

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 to the general faculty at large). 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 education program should ensure that there are mechanisms in place for direct faculty involvement in decisions related to the program.

Important areas in which direct faculty involvement is expected include admissions, curriculum development and evaluation, student promotions and faculty promotion and retention. 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 volunteer faculty in faculty governance, especially in defining educational goals and objectives.

Section 2.2 Purpose.

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 standards;
- Educational standards;
- Academic standards and student achievement;
- General faculty recruitment, rank and promotion, and retention;
- 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.

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, school, 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.

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 Executive Committee of the Faculty Council. Special meetings may be called by the Chair of the Executive Committee of the Faculty Council or by majority action of the Executive Committee of the Faculty Council (See Article 5). Executive Committee shall be in charge of running the council (just like CNU Faculty Senate).

Faculty Council is to provide their opinions to the Dean Advisory Committee (in the mission areas of teaching, scholarly activities, clinical and service)

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.

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 Executive Committee of the Faculty Council 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 Executive Committee from among the members of the Executive Committee 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 Executive Committee.

Section 4.5 Agenda.

The Chair of the Executive Committee of the Faculty Council, in consultation with the other members of the Executive Committee, 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 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 Executive Committee. 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 Executive Committee of the Faculty Council may act on behalf of the Faculty Council in between meetings as permitted under Article 5 below.

ARTICLE 5. EXECUTIVE COMMITTEE

Section 5.1 Function of the Executive Committee of The Faculty Council.

The Executive Committee of the Faculty Council 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 Executive Committee, and undertake actions on behalf of the Faculty Council as directed by the Faculty Council and in between meetings of the Faculty Council.

Section 5.2 Qualifications.

Any faculty member who is a Voting Member of the Faculty Council may be considered qualified to serve as a member of the Executive Committee.

Section 5.3 Number.

There shall be Seven (7) members in the Executive Committee of the Faculty Council.

Section 5.4 Nomination, Election, and Selection.

Members of the Executive Committee shall be elected by the Faculty Council and their nomination relayed to the Dean for formal appointment. Seven members, including the Chair, shall be elected and appointed with staggered for 1, 2, 3 years. Two members of the faculty, each from the department of Basic Sciences, Clinical Sciences and Clinical Medicine are nominated, by election and or selection to serve on Faculty Council of the Executive Committee. At least one Executive Committee member shall be available to attend DAC meetings; a standing commitment.

Section 5.5 Term.

The term of office for a member of the Executive Committee is three one (1) year consecutive terms. A member of the Executive Committee shall hold office until the member's successor is elected, or until the member's resignation, removal, incapacity, disability, or death.

Section 5.6 Staggered Terms.

The terms of the members of the Executive Committee 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 Executive Committee shall modify the initial terms of three (3) members, by agreement, to accomplish the staggering of terms required by this Section.

Section 5.7 Term Limits.

An existing member of the Executive Committee may serve for no more than two (2) additional consecutive terms. A member elected to complete the term of a member who resigned, was removed, became incapacitated, became 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 5.8 Resignation, Removal, and Vacancies.

A position on the Executive Committee 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 Executive Committee, except the Chair's resignation shall be given to the Executive Committee as a whole. Members of the Executive Committee may be removed by unanimous vote of the other members of the Executive Committee or by two-thirds (2/3) majority of a quorum of a meeting of the Faculty Council. Any vacancy occurring on the Executive Committee 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. EXECUTIVE COMMITTEE MEETINGS

Section 6.1 Regular and Special Meetings.

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

Section 6.2 Notice of Meeting.

Written notice of each meeting of the Executive Committee 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 Executive Committee 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. If notice for a regular meeting is mailed, such notice shall be received two days before the meeting.

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

In order to convene a general meeting of the Executive Committee, a quorum of the presence of at least 3 faculty (2/3) of all members of the Executive Committee is required. Any one or more members of a Executive Committee 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 6.4 Leadership of Meetings of the Executive Committee.

The Chair of the Executive Committee shall preside at meetings of the Executive Committee. In the event that the Chair is absent from a meeting, a Chair *pro tempore* appointed by the Chair of the Executive Committee from among the members of the Executive Committee 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 Executive Committee.

Section 6.5 Agenda.

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

Section 6.6 Action at or Without Meeting.

Any action required or permitted to be taken at a meeting of the Executive Committee may be taken without a meeting if each and every member of the Executive 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 6.7 Open and Closed Executive Committee Meeting Sessions.

Ordinarily, all meetings of the Executive Committee shall be open to Voting and Non-Voting Members of the Faculty Council. However, in the event the Chair of the Executive Committee, with the consent of a majority of the Executive Committee members in attendance, deems it appropriate: (i) to exclude non-members of the Executive 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.

ARTICLE 7. CHAIR

Section 7.1 Designation.

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

Section 7.2 Election and Selection.

The Chair shall be elected by the Faculty Council at large. Six (6) members of the Executive Committee shall have staggered terms (2, 3 years). At least one Executive Committee member shall be ready to attend DAC meeting in the absence of the Chair; a standing commitment.

Section 7.3 Term.

The term of office for the Chair is one (1) year or three (1) consecutive terms. 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 three (1) consecutive terms. A member elected to complete the term of a member who resigned, was removed, became incapacitated, became 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 Executive Committee as a whole. The Chair of the Executive Committee may be removed by unanimous vote of the other members of the Executive Committee 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 Executive Committee. 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 Executive Committee 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 Executive Committee in consultation with the other members of the Executive Committee;
- d. Cause to be published the minutes of the Executive Committee and of the Faculty Council;
- e. Cause Members of the Faculty Council and/or Executive Committee to be notified of meetings of their respective bodies;
- f. Appoint a Chair *pro tempore* in the event of absence from a meeting of the Executive Committee 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 Rank, Promotion, and Retention Committee;
- College of Medicine Research Committee; and
- College of Medicine Student Promotions Committee.

- College of Medicine Diversity and Inclusion Committee

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

The Executive Committee of the Faculty Council 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 Executive Committee of the Faculty Council. 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 Executive Committee. 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.

Section 8.4 Terms.

Members of standing committees, *ad hoc* committees, and task forces established by the Executive Committee of the Faculty Council may serve for three consecutive one (1) year terms unless otherwise approved by the Executive Committee of Faculty Council.

Section 8.5 Quorum.

In order to convene a meeting of any Standing Committee, a quorum of the presence of a majority of all 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 Standing Committee shall 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.

Section 8.9 Resignation, Removal, and Vacancies.

A position on a committee or task force established by the Executive Committee of the Faculty Council 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 Executive Committee 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 Executive Committee. 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 committee or task force established by the Executive Committee 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 Executive Committee 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 Executive Committee of the Faculty Council.

ARTICLE 9. RECORDS

Section 9.1 Minutes.

The Faculty Council, Executive Committee, and committees and task forces established by the Executive Committee 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 Executive Committee 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 Executive Committee of the Faculty Council, and any committees and task forces established by the Executive Committee of the Faculty Council 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 Executive Committee may supersede Robert's Rules of Order for such committee or task force if approved by a majority vote of the Executive Committee.

Section 11.2 Saving Clause.

Failure of literal or complete compliance with any provision of these Bylaws in respect of dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the members of the Executive Committee does not cause substantial injury to the rights of the members of the Faculty Council, shall not invalidate the actions or proceedings of the Faculty Council, Executive Committee, or committees or task forces established by the Executive Committee at any meeting.

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 Executive Committee is delegated by the College of Medicine of California Northstate University and the actions of the Faculty Council and its Executive Committee 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 Executive Committee of The Faculty Council

Reporting Line:

- a. To Dean Advisory Council

Officers:

The officers of the Faculty Council serving on the College Executive Committee shall consist of a Chairperson.

- a. Chairperson: The Faculty Council shall elect from its membership a Chairperson. Chairperson of the faculty shall serve as an *ex officio* member of the Curriculum Committee

Membership:

The College Executive Committee of the Faculty shall consist of the following members:

- a. Six faculty plus the Chairperson who hold the rank of Assistant Professor or above, but do not hold an appointment as dean.
- b. Two each by the faculty from the Basic Sciences, Clinical Sciences and the Clinical Medicine Department.
- c. One member from each group shall be elected each year for a 1-year term of office. No individual shall serve more than 3 consecutive terms.
- d. The Dean of the College of Medicine shall serve as *ex officio* member without vote and may delegate his/her proxy to attend in his/her absence.
- e. The immediate past Chairperson of the Faculty and shall serve as *ex officio* member.

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 questions voted on by the Standing Committees of the faculty and ad hoc Committees appointed by the College Executive Committee, and to submit the approved questions to the Dean of the College of Medicine or his/her proxy.
- e. Bring before the Faculty Council any recommendations generated by the College Executive Committee, 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 or not the student should be dismissed, and notify the Dean and the Student Promotions Committee of their decision within 5 business days of their meeting.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.5

Section 13.2 COM Curriculum Committee

Reporting Line:

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

Officers:

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

- a. Chairperson: The Chairperson of the Curriculum Committee shall be appointed by the Faculty Council in consultation with the Dean of the College of Medicine.
- b. Vice Chairperson: The Vice Chairperson of the Curriculum Committee shall be appointed by the Faculty Council and shall act on behalf of the Chairperson in his/her absence.

Membership:

- a. The Committee consist of eight (8) members nominated, by election and or selection from the Faculty Council of the College that shall be designated by the Executive Committee in consultation with the Chairperson of the Curriculum Committee and the Dean of the College. 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 2 representatives of basic science department, at least 2 representatives of the clinical science department, and at least 2 representatives of clinical medicine department. There shall be 1 non-voting member as a representative each from Phase A, Phase B, and Phase C
- c. One medical student representative and one alternate from each class, selected by the respective class and appointed by the College Executive Committee, to serve with one total vote.
- 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 and Phase B and 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 Executive Committee of the Faculty Council.
- g. Chairperson of the Faculty Council to serve as *ex officio* and without vote.
- h. Assistant Dean of Curriculum, to serve as *ex officio* and without vote.

Charge and Responsibilities:

- a. To 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 recommend criteria for the evaluation and promotion of students.
- h. 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 College Executive Committee and Faculty Council for review and vote

- i. To report to the College Executive Committee any unresolved problems in curricular instruction.
- j. To consult with the Admissions Committee on the academic prerequisites for admission, and to recommend any changes to the Faculty Executive Committee.
- k. To provide oversight for Phase A Subcommittee that is an advisory subcommittee responsible for in-depth evaluation of required courses for M1 and M2 years
- l. To provide oversight for Phase B+C that is an advisory subcommittee responsible for the evaluation of the M3 clinical clerkship and M4 electives and sub-internships.
- m. To provide an annual report of the Curriculum Committee to the College Executive Committee

Resignation, Removal, and Vacancies of Members.

Please see Section 8.5

Section 13.3 COM Admissions Committee

Reporting Line:

- a. To COM Executive Committee of the Faculty Council
- b. To Associate Dean of Admissions, Student Affairs, and Outreach

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 College Executive Committee in consultation with the Dean of the College.
- b. Vice Chairperson: The Vice Chairperson of the Admission Committee shall be appointed by the College Executive Committee in consultation with the Dean of the College 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 Executive Committee in consultation with the Chairperson of the Admissions Committee and the Dean of the College.
- b. Two (2) members from M1 and M2 class of medical school student body, selected by the Associate Dean of Student Affairs and Admissions. M1 and M2 student representatives shall have 1 vote per class.
- c. All appointments to the Admissions Committee shall be made by the College Executive Committee, in consultation with the Dean of and the College.
- d. Members shall serve for a term of 3 years, with an option of reappointment by the College Executive Committee
- e. One member of the Executive Committee 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 8.5

Section 13.4 COM Student Promotion Committee

Reporting Line:

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

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 College Executive Committee in consultation with the Dean of the College
- b. Vice Chairperson: The Vice Chairperson of the Admission Committee shall be appointed by the College Executive Committee in consultation with the Dean of the College 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 Executive Committee in consultation with the Dean of the College.
- b. Associate Dean of Medical Education serve as *ex officio* member and without vote.
- c. 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.
- h. To review, recommend, and approve a list of students who have satisfactorily completed the requirements for the degree of Doctor of Medicine.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.5

Section 13.5 COM Assessment and Evaluation Committee

Reporting Line:

- a. To Executive Committee
- b. To Associate Dean of Medical Education.

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 Faculty Council in consultation with the Dean of CNUCOM
- b. Vice Chairperson: The Vice Chairperson of the Admission Committee shall be appointed by the Faculty Council in consultation with the Dean of CNUCOM 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 Executive Committee in consultation with the Dean of the College.
- b. Assistant Dean of Curriculum, 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 8.5

Section 13.6 COM Awards Committee

Reporting Line:

- a. To COM Executive Committee of The Faculty Council

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 Faculty Council in consultation with the Dean of the College.
- b. Vice Chairperson: The Vice Chairperson of the Admission Committee shall be appointed by the College Executive Committee in consultation with the Dean of the College and shall act on behalf of the Chairperson in his/her absence.

Membership:

- a. Five (5) members members are nominated, by election and or selection, from the Faculty Council

- of the College shall be designated by the Executive Committee in consultation with the Dean of the College.
- b. One (1) member each from the four medical school classes selected by the Associate Dean of Student Affairs and Admissions without vote.
 - c. 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 annual student awards.
- b. To review and designate honorees for special awards for the graduating class.
- c. 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.
- d. To plan the appropriate Awards Ceremonies with the staff of the Office of Student Affairs.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.5

Section 13.7 COM Rank, Promotion, and Retention Committee

Reporting Line:

- a. To COM Executive Committee of The Faculty Council
- b. To Senior Associate Dean of Clinical Medicine

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 College Executive Committee in consultation with the Dean of the College
- b. Vice Chairperson: The Vice Chairperson of the Admission Committee shall be appointed by the College Executive Committee in consultation with the Dean of the College 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 Executive Committee in consultation with the Dean of the College. The rank of the members shall be Associate Professor and above with vote. 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 and recommend action regarding retention of faculty in the College of Medicine to the Associate Dean of Faculty Affairs.
- e. To review and recommend programs for enhancement of faculty and staff professional skills appropriate to the College of Medicine, including professional development courses, skills

- development, and continuing education to the Associate Dean of Faculty Affairs.
- f. 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.
 - g. To review and audit the internal processes for rank, promotion, and retention in the College of Medicine and report annually to the Associate Dean of Faculty Affairs.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.5

Section 13.7 COM Research Committee

Reporting Line:

- a. To COM Executive Committee of The Faculty Council
- b. To Office of Medical Education via the Assistant Dean of Research

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 College Executive Committee in consultation with the Dean of the College
- b. Vice Chairperson: The Vice Chairperson of the Admission Committee shall be appointed by the College Executive Committee in consultation with the Dean of the College 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 Executive Committee in consultation with the Dean of the College.
- b. Two (2) members from current medical school classes selected by the Associate Dean of Student Affairs and Admissions without vote.
- c. Assistant Dean of Research with one (1) vote.
- d. Research Project Coordinator serve as *ex officio* member and without vote.
- e. Grants Office Manager 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 review, evaluate and rank mini-grant proposals.
- f. To recommend to the Dean and other administration improvements to the policies and procedures for research conducted at the College of Medicine.
- g. To review, evaluate, approve and register in an ongoing database any new research activity by students or faculty.
- h. To review and recommend actions regarding research misconduct.

Resignation, Removal, and Vacancies of Members.

Please see Section 8.5

Section 13.9 COM Diversity and Inclusion Committee

Reporting Line:

- a. To COM Executive Committee of the Faculty Council
- b. To Associate Dean of Admissions, Student Affairs and Outreach

Officers:

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

- a. Chairperson: The Chairperson of the Diversity and Inclusion Committee shall be appointed by the College Executive Committee in consultation with the Dean of the College
- b. Vice Chairperson: The Vice Chairperson of the Diversity and Inclusion Committee shall be appointed by the College Executive Committee of The Faculty Council in consultation with the Dean of the College 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 Executive Committee in consultation with the Dean of the College.
- b. One (1) member each from the four medical school classes selected by the Associate Dean of Student Affairs and Admissions with a total of 1 vote.
- c. Two (2) members of the administrative staff.
- d. Associate Dean of Admissions, Student Affairs and Outreach serve as *ex officio* member and without vote.
- e. Assistant Dean of Student Affairs serve as *ex officio* member and 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 8.5

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