

BYLAWS OF THE FACULTY  
OHIO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE

PREAMBLE

The major vehicles for faculty participation in university governance are the Ohio University Faculty Senate and the University Standing Committees. The Ohio University Faculty Handbook sets forth the rights and responsibilities of the faculty and the administration in those areas of traditional concern to the faculty. The Faculty of the Ohio University College of Osteopathic Medicine (COM) endorses this governance system and supports the principles set forth in the Faculty Handbook. In addition, in order to effectively carry out its responsibilities, the COM Faculty has established the following bylaws.

These bylaws, and any amendments thereto, are subject to adoption by the COM Faculty and approval of the Dean of the College of Osteopathic Medicine.

ARTICLE I  
NAME AND FACULTY RESPONSIBILITIES

SECTION 1. NAME

This body shall be called the Faculty of the Ohio University College of Osteopathic Medicine; this body shall hereinafter be referred to as the COM Faculty.

SECTION 2. FACULTY RESPONSIBILITIES

In carrying out its obligations to the students, the University, and the people of the State of Ohio, the responsibilities of the COM Faculty are grouped into four categories.

- A. It is the responsibility of the individual faculty members to:
1. design and deliver the instructional programs of the COM;
  2. engage in and serve as a mentor for research and other scholarly endeavors;
  3. undertake administrative duties as assigned;
  4. actively engage in service for the University, the community, and professional organizations.
- B. It is the responsibility of the COM Faculty, through the committee system, to:

1. participate in the decision-making process on policies bearing on academic quality, including curriculum and scholarship activities in the COM;
  2. establish standards for and participate in the selection the admission of students for admission into the COM;
  3. establish, implement, and monitor a process of faculty evaluation for promotion and tenure within the COM;
  4. establish standards and mechanisms for student progression, and approve candidates from the COM for certification of graduation (by the Board of Trustees of Ohio University).
- C. It is the responsibility of the COM Faculty to:
1. participate in the exchange of ideas with the administration relating to the affairs of the COM;
  2. be informed of the actions of COM committees and be informed of general COM activities;
  3. review the actions of COM committees in a general faculty forum upon petition of 20% of the voting membership of the COM Faculty;
  4. make recommendations to the administration in matters of faculty concern;
  5. act on all proposed amendments to these bylaws.
- D. It is the responsibility of the COM Faculty, through the departmental structure, to establish criteria and make recommendations for faculty appointment, retention, merit, promotion and/or tenure.

## ARTICLE II MEMBERSHIP AND OFFICERS

### SECTION 1. FULL (voting) MEMBERSHIP

- A. Faculty with Group I and Group II rank within the College of Osteopathic Medicine departments shall hold a full membership in the COM Faculty.
- B. Designation of “clinical” or “non-clinical” faculty status will be determined by the faculty member in consultation with his/her respective department chair.

## SECTION 2. ASSOCIATE (non-voting) MEMBERSHIP

- A. All persons with faculty rank in the COM who do not qualify for full membership.<sup>1</sup>
- B. Non-faculty individuals recommended for associate membership by the Membership and Nominating Committee<sup>2</sup> on the basis of the individual's contribution to the academic programs of the COM.

## SECTION 3. OFFICERS

- A. There shall be four (4) officers of the COM Faculty -- a Chair, a First Vice-Chair, a Second Vice-Chair, and a Secretary.
  - 1. The responsibilities of the Chair are:
    - a. To announce the time and place of meetings in accordance with Article IV;
    - b. To set the agenda of the meetings in accordance with Article IV and in consultation with the Dean;
    - c. To chair the meetings in accordance with Article IV.
  - 2. The responsibility of the First Vice-Chair is to act in place of the Chair in the Chair's absence.
  - 3. The responsibility of the Second Vice-Chair is to act in place of the Chair in case of absence of both the Chair and the First Vice-Chair.
  - 4. The responsibilities of the Secretary are:
    - a. to record all minutes of the meetings of the COM Faculty;
    - b. to distribute minutes to individual members of the COM Faculty;
    - c. to place a copy of all minutes on file in the Dean's Office.
  - 5. All four of the officers shall serve on the Executive Committee.

---

<sup>1</sup> This includes all volunteer faculty.

<sup>2</sup> The composition of this committee to be is specified in the Article on Committees.

B. Make-Up of Officers

The four (4) faculty officers shall be representative of the COM Faculty.

C. Election of Officers

Of the two members of the Executive Committee elected during the Spring faculty election, the one with the most votes will be First Vice-Chair during the first year of their term and Chair the following year, and the one with the second most votes will be Second Vice-Chair the first year of their term and Secretary the following year.

ARTICLE III  
COMMITTEES OF THE FACULTY

SECTION 1. GENERAL

Since the committee system provided in these bylaws is the primary means through which the COM Faculty are involved in the College governance process, all committees shall be representative of the COM Faculty.

A. Appointment and Filling of Vacancies

1. All faculty and administrative appointments to the committees of the College shall be made by the Dean, except where election is specified. Vacancies which occur shall be filled by the same mechanism employed in the initial selection. A member so selected shall serve for the remainder of the vacated term. The Dean is, ex-officio, a member of all committees.
2. The COM student body, through their organization, shall nominate student members who are then appointed to the recommended committee by the Dean.

B. Terms of Membership

1. Faculty appointments shall be for a period of two years, unless noted otherwise, with staggered terms of appointment. Faculty shall not serve more than two consecutive terms on one committee.
2. No member of the faculty may serve concurrently on more than two standing committees.
3. Appointment or election to all committees shall be made in the spring quarter (by June 1) to terms beginning July 1.

- C. A quorum of each of the standing committees of the College shall consist of a majority of its voting members.
- D. The Chair of each standing committee shall provide reports of recommendations, ongoing deliberations and other relevant activities to the COM Faculty at general meetings.
- E. Notice of meeting and agenda shall be distributed to COM Faculty prior to each committee meeting. Minutes of each committee meeting shall be distributed to COM Faculty in a timely manner.
- F. Other than the Committee on Student Progress, all committee meetings are open to all COM Faculty, unless otherwise specified or access of information breaches confidentiality.
- G. Other committees may be established by the Dean of the COM or by the COM Faculty. The establishment by the COM Faculty of new standing committees, but not ad hoc committees, requires amendment of these bylaws.
- H. Each committee shall be responsible for keeping minutes of all its meetings. Copies of these minutes, as approved by a majority vote of the committee, shall be distributed to all COM Faculty, shall be maintained by the committee chair, and shall be placed on file in the Office of the Dean.
- I. The Dean annually shall designate a member of each standing committee as chairperson.

## SECTION 2. EXECUTIVE COMMITTEE

- A. The voting membership of the Executive Committee shall be composed of:
  - 1. those associate and assistant deans and other unit heads designaed by the Dean;
  - 2. the chairperson of each COM department;
  - 3. the four officers of the faculty, as elected by the voting membership of the COM;
  - 4. ex-officio non-voting members include one representative of Administrative Senate and one representative of Classified Senate.
- B. Responsibilities of the Executive Committee shall be:
  - 1. act in an advisory capacity to the Dean of COM on all matters;

2. act as a standing committee on all matters not specifically delegated to other standing committees;
3. recommend to the Dean the calling of special meetings of the faculty as deemed advisable;
4. recommend to the Dean the names of individuals to be appointed to serve on all College standing committees;
5. meet at least once each quarter, with additional meetings scheduled on an "as needed" basis.

### SECTION 3. CURRICULUM ADVISORY COMMITTEE (CAC)

- A. The voting membership of the Curriculum Advisory Committee shall be composed of eight (8) faculty members -- membership shall be determined as follows:  
  
three (3) non-clinical faculty shall be elected by the non-clinical faculty and one (1) appointed by the Dean; three (3) clinical faculty shall be elected by the clinical faculty and one (1) shall be appointed by the Dean.
- B. The non-voting membership of the Curriculum Advisory Committee shall be composed of:
  1. four (4) COM students, one from Year I and one from Year II of each curriculum.
  2. four (4) administrators -- Associate Dean for Predoctoral Education, Assistant Dean for Predoctoral Education, and the Directors of the CPC and PCC.
- C. Responsibilities
  1. The CAC shall develop, review and evaluate policies directly pertinent to the curricula of COM including, but not limited to, program objectives, content, process, curricular development, and student and program evaluation.
  2. The CAC shall review all course syllabi for approval."

### SECTION 4. MEMBERSHIP AND NOMINATING COMMITTEE

- A. The voting membership of the Membership and Nominating Committee shall be composed of: five (5) faculty members two (2) non-clinical faculty shall be elected by the non-clinical faculty; two (2) clinical faculty shall be elected by clinical faculty; and one faculty shall be appointed by the Dean.
- B. Responsibilities

1. The Membership and Nominating Committee shall, following the guidelines set forth in Article II of these bylaws, annually determine by January 1<sup>st</sup> the full and associate memberships of the COM Faculty including their clinical or non-clinical designation. This membership list shall be updated during the year as the need arises.
2. The Committee shall solicit nominations for all positions on standing committees to be elected by the faculty. Each nomination must be approved by the nominee before the Committee presents the names to the faculty.
3. At the Winter Quarter meeting of the COM Faculty, the Membership and Nominating Committee shall initiate the solicitation of nominations to develop a slate of candidates for positions requiring faculty election.
4. Each slate shall include at least two (2) names for each position to be voted on; the committee shall proactively develop a slate that is representative of the COM Faculty.
5. The committee shall be responsible for carrying out the annual elections process prior to the Spring Quarter meeting of the COM Faculty.

## SECTION 5. STUDENT SELECTION ADVISORY COMMITTEE

- A. The voting membership of the Student Selection Advisory Committee shall be composed of:
  1. not less than ten (10) nor more than fifteen (15) individuals appointed by the Dean. The committee shall include membership from the non-clinical faculty, clinical faculty, and the administrative staff.
  2. The Director of Admissions shall be an ex-officio member of the committee.
- B. Responsibilities of the Student Selection Advisory Committee shall be:
  1. Establish the criteria and minimum standards for admission.
  2. Advise the Dean on the criteria for selecting applicants for admission into the Ohio University College of Osteopathic Medicine.
  3. Advise the Dean on the selection of students for each class based on the established standards.

- C. Access to decisions made by the Student Selection Advisory Committee shall be consistent with federal and state statutes.

## SECTION 6. COMMITTEE ON STUDENT PROGRESS (CSP)

- A. The voting membership of the Committee on Student Progress shall be composed of: seven (7) members -- five (5) faculty members appointed by the Dean, including at least two (2) non-clinical faculty and two (2) clinical faculty, the Associate Dean for Predoctoral Education, and the Director of Student Services.
- B. Responsibilities
  - 1. The CSP shall review and evaluate the overall achievement and performance, including professionalism, and records of students pursuing the D.O. degree for purposes of promotion, graduation, program alteration, remediation, retention, repetition, and dismissal.
  - 2. Policies and procedures necessary to carry out its responsibilities shall be formulated by the committee.
  - 3. The CSP, after its review of a student's record, will recommend one of the following: to permit a student to proceed through the curriculum; to place him/her on academic probation; to dismiss the student; to extend, shorten, or otherwise alter his/her course of study; and issue through the appropriate channels, communications pertaining to a student's academic standing.
  - 4. Decisions of the CSP will be communicated by the Chairman to the Dean for review. Upon the Dean's approval, the CSP decision becomes a formal, of-record action or policy of the College.

## SECTION 7. RESEARCH AND SCHOLARLY AFFAIRS COMMITTEE (RSAC)

- A. The voting membership of the Research and Scholarly Affairs Committee (RSAC) shall be composed of eight (8) voting faculty members and three (3) ex-officio members as follows:
  - 1. Voting faculty members will be two (2) non-clinical faculty elected by the non-clinical faculty and two (2) appointed by the Dean; two (2) clinical faculty elected by clinical faculty and two (2) appointed by the Dean.
  - 2. The ex-officio voting member will be the Associate Dean of Research and Grants.
  - 3. The ex-officio non-voting members will be the Director of Grant Development, and the Director of the Health Sciences Library.

4. Administrative/secretarial support will be provided by the Office of Research and Grants.

B. Responsibilities

RSAC shall serve as an advisory body to the Dean of the COM on all matters pertaining to the research and scholarly interests of the College community including, but not limited to:

1. encouraging biomedical, clinical, and social science research programs;
2. allocating resources to support faculty research projects;
3. monitoring COM library resources.

SECTION 8. COM PROMOTION AND TENURE ADVISORY COMMITTEE

- A. The COM Promotion and Tenure Committee will consist of one tenured faculty from each College department and two tenured faculty as at-large members. The members will have an academic rank of Associate Professor or higher and will be appointed annually by the Dean.

B. Responsibilities:

1. The committee will advise the Dean on issues related to promotion and tenure in the COM.
2. The committee will review promotion and tenure dossiers submitted by faculty and submit to the Dean, in writing, a summary assessment based on the criteria described in the COM Promotion and Tenure Document.
3. The committee will review department promotion and tenure documents on an annual basis or whenever changes/modifications are recommended in departmental procedures or criteria.

ARTICLE IV  
MEETINGS, RULES AND PROCEDURES

SECTION 1. REGULAR MEETINGS

The COM Faculty shall meet in regular session at least three times each academic year, during Fall, Winter and Spring Quarters, in order to conduct the regular business of the COM Faculty.

- A. Ten (10) days prior to each meeting the Chair shall send out a written notice to each member of the COM Faculty specifying the date, time, place, and tentative agenda. If it is necessary to postpone a regular meeting, written notice shall be sent to all faculty of the cancellation and of the rescheduled meeting.
- B. The agenda will be set by the Chair of the COM Faculty and shall include approval of minutes; special announcements; introduction of new members of the faculty; old and unfinished business; committee reports; and new business.

## SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the Chair or by the Dean.

- A. The Chair or the Dean may call special meetings of the COM Faculty as deemed necessary; every effort should be made to notify, in writing, all members of the faculty at least seven (7) days in advance of the meeting.
- B. Upon written petition of 20% of the faculty holding voting rights in the College, the Chair must call a special meeting of the COM Faculty. The petition shall state the purpose for which the meeting is requested.
  - 1. The call for the meeting shall follow the guidelines specified in Section 2.A. above.
  - 2. The order of business is limited to the special purpose stated in the petition.

## SECTION 3. QUORUM

A quorum at either a regular or special meeting of the COM Faculty shall be a majority of the faculty holding voting rights in the College. Any number of members of the faculty may conduct business unless a call for a quorum by any member of the faculty indicates the lack of a quorum.

## SECTION 4. RULES OF ORDER

All regular and special meetings shall be conducted in accordance with Robert's Rules of Order, Revised, except as otherwise provided for in these bylaws.

## SECTION 5. MINUTES

Minutes of each regular and special meeting of the COM Faculty shall be kept and made available to the faculty.

## ARTICLE V AMENDMENTS

The bylaws of the COM Faculty may be amended by a two-thirds vote of the faculty holding full membership, present, and voting at any regular meeting, provided the amendment(s) shall have been presented at a previous meeting or published in writing thirty (30) days prior to the regular meeting at which the vote is to be taken. Amendments shall take effect upon adoption by the COM Faculty and approval by the Dean.

*(Revised 12/1/97; Approved 5/7/98)*  
Revised 2/12/04  
Revised 5/12/09