



BYLAWS OF THE FACULTY COUNCIL CALIFORNIA NORTHSTATE UNIVERSITY, COLLEGE OF MEDICINE

ARTICLE 1. NAME

Section 1.1 Name.

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

ARTICLE 2. PURPOSE

Section 2.1 LCME Standards Concerning Faculty Governance.

These LCME Standards are as follows:

“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.”

Section 2.2 Purpose.

The Faculty Council operates collaboratively with the Dean’s Advisory Council to provide shared governance to the College of Medicine. The Faculty Council oversees the functioning of the faculty committees, whereas budgetary matters, the Office of Medical Education, and the Office of Student Affairs and Admissions, are under the purview of the Dean’s Advisory Council. The purpose of the Faculty Council shall be to represent the interests of the entire faculty of California Northstate University, College of Medicine in regard to the matters identified in LCME Standards above and also for purposes of shared governance of the College of Medicine. In carrying out the direction of the LCME Standards, the Faculty Council may make recommendations relating to policy as appropriate to the committees responsible for admissions, curriculum development and evaluation, and student promotions, but may not supplant the decision making authority of these committees. In addition, in regard to the shared governance of the College of Medicine, the Faculty Council's role shall be to review 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 persons responsible for making decisions in areas including but not limited to:

- Faculty professional standards;
- Educational standards;
- Academic standards and student achievement;
- Approval by electronic vote students completing the necessary requirements for the MD
- General faculty recruitment, rank, and promotion guidelines;
- Faculty development and well-being;
- Academic resources and general staffing;
- Research and other scholarly activities
- Creation and policies relating to standing committees, *ad hoc* committees, task forces, and faculty search committees; and
- Long range strategic planning and development of the College.
- 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 Council, a faculty member must:

- a. Be under contract with a minimum of 20% commitment/appointment (0.2 FTE) to California Northstate University, College of Medicine; and
- b. Be on-site or off-site faculty, defined as persons with the rank of:
 1. Instructor;
 2. Assistant Professor;
 3. Associate Professor; or
 4. Professor; and
- c. 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 numbers (a) and (b)
- d. 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 Council. Non-Voting Members shall include:

- a. 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.
- b. 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
- c. Faculty members who hold their primary appointment in another college, school, or division of California Northstate University.
- d. A potential exception to these criteria may exist for faculty who are defined as non-voting members due to an FTE of less than 0.2 FTE. Both volunteer faculty and faculty possessing less than 0.2 FTE in the college may serve as a voting member on a standing committee; such faculty must be elected to the committee by the Faculty Executive Committee of the Faculty Council. Faculty with less than 0.2 FTE, as with all faculty, must demonstrate commitment and regular attendance to maintain membership on a committee.



ARTICLE 4. FACULTY COUNCIL MEETINGS

Section 4.1 Regular and Special Meetings.

The Faculty Council shall meet on a regular basis at such dates and times as determined by the Faculty Executive Committee of the Faculty Council (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 running the CNUCOM Faculty Council. The Chair of the Faculty Council communicates faculty feedback, issues of concern, and actions of the Faculty Council to the Dean's Advisory Committee.

Section 4.2 Notice of Meeting.

Written notice of each meeting of the Faculty Council 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 Council 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 Council 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 matter 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.

In order to convene a general meeting of the Faculty Council, 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 Council.

The Chair of the FEC shall preside at meetings of the Faculty Council. 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 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 Council. Any Member of the Faculty Council shall be permitted to request items for inclusion on the agenda of meetings of the Faculty Council.



Section 4.6 Action at Meeting.

Any Voting or Non-Voting Member at a meeting of the Faculty Council 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 Council 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 Council may be taken without an actual meeting of the Faculty Council, except that the FEC may act on behalf of the Faculty Council in between meetings as permitted under Article 5 below.



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

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

The FEC shall represent the Faculty Council 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 Council and its FEC, and undertake actions on behalf of the Faculty Council as directed by the Faculty Council and in between meetings of the Faculty Council. The FEC reports to the COM Faculty Council and functions in a collaborative manner with the following entities in the spirit of the shared governance: the Dean's Advisory Council, the Office of Medical Education, and the Office of Faculty Affairs.

Section 5.2 Charge and Responsibilities:

- a. Consider all matters of academic concern for the Faculty Council and the student body.
- b. Appoint members, chairperson and vice-chairperson of all the College standing committees
- c. Appoint ad hoc committees as necessary.
- d. Review and consider all proposals and policy changes approved by the standing committees of the faculty and ad hoc committees appointed by the FEC for endorsement.
- e. Bring before the Faculty Council any significant recommendations generated by the FEC, Standing Committees and by ad hoc Committees of the faculty.
- f. After receiving a recommendation for dismissal from the Student Promotions Committee, meet within 10 business days to determine whether the student should be dismissed, and notify the Office of Medical Education and the Student Promotions Committee of their decision within 5 business days of their meeting.

Section 5.3 Qualifications.

Any faculty member who is a Voting Member of the Faculty Council 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 Council. 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 Council to serve on the FEC. At least one FEC member shall be available to attend DAC meetings; a standing commitment.

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 one or two 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 shall be given to the FEC as a whole. 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 Council. Any vacancy occurring on the FEC shall be filled by the Faculty Council 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 Meeting.

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.

In order 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 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.

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. CHAIRS

Section 7.1 Designation.

The chief executive officer of the Faculty Council and the Faculty Executive Committee (FEC) shall be the Chair.

Section 7.2 Election and Selection.

The Chair shall be elected by the Faculty Council at large following a nomination process open to all voting members of the Faculty Council. At least one FEC member shall be ready to attend DAC 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 Council. Any vacancy occurring in the Chair shall be filled by election by the FEC. The newly elected Chair shall complete the unexpired term of the predecessor.

Section 7.6 Duties.

The Chair shall:

- a. Preside over meetings of the Faculty Executive Committee (FEC) and over meetings of the Faculty Council;
- b. Serve as the principal representative of the Faculty to the Administration and other bodies;
- c. Set the agenda for meetings of the Faculty Council or FEC in consultation with the other members of the FEC;
- d. Cause to be published the minutes of the FEC and of the Faculty Council;
- e. Cause Members of the Faculty Council and/or FEC to be notified of meetings of their respective bodies;
- f. Attend Dean's Advisory Committee (DAC) and Office of Medical Education (OME) meetings
- g. Appoint a Chair *pro tempore* in the event of absence from a meeting of the FEC or of the Faculty Council



ARTICLE 8. COMMITTEES

Section 8.1 Provision of Members to Standing Committees of College and University.

The Faculty Council 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:

- College of Medicine Admissions Committee;
- College of Medicine Assessment and Evaluation Committee;
- College of Medicine Awards Committee;
- College of Medicine Curriculum Committee;
- College of Medicine Diversity and Inclusion Committee
- College of Medicine Rank and Promotion Committee;
- College of Medicine Research Committee;
- College of Medicine Student Affairs and Wellness Committee; and
- College of Medicine Student Promotions Committee.

Section 8.2 Faculty Council Standing Committees, Ad Hoc Committees, and Task Forces

The Faculty Executive Committee of the Faculty Council (FEC) may establish such standing committees, *ad hoc* committees, and task forces as deemed necessary or appropriate to carry out its responsibilities to the Faculty Council as set forth herein. Each standing committee so established shall establish and maintain bylaws, which shall be approved by a majority vote of the FEC. Bylaws, policies, and activities of the committees and task forces established under this Section 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 governing body of the College of Medicine, the bylaws of the University Faculty Senate, these Bylaws, and the authority under which such committee or task force is created.

Section 8.3 Qualification.

Any Voting Member of the Faculty Council may serve as a member of a standing committee in a position designated by the FEC. Any Voting or Non-Voting Member of the Faculty Council may serve as a member of an *ad hoc* committee or task force in a position designated by the Executive Council. Both volunteer faculty and faculty possessing less than 0.2 FTE in the college may serve as a voting member on a standing committee; such faculty must be elected to the committee by the FEC. Staff members may serve as ex-officio members on faculty committees without vote. Student representatives may serve on committees that pertain to students, such as the Curriculum, Diversity and Inclusion, and 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 Terms.

Members of standing committees, *ad hoc* committees, and task forces established by the Faculty Executive Committee of the Faculty Council (FEC) may serve for a three-year term unless otherwise approved by the FEC.

Section 8.5 Quorum.



In order 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 8.6 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 8.7 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 and every member of the Standing Committee in writing either: (i) votes for such action; (ii) votes against such action; or (iii) abstains from voting. Votes or actions by proxy are not permitted.

Section 8.8 Open and Closed Standing Committee Meeting Sessions.

Ordinarily, 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 2/3 of the voting members of the committee:

- Admissions Committee
- Assessment and Evaluation Committee
- Faculty Executive Committee of the Faculty Council (FEC)
- Rank and Promotion Committee
- 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 Council. 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: (i) 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 (ii) 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 Council, 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 2/3 of the voting members of the committee.

Section 8.9 Resignation, Removal, and Vacancies.

A position on a committee or task force established by the FEC 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 vote of the other members of the Committee in accordance with the bylaws of such 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 Council. The newly elected Committee member shall complete the unexpired term of the predecessor.

Section 8.10 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 8.11 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, decision will be made by legal counsel.



ARTICLE 9. RECORDS

Section 9.1 Minutes.

The Faculty Council, Faculty Executive Committee of the Faculty Council (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 so maintained. The records described herein shall be provided to the person designated by California Northstate University, College of Medicine as the records keeper.

ARTICLE 10. FIDUCIARY MATTERS

Section 10.1 Discharge of Duties.

Each member of the FEC shall discharge his or her duties: (i) in good faith, (ii) with the due care that a reasonably prudent person in a like position would reasonably exercise under similar circumstances, and (iii) 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 Council, the Faculty Executive Committee of the Faculty Council (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 Council, FEC, or committees of the Faculty Council, 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 Council and Executive Committee 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 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 Council and its FEC is delegated by the College of Medicine of California Northstate University and the actions of the Faculty Council 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 Council by mail ballot, after allowing for the notice period set forth in Section 4.2 to announce such an election.

Section 12.2 Approval of Bylaws and Amendments.

These Bylaws must be approved by the President and Board of Trustees of California Northstate University, and all amendments hereto are subject to review by the Faculty Senate and approval by the President and Board of Trustees of California Northstate University.

ARTICLE 13. FACULTY COUNCIL STANDING COMMITTEES

Section 13.1 COM Curriculum Committee

Reporting Line:

- a. To COM Faculty Executive Committee of the Faculty Council (FEC)
- b. To Office of Medical Education via the Assistant Dean of Curriculum

Officers:

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

- a. Chairperson: The Chairperson of the Curriculum Committee shall be appointed by the FEC .
- b. Vice Chairperson: The Vice Chairperson of the Curriculum Committee shall be appointed by the FEC and shall act on behalf of the Chairperson in his/her absence.

Membership:

- a. The Committee shall consist of eight (8) members nominated, by election and or selection from the Faculty Council of the College that shall be designated by the FEC. Members are current or past course directors of required courses and faculty at the College of Medicine with demonstrated expertise in curriculum matters.
- b. The membership composition consists of at least 1 representative from each of the following departments: basic science, clinical science, and clinical medicine.
- c. 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.
- d. Faculty membership on the Curriculum Committee and its Subcommittees normally shall be for a term of 3 years.
- e. The Chair of the Curriculum Committee shall serve on the Phase A, Phase B, and Phase C Subcommittees without vote.
- f. Chairs of the Subcommittees and the members of the Subcommittees shall be nominated by the Chair of the Curriculum Committee for approval by the FEC.
- g. Chairperson of the Faculty Council to serve as *ex officio* and without vote.
- h. Assistant/Associate Dean of Curriculum, to serve as *ex officio* and without vote.
- i. Chairs of Phases A, B/C, and C subcommittees, to serve as *ex officio* and without vote.
- j. Assistant/Associate Dean of Medical Education, to serve as *ex officio* and without vote.
- k. Director of Information Technology, to serve as *ex officio* and without vote.



Charge and Responsibilities:

- a. Establish the academic standards for students in the College of Medicine.
- b. To oversee the curriculum to ensure the mission of the College of Medicine and University is achieved.
- c. To oversee and evaluate course syllabi, course content, identify areas of redundancy and deficiency, and to work with course directors to correct issues where appropriate
- d. To review and evaluate, prior to approving or rejecting requests for changes (additions, deletions, substantive changes in courses or rotations) to the curriculum of the College of Medicine.
- e. To review information regarding student outcomes and approve or reject recommendations for curricular improvement from the Assessment and Evaluation Committee.
- f. To oversee the academic and learning environment, curriculum design and management, and curriculum evaluation.
- g. To forward propositions for major changes (i.e. change in the year a required course occurs, addition of a new course) in the curriculum or course to the FEC .
- h. To report to the FEC any unresolved problems in curricular instruction.
- i. To consult with the Admissions Committee on the academic prerequisites for admission, and to recommend any changes to the FEC.
- j. 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
- k. To provide oversight for Phase B/C, which is an advisory subcommittee responsible for the evaluation of the M3 clinical clerkship and M4 electives and sub-internships.
- l. To provide an annual report of the Curriculum Committee to the FEC

Resignation, Removal, and Vacancies of Members.

Please see Section 8.9

Section 13.2 COM Admissions Committee

Reporting Line:

- a. To COM Faculty Executive Committee of the Faculty Council (FEC)
- b. To Assistant/Associate Dean of Student Affairs and Admissions

Officers:

The officers of the admissions committee shall consist of a Chairperson and Vice Chairperson.

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

Membership:

- a. Seven (7) members are nominated, by election, and or selection from the Faculty Council of the College shall be designated by the FEC .
- b. Up to three (3) additional volunteer faculty (for a total of up to ten (10) voting members), or faculty possessing less than 0.2 FTE, elected by the FEC as voting members of the Admissions Committee.
- c. All appointments to the Admissions Committee shall be made by the FEC .
- d. Members shall serve for a term of 3 years, with an option of reappointment by the FEC
- e. The Assistant/Associate Dean of Student Affairs and Admissions and the Assistant Dean of Diversity, Equity, and Inclusion shall serve as *ex officio* member and without vote.

Charge and Responsibilities:



- a. The committee shall evaluate and select students for admission in accordance with College of Medicine and University regulations and accreditation standards.
- b. Criteria for selection of students are formulated by the committee in consultation with the associate dean for admissions.
- c. The committee establishes policies and criteria for admissions that are forwarded to the Faculty Council for action.
- d. The Committee shall provide an annual report to the Faculty Council.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.9

Section 13.3 COM Student Promotions Committee

Reporting Line:

- a. To COM Faculty Executive Committee of the Faculty Council (FEC)
- b. To Associate Dean of Medical Education

Officers:

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

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

Membership:

- a. Six (6) members are nominated, by election and or selection, from the Faculty Council of the College shall be designated by the FEC .
- b. Assistant/Associate Dean of Medical Education serve as *ex officio* member and without vote.
- c. Assistant/Associate Dean of Student Affairs and Admissions serve or his/her designee as *ex officio* member and without vote.

Charge and Responsibilities:

- a. 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.
- b. 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 Associate Dean of Student Affairs and Admissions, and the Associate Dean of Medical Education.
- c. 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 or alternatives to meeting the requirements of a course.
- d. To make recommendations to the Associate Dean of Medical Education any remediation plans that require students to repeat courses and/or withdraw from the College of Medicine for remediation.
- e. To review and approve any remediation plans for the Milestone Examinations and to issue and review Academic Alerts.
- f. To review the progress of students who are on Academic Probation and to require specific programs of remediation for those students.
- g. To review students who are on Academic Suspension and to recommend the opportunity to repeat the academic year or recommend dismissal from the Program.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.9



Section 13.4 COM Assessment and Evaluation Committee

Reporting Line:

- a. To Faculty Executive Committee of the Faculty Council (FEC)
- b. To Associate Dean of Medical Education.

Officers:

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

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

Membership:

- a. Five (5) members are nominated, by election and or selection, from the Faculty Council of the College shall be designated by the FEC.
- b. Assistant Dean of Curriculum, to serve as *ex officio* and without vote.
- c. Director of Assessment, to serve as *ex officio* and without vote.

Charge and Responsibilities:

- a. To review all assessments of student learning, student satisfaction, admissions data, and alumni data in the College of Medicine. The Committee reviews the range of educational outcomes related to student parameters to determine the effectiveness of the College of Medicine educational programs.
- b. 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.
- c. To evaluate the methods of assessment employed in each of the courses and to work with course directors to improve the ability to assess the progress of each individual student.
- d. To review all evaluations regarding environmental satisfaction and learning resources in the College of Medicine.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.9



Section 13.5 COM Awards Committee

Reporting Line:

- a. To COM Faculty Executive Committee of The Faculty Council (FEC)

Officers:

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

- a. Chairperson: The Chairperson of the Awards Committee shall be appointed by the Faculty Council.
- b. Vice Chairperson: The Vice Chairperson of the Awards Committee shall be appointed by the FEC and shall act on behalf of the Chairperson in his/her absence.

Membership:

- a. Five (5) members are nominated, by election and or selection, from the Faculty Council of the College shall be designated by the FEC .
- b. Associate Dean of Student Affairs and Admissions serve as *ex officio* member and without vote.

Charge and Responsibilities:

- a. To review and designate honorees for special awards for the graduating class.
- b. To review and recommend awardees any special College of Medicine grants or scholarships for medical students to the Associate Dean of Student Affairs and Admissions.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.9

Section 13.6 COM Rank and Promotion Committee

Reporting Line:

- a. To COM Faculty Executive Committee of The Faculty Council (FEC)
- b. To Office of Medical Education

Officers:

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

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

Membership:

- a. Seven (7) members are nominated, by election and or selection, from the Faculty Council of the College shall be designated by the FEC. The rank of the members shall be Associate Professor and above with vote. Faculty with rank of Associate Professor must abstain when a rank of Professor is being considered, yet may vote when rankings of Associate or Assistant Professor are being considered. Assistant Professor may serve on the committee but without vote.

Charge and Responsibilities:

- a. To review faculty evaluations by students and from the 360° Evaluation Review of faculty members and to recommend to the Department Chairs accolades and/or remediation for individual faculty members.
- b. To apply California Northstate University 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
- c. 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 Rank and Promotion



- guidelines and the Faculty Handbook.
- d. To review on an annual basis the California Northstate University Rank and Promotion guidelines and make recommendations for changes to the California Northstate University Rank and Promotions Committee.
 - e. To review and audit the internal processes for rank and promotion in the College of Medicine and report annually to the Associate Dean of Faculty Affairs.
 - i. Medicine and report annually to the Associate Dean of Faculty Affairs.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.9

Section 13.7 COM Research Committee

Reporting Line:

- a. To COM Faculty Executive Committee of The Faculty Council (FEC)
- b. To Office of Medical Education

Officers:

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

- a. Chairperson: The Chairperson of the Research Committee shall be appointed by the FEC.
- b. Vice Chairperson: The Vice Chairperson of the Research Committee shall be appointed by the FEC and shall act on behalf of the Chairperson in his/her absence.

Membership:

- a. Seven (7) members are nominated, by election and or selection, from the Faculty Council of the College shall be designated by the FEC .
- b. Course Directors of the Self-Directed Student Scholarly Project that are voting members of the Faculty Council shall serve as one of the seven (7) voting members of the committee (*ex officio* with vote).
- c. The M1 and M3 class presidents (4 total) shall serve on the Research Committee to enhance communication regarding the Self-Directed Student Scholarly Project to other students.
- d. Assistant/Associate Dean of Research shall serve as *ex officio* member and without vote.
- e. Grants Office Manager shall serve as *ex officio* member and without vote.

Charge and Responsibilities:

- a. To conduct an ongoing review of research policies and procedures including laboratory space utilization and functions.
- b. To review, evaluate and approve scholarly research activities of all faculty.
- c. To review, evaluate and approve student scholarly projects regarding suitability (including review and reports from IRB or IACUC committees as required).
- d. To select student scholarly projects for oral or poster presentation.
- e. To serve as a judge for student scholarly project presentations.
- f. To grade final student scholarly projects in a timely manner.
- g. To review, evaluate and rank mini-grant proposals.
- h. To recommend to the Dean and other administration improvements to the policies and procedures for research conducted at the College of Medicine.
- i. To review, evaluate, approve and register in an ongoing database any new research activity by
- j. students or faculty.
- k. To review and recommend actions regarding research misconduct.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.9



Section 13.8 COM Diversity and Inclusion Committee

Reporting Line:

- a. To COM Faculty Executive Committee of the Faculty Council (FEC)
- b. The Office of Medical Education

Officers:

The officers of the Diversity and Inclusion committee shall consist of a Chairperson and Vice Chairperson.

- a. Chairperson: The Chairperson of the Diversity and Inclusion Committee shall be appointed by the FEC.
- b. Vice Chairperson: The Vice Chairperson of the Diversity and Inclusion Committee shall be appointed by the FEC and shall act on behalf of the Chairperson in his/her absence.

Membership:

- a. Five (5) members are nominated, by election and or selection, from the COM Faculty Council shall be designated by the FEC.
- b. 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 and Inclusion Committee, and endorsed by the FEC, with one collective vote, as described in Section 8.3.
- c. Director of Student Diversity and Inclusion Pipeline Programming, to serve as ex-officio, without vote.
- d. Assistant/Associate Dean of Diversity and Inclusion, to serve as *ex-officio* without vote.
- e. Assistant/Associate of Student Affairs and Admissions to serve as *ex-officio* without vote.

Charge and Responsibilities:

- a. Diversity enhances the educational environment and enriches the experience of the students, faculty, staff, and administrators.
- b. CNU aims to create a culture in which everyone feels valued and included. This culture of inclusion fully appreciates differences in perspective, not only in composition, but of thought, expression, desires, and goals.
- c. CNU values all dimensions of diversity among students, faculty, staff and administrators, including but not limited to age, race/ethnicity, gender, gender identity, gender expression, sexual orientation, physical ability, geographic locations, and socioeconomic up-bringing.
- d. CNU aims to increase the numbers of “racial and ethnic populations that are underrepresented in the healthcare professions” among CNU students, faculty, staff and administrators. Diversity goals include:
 - i. Recruiting and retaining diverse student body, faculty, staff and administrators;
 - ii. Creating and evaluating diversity initiatives;
 - iii. Developing educational and training sessions for students, faculty, staff and administrators to ensure cultural competency;
 - iv. Engaging the community through programs to increase diversity in the health care profession.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.9



Section 13.9 Student Affairs and Wellness Committee

Reporting Line:

- a. To COM Faculty Executive Committee of the Faculty Council (FEC)
- b. Assistant Dean of Student Affairs

Officers:

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

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

Membership:

- a. Five (5) members are nominated by election and or selection, from the COM Faculty Council shall be designated by the FEC.
- b. 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.
- c. Administrative staff member associated with wellness, to serve as *ex-officio* without vote.
- d. Assistant/Associate Dean of Diversity and Inclusion, to serve as *ex-officio* without vote.
- e. Assistant/Associate of Student Affairs and Admissions, to serve as *ex-officio* without vote.
- f. Representative from Counseling Office, to serve as *ex-officio* without vote.

Charge and Responsibilities:

- a. To create programs and services that address COM student needs in the areas of wellness and wellbeing.
- b. To conduct an ongoing review of COM student wellness and wellbeing programs and services.
- c. To recommend to the Assistant Dean of Student Affairs any improvements to the policies and procedures for the COM Office of Student Affairs.



Approved by the Faculty Council at large	3/25/2019
Approved by Faculty Executive Committee	3/27/2019
Approved by President's Executive Committee (PEC)	4/1/2019
Approved by the Faculty Council	7/14/2023