision-making authority and approval of a policy or procedure within the purview of a standing committee of the faculty lies within the said committee. Standard operations and actions are autonomously conducted within a standing committee without the need for outside input as defined in the charges and responsibilities of each committee (Sections 13.1-13.9). However, the creation, or modification, of policies and procedures within a committee may incorporate feedback from both the FEC and the DEC before rendering a final decision. In the case of proposing changes to the standing committees' governing bylaws, a majority vote will be required for approval by the Faculty Assembly (as outlined in section 12.1).

Section 8.16 Reporting Line and Regular Updates

- 8.16.1 Committee Chairs will periodically update both the FEC and the Faculty Assembly regarding the progress and outcomes of their committees.
- 8.16.2 Ex-officio members with administrative roles (i.e., Assistant/Associate Deans) will periodically update the DEC regarding the progress and outcomes of respective committees.
- 8.16.3 Committee Chairs will provide an annual report of the Committee to the FEC and Faculty Assembly.

Section 8.17 Recusal of Members Due to Conflict of Interest

Members of committees must recuse themselves from any discussion or debate regarding issues with conflict of interest, or appearance of conflict of interest. Should there be any debate regarding the need for recusal, a decision will be made by legal counsel.

ARTICLE 9. RECORDS

Section 9.1 Minutes

The Faculty Assembly, Faculty Executive Committee of the Faculty Assembly (FEC), and committees and task forces established by the FEC shall maintain as permanent records minutes of all meetings. A record of all actions taken with or without meetings shall also be maintained. All committees of the faculty shall provide approved committee minutes to the FEC in a timely manner.

ARTICLE 10. FIDUCIARY MATTERS

Section 10.1 Discharge of Duties

Each member of the FEC shall discharge his or her duties:

- 10.1.1 in good faith,
- 10.1.2 with the due care that a reasonably prudent person in a like position would reasonably exercise under similar circumstances, and
- 10.1.3 in a manner that the person reasonably believes to be in the best interests of the faculty of California Northstate University, College of Medicine.

ARTICLE 11. MISCELLANEOUS PROVISIONS

Section 11.1 Parliamentary Procedure

The parliamentary procedure for all meetings of the Faculty Assembly, the Faculty Executive Committee of the Faculty Assembly (FEC), and any committees and task forces established by the FEC as provided herein shall be under the current edition of Robert's Rules of Order. Notwithstanding the provisions of the immediately preceding sentence, parliamentary procedure set forth in the bylaws of any committee or task force established by the FEC may supersede Robert's Rules of Order for such committee or task force if approved by a majority vote of the FEC.

Section 11.2 Saving Clause

Unintentional and minor deviations from these bylaws and procedures, or minor errors in spelling or phrasing, will not invalidate actions or proceedings of the Faculty Assembly, FEC, or committees of the Faculty Assembly, provided that substantial violation of rights has not occurred, as determined by the FEC.

Section 11.3 Interpretation with Laws and Other Bylaws

The Bylaws, policies, and activities of the Faculty Assembly and FEC shall be consistent with applicable federal, state, and local statutory and regulatory law, the bylaws of the Board of Trustees of the University, any bylaws of the College of Medicine, and the bylaws of the University Faculty Senate. Nothing in these Bylaws shall be

interpreted to supersede the bylaws of the Board of Trustees, any bylaws of the College of Medicine, or the bylaws of the University Faculty Senate, as such bylaws now exist or may hereafter be amended or otherwise modified.

Section 11.4 Severability and Headings

The invalidity of any provision of these Bylaws shall not affect the other provisions of these Bylaws, and in such an event these Bylaws shall be construed in all respects as if such invalid provision were omitted.

Section 11.5 Authority

The authority of the Faculty Assembly and its FEC is delegated by the College of Medicine of California Northstate University and the actions of the Faculty Assembly and its FEC reflect recommendations for proposed action to the College of Medicine.

ARTICLE 12. APPROVAL AND AMENDMENT OF BYLAWS

Section 12.1 Amendments

These Bylaws shall be ratified and may be amended, repealed, or otherwise modified, in whole or in part, and new Bylaws may be adopted, by a vote of the majority of all Voting Members of the Faculty Assembly, after allowing for the notice period set forth in Section 4.2 to announce such an election.

ARTICLE 13. STANDING COMMITTEES OF THE FACULTY ASSEMBLY

Section 13.1 COM Curriculum Committee

13.1.1 Officers

The officers of the Curriculum Committee shall consist of a Chairperson and Vice Chairperson.

- 13.1.1.1 Chairperson: The Chairperson of the Curriculum Committee shall be elected by the FEC.
- 13.1.1.2 Vice Chairperson: The Vice Chairperson of the Curriculum Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.1.2 Membership

- 13.1.2.1 The Committee shall consist of eight (8) members nominated, by election and or selection from the Faculty Assembly of the College that shall be designated by the FEC. Most voting members of the Curriculum Committee shall be current or past course directors of required courses or clerkships at the College of Medicine.
- 13.1.2.2 The membership composition consists of at least 1 representative from each of the following departments: basic science, clinical science, and clinical medicine.
- 13.1.2.3 Two second-year, third-year, and two fourth-year medical student representatives (6 students total), nominated by members of their own graduating class, elected by a vote of the Curriculum Committee, and endorsed by the FEC, with one collective vote, as described in Section 8.3.
- 13.1.2.4 Faculty membership on the Curriculum Committee and its Subcommittees normally shall be for a term of 3 years.
- 13.1.2.5 The Chair of the Curriculum Committee shall serve on the Phase A, and Phase B, Subcommittees without vote.
- 13.1.2.6 Chairs and members of the Subcommittees shall be nominated by the Chair of the Curriculum Committee for endorsement by the FEC.
- 13.1.2.7 Chairs of Phases A and B subcommittees shall serve on the Curriculum Committee without vote.
- 13.1.2.8 Chairperson of the Faculty Assembly to serve as ex officio and without vote.

- 13.1.2.9 The Dean of Curriculum, to serve as ex officio and without vote.
- 13.1.2.10 The Dean and/or Director of Medical Education, to serve as ex officio and without vote.
- 13.1.2.11 The Dean and/or Director of Assessment, to serve as ex officio and without vote.
- 13.1.2.12 The Dean and/or Director of Student Affairs and Admissions, to serve as ex officio and without vote.

13.1.3 Charge and Responsibilities

- 13.1.3.1 Establish the academic standards for students in the College of Medicine.
- 13.1.3.2 To oversee the curriculum to ensure the mission of the College of Medicine and University is achieved.
- 13.1.3.3 To oversee the academic and learning environment, curriculum design and management, and curriculum evaluation.
- 13.1.3.4 To establish, review, and determine the achievement of the Education Program Objectives (EPOs).
- 13.1.3.5 To establish, review, and maintain the curriculum map fulfilling the linkage of the session to course/clerkship learning objectives (SLOs to CLOs) to the EPOs.
- 13.1.3.6 Oversight and evaluation of course content, course syllabi, horizontal and vertical alignment and integration of the curriculum.
- 13.1.3.7 Evaluation and identification of areas of curriculum gaps and redundancies for approving or rejecting requests for changes (additions, deletions, substantive changes in courses or clerkship rotations) to the curriculum and to work with course directors to correct issues where appropriate.
- 13.1.3.8 To collaborate with the Assessment and Evaluation Committee on reviewing and evaluating information regarding student outcomes.
- 13.1.3.9 To develop recommendations for assessment driven curricular continuous quality improvements (CQI) as part of the CQI process.
- 13.1.3.10 To consult with the Admissions Committee on the academic prerequisites for admission.
- 13.1.3.11 To provide oversight for the Phase A Subcommittee, which is an advisory subcommittee responsible for in-depth evaluation of required courses for M1 and M2 years.
- 13.1.3.12 To provide oversight for Phase B Subcommittee which is an advisory subcommittee responsible for in-depth evaluation of the M3 clinical clerkship and M4 electives and sub-internships.
- 13.1.3.13 To provide an annual report of the Curriculum Committee to the FEC and Faculty Assembly.

13.1.4 Resignation, Removal, and Vacancies of Members

See section 8.13

Section 13.2 Phase A & Phase B Subcommittees of the Curriculum Committee

13.2.1 Purpose

The purposes of the Phase A & B Subcommittees of the Curriculum Committee are to:

- 13.2.1.1 Perform, under the supervision of the Curriculum Committee, periodic reviews, and in-depth evaluations of all required M1 and M2 courses (Phase A Curriculum Subcommittee).

- 13.2.1.2 Perform, under the supervision of the Curriculum Committee, periodic reviews and in-depth evaluations of all required M3 core clinical clerkships and M4 elective clerkships (Phase B Curriculum Subcommittee).
- 13.2.1.3 Provide reports and recommendations, based upon the findings of the periodic reviews to the Curriculum Committee.

13.2.2 Authority

Advisory to the Curriculum Committee.

13.2.3 Membership

Faculty representation will be from basic science, clinical science and clinical education departments respectively. The Subcommittee may also invite non-voting faculty members who are not Curriculum Committee members.

- 13.2.3.1 Chairs and Faculty members of the Phase A & B Curriculum Subcommittees are nominated by the Curriculum Committee Chair, then endorsed and appointed by the Faculty Executive Committee.
- 13.2.3.2 Standing members for the Phase A Curriculum Subcommittee are the M1 and M2 (Phase A) Course directors and Course co-directors.
- 13.2.3.3 Standing members for the Phase B Curriculum Subcommittee are the M3 and M4 (Phase B) Clerkship directors and Clerkship co-directors, in addition to Community-based Clinical Faculty, or Volunteer Faculty that are integral to the delivery of the Phase B Clerkship curriculum.
- 13.2.3.4 Student representatives from the Curriculum Committee can be invited to serve on Phase A & B Curriculum Subcommittees respectively. Additional Student representatives may be solicited by the Subcommittee Chairs.
- 13.2.3.5 The Dean of Curriculum, to serve as ex officio and without vote.
- 13.2.3.6 The Dean and/or Director of Medical Education, to serve as ex officio and without vote.
- 13.2.3.7 The Dean and/or Director of Assessment, to serve as ex officio and without vote.
- 13.2.3.8 The Dean and/or Director of Student Affairs and Admissions, to serve as ex officio and without vote.

13.2.4 Review, Documentation, and Implementation

- 13.2.4.1 Recommendations of the Phase A&B Curriculum Subcommittees are forwarded by their Chairs to the Main Curriculum Committee for review and approval.
- 13.2.4.2 Recommendations of the Phase A&B Curriculum Subcommittees that have been approved by the Main Curriculum Committee shall be implemented by the appropriate department or offices.
- 13.2.4.3 Minutes will be recorded of all Phase A&B Curriculum Subcommittee meetings.

Section 13.3 COM Admissions Committee

13.3.1 Officers

The officers of the Admissions Committee shall consist of a Chairperson and Vice Chairperson.

- 13.3.1.1 Chairperson: The Chairperson of the Admission Committee shall be elected by the FEC.

- 13.3.1.2 Vice Chairperson: The Vice Chairperson of the Admission Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.3.2 Membership

- 13.3.2.1 Seven (7) members are nominated by election, and or selection from the Faculty Assembly of the College shall be designated by the FEC.
- 13.3.2.2 Up to three (3) additional Community-based Clinical Faculty, Volunteer Faculty, or other Faculty possessing less than 0.2 FTE (for a total of up to ten (10) voting members) elected by the FEC as voting members of the Admissions Committee.
- 13.3.2.3 All appointments to the Admissions Committee shall be made by the FEC.
- 13.3.2.4 The Dean and/or Director of Student Affairs and Admissions shall serve as ex officio members and without vote
- 13.3.2.5 The Dean of Diversity, Equity, and Inclusion shall serve as ex officio members and without vote.

13.3.3 Charge and Responsibilities

- 13.3.3.1 The committee shall evaluate and select students for admission in accordance with College of Medicine and University regulations and accreditation standards. The authority to select students for admission into the medical program resides solely with the voting members of the Admissions Committee.
- 13.3.3.2 Criteria for selection of students are formulated by the committee in consultation with the Dean of Admissions and the Curriculum Committee
- 13.3.3.3 The committee establishes policies and criteria for admissions that are forwarded to the Faculty Assembly for review.
- 13.3.3.4 The Committee shall provide an annual report to the FEC and Faculty Assembly.

13.3.4 Resignation, Removal, and Vacancies of Members

See section 8.13.

Section 13.4 COM Student Promotions Committee

13.4.1 Officers

The officers of the Student Promotions Committee shall consist of a Chairperson and Vice Chairperson.

- 13.4.1.1 Chairperson: The Chairperson of the Student Promotions Committee shall be elected by the FEC.
- 13.4.1.2 Vice Chairperson: The Vice Chairperson of the Student Promotions Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.4.2 Membership

- 13.4.2.1 Six (6) members are nominated, by election and or selection, from the Faculty Assembly of the College shall be designated by the FEC.
- 13.4.2.2 The Dean and/or Director of Medical Education serve as ex officio member and without vote.
- 13.4.2.3 The Dean and/or Director of Student Affairs and Admissions serve or his/her designee as ex officio member and without vote.

13.4.3 Charge and Responsibilities

- 13.4.3.1 To evaluate the progress of each student in the program and to certify whether or not students have met the stated criteria for academic advancement.
- 13.4.3.2 To establish measures to determine which students are at-risk academically, to review the status of at-risk students with those individuals, and to recommend any interventions as early as possible of the student with faculty advisors, course directors, the Dean of Student Affairs and Admissions, and the Dean of Medical Education.
- 13.4.3.3 To review and determine any remediation plans for students who have received a grade of “Y” or “F”, including any options to repeat a course.
- 13.4.3.4 To make recommendations to the Dean of Medical Education any remediation plans that require students to repeat courses and/or withdraw from the College of Medicine for remediation.
- 13.4.3.5 To review and approve any remediation plans for the Milestone Examinations.
- 13.4.3.6 To review the progress of students who are on Academic Probation and to require specific programs of remediation for those students.
- 13.4.3.7 To review students who are on Academic Suspension and to recommend the opportunity to repeat the academic year or recommend dismissal from the Program.
- 13.4.3.8 To recommend students who are deserving of receiving M.D. degree from educational program to the Faculty Assembly for conferral.

13.4.4 Resignation, Removal, and Vacancies of Members

See section 8.13.

Section 13.5 COM Assessment and Evaluation Committee

13.5.1 Officers

The officers of the Assessment and Evaluation Committee shall consist of a Chairperson and Vice Chairperson.

- 13.5.1.1 Chairperson: The Chairperson of the Assessment and Evaluation Committee shall be elected by the FEC.
- 13.5.1.2 Vice Chairperson: The Vice Chairperson of the Assessment and Evaluation Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.5.2 Membership

- 13.5.2.1 Five (5) members are nominated, by election and or selection, from the Faculty Assembly of the College shall be designated by the FEC.
- 13.5.2.2 The Dean of Curriculum, to serve as ex officio and without vote.
- 13.5.2.3 The Dean and/or Director of Assessment, to serve as ex officio and without vote.

13.5.3 Charge and Responsibilities

- 13.5.3.1 To review and evaluate all assessments of student learning, student satisfaction, admissions data, and alumni data in the College of Medicine.
- 13.5.3.2 To review and evaluate the achievement of the Education Program Objectives (EPOs) and all educational outcomes related to student parameters to determine the effectiveness of the College of Medicine educational programs.
- 13.5.3.3 To support the Curriculum Committee on reviewing information regarding student outcomes and developing recommendations for assessment driven curricular continuous quality improvements.

- 13.5.3.4 To establish standards for assessment of students to meet academic standards set by the Curriculum Committee and the institution to ensure the ability to evaluate student success and measure learning outcomes.
- 13.5.3.5 To evaluate the methods of assessment employed in each of the courses / clerkships and to work with course / clerkships directors to improve the ability to assess the progress of each individual student.
- 13.5.3.6 To review all evaluations regarding environmental satisfaction and learning resources in the College of Medicine.

13.5.4 Resignation, Removal, and Vacancies of Members

See section 8.13.

Section 13.6 COM Awards Committee

13.6.1 Officers

The officers of the Awards Committee shall consist of a Chairperson and Vice Chairperson.

- 13.6.1.1 Chairperson: The Chairperson of the Awards Committee shall be elected by the FEC.
- 13.6.1.2 Vice Chairperson: The Vice Chairperson of the Awards Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.6.2 Membership

- 13.6.2.1 Seven (7) members are nominated, by election and or selection, from the Faculty Assembly of the College shall be designated by the FEC.
- 13.6.2.2 The Dean of Student Affairs and Admissions shall serve as ex officio member and without vote.
- 13.6.2.3 The Dean of Diversity and Inclusion shall serve as ex officio member and without vote.
- 13.6.2.4 The Dean and/or Director of Medical Education shall serve as ex officio member and without vote.
- 13.6.2.5 The Dean of Faculty Affairs shall serve as ex-officio without vote.

13.6.3 Charge and Responsibilities

- 13.6.3.1 To develop, maintain and/or approve the criteria for students' awards, recognitions and scholarships.
- 13.6.3.2 To develop, maintain and/or approve the criteria for Faculty and Staff awards and recognitions.
- 13.6.3.3 To review, evaluate and designate honorees for special awards for the graduating class.
- 13.6.3.4 To review, evaluate and designate awardees for any special College of Medicine grants or scholarships for medical students.
- 13.6.3.5 To review, evaluate and oversee the designation of awardees for Faculty and Staff awards and recognitions.

13.6.4 Resignation, Removal, and Vacancies of Members

See section 8.13.

Section 13.7 COM Rank and Promotion Committee

13.7.1 Officers

The officers of the Rank and Promotion Committee shall consist of a Chairperson and Vice Chairperson.

- 13.7.1.1 Chairperson: The Chairperson of the Rank and Promotion Committee shall be elected by the FEC.
- 13.7.1.2 Vice Chairperson: The Vice Chairperson of the Rank and Promotion Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.7.2 Membership

- 13.7.2.1 Seven (7) members are nominated by election and or selection, from the Faculty Assembly of the College shall be designated by the FEC.
- 13.7.2.2 To review faculty evaluations by students and from faculty members and to recommend to the Department Chairs accolades and/or remediation for individual faculty members.
- 13.7.2.3 To apply California Northstate University College of Medicine Rank and Promotion guidelines for assignment of faculty rank for the College of Medicine. This includes review, if requested, of proposed faculty rank for new faculty in the College of Medicine.
- 13.7.2.4 To receive, review, and recommend action on applications for promotion in rank to the Dean of the College of Medicine according to the California Northstate University College of Medicine Rank and Promotion guidelines and the Faculty Handbook.
- 13.7.2.5 To review on an annual basis the California Northstate University College of Medicine Rank and Promotion guidelines.
- 13.7.2.6 To collaborate with the College of Medicine Office of Faculty Affairs in annual review and audit of the internal processes for rank and promotion in at the College of Medicine.

13.8.3 Charge and Responsibilities

- 13.8.3.1 To review faculty evaluations by students and from faculty members and to recommend to the Department Chairs accolades and/or remediation for individual faculty members.
- 13.8.3.2 To apply California Northstate University College of Medicine Rank and Promotion guidelines for assignment of faculty rank for the College of Medicine. This includes review, if requested, of proposed faculty rank for new faculty in the College of Medicine.
- 13.8.3.3 To receive, review, and recommend action on applications for promotion in rank to the Dean of the College of Medicine according to the California Northstate University College of Medicine Rank and Promotion guidelines and the Faculty Handbook.
- 13.8.3.4 To review on an annual basis the California Northstate University College of Medicine Rank and Promotion guidelines.
- 13.8.3.5 To collaborate with the College of Medicine Office of Faculty Affairs in annual review and audit of the internal processes for rank and promotion in at the College of Medicine.

13.8.4 Resignation, Removal, and Vacancies of Members

See section 8.13.

Section 13.8 COM Research Committee

13.8.1 Officers

The officers of the Research Committee shall consist of a Chairperson and Vice Chairperson.

- 13.8.1.1 Chairperson: The Chairperson of the Research Committee shall be elected by the FEC.
- 13.8.1.2 Vice Chairperson: The Vice Chairperson of the Research Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.8.2 Membership

- 13.8.2.1 Seven (7) members are nominated, by election and or selection, from the Faculty Assembly of the College shall be designated by the FEC. Preferably, membership shall include representatives from departments of basic science, clinical science and clinical medicine to ensure diversity and comprehensive representation.
- 13.8.2.2 Course Directors of the Self-Directed Student Scholarly Project that are voting members of the Faculty Assembly shall serve as one of the seven (7) voting members of the committee (ex officio with vote).
- 13.8.2.3 The M1, M2 and M3 Student Research Committee Chairs shall serve on the Research Committee to enhance communication regarding the Self-Directed Student Scholarly Project to other students. They must be elected by the research committee after a nomination process that is open to all students. Students serving on the committee have one collective vote.
- 13.8.2.4 At least one member shall be a junior faculty member (Assistant Professor level) to provide broader representation and mentorship opportunities.
- 13.8.2.5 Dean of Research shall serve as ex officio member and without vote.
- 13.8.2.6 Grants Office Manager shall serve as ex officio member and without vote.

13.8.3 Charge and Responsibilities

- 13.8.3.1 Select COM student scholarly projects for oral or poster presentation for the CNU Research Day.
- 13.8.3.2 Serve as judges for COM student scholarly project presentations for the CNU Research Day.
- 13.8.3.3 Grade the SDSSP Proposals.
- 13.8.3.4 Review, evaluate, and rank CNUCOM Intramural Grant Proposals.
- 13.8.3.5 Recommend improvements to the Dean and other administrative personnel about the policies and procedures for research conducted at the College of Medicine.
- 13.8.3.6 Review, evaluate, and support the research activities of students and faculty.
- 13.8.3.7 Review and recommend actions regarding research misconduct.
- 13.8.3.8 Organize workshops or seminars on research ethics, grant writing, and other relevant topics.
- 13.8.3.9 Conduct an annual review of the committee's effectiveness and its impact on the research environment.

13.8.4 Resignation, Removal, and Vacancies of Members

See section 8.13.

Section 13.9 COM Diversity, Equity, and Inclusion Committee

13.9.1 Officers

The officers of the Diversity, Equity, and Inclusion Committee shall consist of a Chairperson and Vice Chairperson.

- 13.9.2.1 Chairperson: The Chairperson of the Diversity, Equity, and Inclusion Committee shall be elected by the FEC.
- 13.9.1.2 Vice Chairperson: The Vice Chairperson of the Diversity, Equity, and Inclusion Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.9.2 Membership

- 13.9.2.1 Five (5) members are nominated, by election and or selection, from the COM Faculty Assembly shall be designated by the FEC.
- 13.9.2.2 One (1) member each from the four medical school classes nominated by members of their own graduating class, elected by a vote of the Diversity, Equity, and Inclusion Committee, and endorsed by the FEC, with one collective vote, as described in Section 8.3.
- 13.9.2.3 The Dean and/or Director of Diversity and Inclusion, to serve as ex-officio without vote.
- 13.9.2.4 The Dean and/or Director of Student Affairs and Admissions to serve as ex-officio without vote.
- 13.9.2.5 The Dean of Faculty Affairs shall serve as ex-officio without vote.

13.9.3 Charge and Responsibilities

- 13.9.3.1 Define and develop scholarships to support DEI programming.
- 13.9.3.2 Oversee the historical record tracking of the distribution.
- 13.9.3.3 Establish and operationalize key priorities for the DEI recruitment and retention of students.
- 13.9.3.4 Provide strategic direction to student admissions, including but not limited to setting diversity criteria and designing education for all involved in the admissions process to minimize the effects of unconscious bias.

13.9.4 Resignation, Removal, and Vacancies of Members

See section 8.13.

Section 13.10 Student Affairs and Wellness Committee

13.10.1 Officers

The officers of the Student Affairs and Wellness Committee shall consist of a Chairperson and Vice Chairperson.

- 13.10.1.1 Chairperson: The Chairperson of the Student Affairs and Wellness Committee shall be elected by the FEC.
- 13.10.1.2 Vice Chairperson: The Vice Chairperson of the Student Affairs and Wellness Committee shall be elected by the FEC and shall act on behalf of the Chairperson in his/her absence.

13.10.2 Membership

- 13.10.2.1 Five (5) members are nominated by election and or selection from the COM Faculty Assembly shall be designated by the FEC.

- 13.10.2.2 Two (2) members each from the first and second-year medical school classes selected nominated by members of their own graduating class, elected by a vote of the Student Affairs and Wellness Committee, and endorsed by the FEC, with one collective vote, as described in Section 8.3.
- 13.10.2.3 Administrative staff member associated with wellness, to serve as *ex-officio* without vote.
- 13.10.2.4 The Dean of Diversity and Inclusion, to serve as *ex-officio* without vote.
- 13.10.2.5 The Dean and/or Director of Student Affairs and Admissions, to serve as *ex-officio* without vote.

13.10.3 Charge and Responsibilities

- 13.10.3.1 To create programs and services that address COM student, staff, and faculty needs in the areas of wellness and wellbeing.
- 13.10.3.2 To conduct an ongoing review of COM student, staff, and faculty wellness and wellbeing programs and services.
- 13.10.3.3 To recommend to the Dean of Student Affairs any improvements to the policies and procedures for the COM Office of Student Affairs.

13.10.4 Resignation, Removal, and Vacancies of Members

See section 8.13.