

**THE TEXAS A&M HEALTH SCIENCE CENTER  
COLLEGE OF MEDICINE  
BYLAWS**

**February 2012**

**INTRODUCTION**

As part of The Texas A&M Health Science Center (HSC), the College of Medicine operates in accordance with general HSC regulations as published in The A&M System Policies and Regulations Manual. While functioning within the broad framework of HSC Rules, the Faculty of the College of Medicine has agreed to govern itself in accordance with the precepts set forth in this document. The bylaws of the College were adopted by the College's Academic Council on October 23, 1980 and were revised, amended and/or updated in 1993, 1995, 1997, 2000, 2002, 2003, 2006, 2009, 2011, and 2012.

The rules, regulations, and policies set forth in this document are specific to The Texas A&M Health Science Center College of Medicine.

**BYLAWS**

College of Medicine, The Texas A&M Health Science Center

Adopted: October 23, 1980

Amendments through Spring 1993, Summer 1995, Spring 1997, Spring 2000, Winter 2002, Summer 2003, Winter 2006, Summer 2006, Winter 2009, Spring 2011, Summer 2011, and Winter 2012.

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**Preamble**

These Bylaws shall govern the organization and procedures of The Texas A&M Health Science Center College of Medicine, and shall conform with System Policies and Regulations for The Texas A&M University System and the laws of the State of Texas. Nothing in these Bylaws is intended to supersede or contravene the existing affiliation agreements between the Texas A&M Health Science Center College of Medicine and the major health system affiliates listed in Appendix A.

In addition, these Bylaws are intended to provide for orderly procedures for the management and integration of College programs, wherever situated.

## SECTION 1.

### College of Medicine Governance Structure

#### Administration

Office of the Dean  
The Dean of Medicine

The Dean is the administrative head of the College of Medicine and is nominated by the President of The Texas A&M Health Science Center and appointed by the Board of Regents in accordance with established procedures of The Texas A&M System.

The Dean is responsible to the President of the HSC for all matters relating to the College.

The Dean is responsible for all programs of instruction, research, continuing education, clinical practice managed by the College of Medicine, and public service in the College. The Dean shall develop annual plans with specific goals for the College. The Dean's responsibilities include budgetary matters within his/her jurisdiction, physical facilities, and personnel matters such as faculty promotions and tenure, taking into account the advisory procedures of separately reporting units. The Dean is responsible for the implementation and oversight of all educational components of the College.

The Dean is assisted by the Academic Council of the College in determining the educational policies which, in turn, will be implemented through the standing committees of the College and through respective campus deans and department chairs.

The Dean, upon recommendation of the Student Promotions Committee, determines those students whose names will be submitted to the President of the HSC for graduation with the degree of Doctor of Medicine. By the same route, the Student Promotions Committee recommends the granting of the degree of Bachelor of Science in Medicine.

The Dean, after consultation with appropriate advisory search committees, shall nominate, through the appropriate administrative channels within the HSC, the chairs of the various departments, the Vice, Associate and Assistant Deans and other officers which are needed for the administration of the College.

Recommendation and supervision of contractual arrangements for instruction in any component part of the College at any hospital, clinic, or institution are the responsibility of the Dean.

The Dean (or the Dean's representative) shall chair the Temple VA Dean's Committee (see also description of Veterans Administration Dean's Committee).

The Dean may serve as an *ex officio* member, without vote, on the board of trustees or board of directors of affiliated hospitals and health systems as defined in the affiliation agreements with such entities.

## Academic Council

The Academic Council will provide a forum in which members of the Faculty Advisory Committee, representing the general faculty, join administrative officers in deliberations calling for recommendations from a diversified, representative group.

### Membership

Voting members:

- Dean, College of Medicine, Chair
  - Vice Deans
  - Associate Deans
  - Assistant Deans
  - Department Chairs
- Faculty Advisory Committee Members elected from each academic department

### Functions

The Academic Council shall discuss and generate recommendations on the following matters:

- 1) The process of the admission of students to the undergraduate medical education program and to joint admission to the undergraduate medical education and graduate (joint M.D./Ph.D. degree) programs.
- 2) The curriculum for undergraduate medical education.
- 3) The process of student evaluation, both academic and disciplinary; the selection of students for awards and honors.
- 4) The approval of candidates for degrees in the College.
- 5) The process of faculty promotion and the award of tenure.
- 6) Academic organizational structure within the College, the establishment and disestablishment of departments, institutes and centers.
- 7) Adoption of and amendments to the College Bylaws.

### Meetings

The Academic Council will meet quarterly during the academic year and the meetings will be chaired by the Dean, or the Dean's representative. The Dean may call additional meetings when necessary.

## **Departments**

The faculty of the College of Medicine shall be organized into academic departments and in appropriate instances into divisions within departments.

Subject to the administrative procedures of The Texas A&M Health Science Center, changes in the departmental structure of the College shall be handled in the following manner:

- Consideration shall be initiated either on recommendation of the Dean or by petition of one-third of the voting faculty to the Dean. Upon initial approval by the Dean, the recommended changes shall be posted in the offices of the Dean and Regional Campus Deans for at least three weeks before being reviewed by the Academic Council.
- The Academic Council shall be charged with review of the proposed changes. The Council may recommend to the Dean approval, disapproval or modification of these changes. Recommendations of the Council shall require a simple majority vote.
- Recommended changes shall become effective on final approval by the Dean.

## **Department Chairs**

Department Chairs shall be responsible to the Dean for the conduct of all relevant affairs under the auspices of the College of Medicine within their respective departmental jurisdictions.

Department Chairs shall serve as members of the Academic Council and as members of the Executive Committee.

## **Regional Department Chairs**

Regional Department Chairs shall be appointed by the Dean (in consultation with the respective department chair and regional campus dean) as deemed necessary by the Dean for each of the Regional Campuses listed in Appendix B. Regional Department Chairs shall serve as the representative for their respective disciplines on their regional campuses.

## **College of Medicine Faculty**

Faculty shall consist of professors, associate professors, assistant professors, and instructors. Persons holding part-time appointments and those classified as clinical, adjunct, joint or visiting faculty shall be included.

Faculty members of the College of Medicine, participating either in basic sciences or clinical sciences, are appointed to the faculty of The Texas A&M Health Science Center following review through regular faculty appointment channels.

## **Meetings of the Faculty**

The faculty will meet jointly, face-to-face or by videoconference at least once per academic year. Meetings may be called by the Dean or Dean's representative or on written request submitted to the Dean by at least one-

quarter of the members of the General Faculty or on written request to the Dean by a majority of the voting membership of the Academic Council.

Material for the agenda shall be submitted by members of the faculty and by the Dean's staff to the Faculty Advisory Committee. After review by that Committee, proposed agenda items shall be forwarded to the Dean who shall decide on their final form and distribute the agenda to the faculty at least ten days before the meeting.

The Dean or the Dean's representative shall chair the meeting.

### **Amendments to the Bylaws**

Amendments to the Bylaws shall be brought before the Academic Council after review by the Faculty Advisory Committee and the Dean. Approval shall require a two-thirds majority of the voting members of the total Council. Proposed amendments shall be distributed to the general faculty at least three weeks before being voted on by the Academic Council.

The Office of the Dean shall keep on file copies of these Bylaws and amendments and shall provide updated copies to all faculty members of the College upon request.

## SECTION 2.

### Committees

#### Standing Committees

The Dean shall appoint all standing committees except where otherwise noted.

Faculty terms shall begin September 1, unless otherwise specified herein or by the appointing authority. Terms shall be for three years with one permitted successive term except as otherwise specified herein.

All members of standing committees have voting privileges except *ex officio* members, unless otherwise specified. Alternate committee members may vote only during the absence of the committee member they represent.

When the activities of a committee involve more than one campus, the Chair shall have the option to assign members to a subcommittee on the campus of their residence. To provide officers who can chair the subcommittees, the Chair for the entire committee shall be from one campus, the Vice-Chair from another. Subcommittees shall be chaired by duly appointed representatives who reside on that respective campus.

Student members must be in good academic standing. Students serving on committees shall have voting privileges unless specifically noted otherwise herein.

The following committees are established:

- Admissions Committee
- Curriculum Committee
- Executive Committee
- Facilities Planning Committee
- Faculty Advisory Committee
- Graduate Committee
- Graduate Medical Education Committee
- Research Advisory Committee
- Student Promotions Committee
- Tenure and Faculty Promotion Committee
- Veterans' Administration Dean's Committee

Unless otherwise stated, a quorum shall consist of a simple majority of the voting committee membership. All voting shall be by open ballot and a simple majority of the total voting membership present shall be required for an affirmative or negative recommendation.

#### Ad Hoc (Special) Committees

The Dean may appoint *ad hoc* committees. These committees shall perform a specific task and cease to exist when a final report is rendered or at the end of the academic year unless reappointed by the Dean.

## **Executive Committee**

### **Membership**

The Executive Committee shall consist of the Dean who will serve as Chair, Regional Campus Deans, the Chairs of all academic departments, and academic directors as determined by the Dean with concurrence of the committee. All members of the Executive Committee will have voting privileges. One Regional Department Chair from each regional campus where at least one Regional Department Chair has been appointed shall be appointed by the Dean to serve on the Executive committee with vote.

### **Meetings**

The Executive Committee shall meet at least once a month at times designated at the beginning of the academic year. Additional meetings may be called by the Dean or a majority of the committee members provided that at least three (3) working days written notice is given before the meeting. The agenda for all meetings will be set by the Dean and shall include all items submitted by the members, provided those items are contributed at least three (3) working days before the meeting. A quorum shall consist of a majority of the committee membership and written minutes will be kept and circulated.

### **Functions**

The Committee is constituted to advise and assist the Dean by providing collective counsel to the Dean on matters dealing with mission, resources, organization and development of the College of Medicine as a member of The Texas A&M Health Science Center community. The Committee will function by policies and procedures derived in meetings of the Committee and documented in its minutes.

## **Veterans' Administration Dean's Committee**

Detailed regulations covering the Veterans' Administration Dean's Committee (also known as the Medical Education Subcouncil) are presented in VHA Handbook 1400.3, Paragraph 7.b. and Appendix A paragraph 2.

### **Membership**

The Dean (or Dean's representative) and the Dean's Committee (Medical Education Subcouncil) will nominate members as specified in VHA Handbook 1400.3, Appendix A, Paragraph 3.

### **Meetings**

The Committee shall meet on call by the Chair at least once each quarter (VHA Handbook 1400.3, Appendix A, Paragraph 1.d.). The Dean can meet electronically through video conferencing if desired.

## Admissions Committee

### Membership

There shall be faculty representation from each campus of the College of Medicine listed in Appendix B to total no less than 12. Medical student membership will include two students from each of the second, third and fourth years. There shall be two *ex officio* representatives from the office of the Dean.

Faculty members shall be appointed by the Dean.

Medical students who are in good academic standing shall be nominated by the Admissions Committee through an application process. Student members shall be appointed by the Dean from a list of recommendations provided by the Admissions Committee.

The Chair shall be appointed by the Dean. The Vice-Chair shall be chosen by the Committee as recommended by the Chair and Associate Dean for Admissions.

### Terms of Office

Faculty members shall serve for three years. They shall be eligible for reappointment without limit by the Dean.

Students selected to serve on the Admissions Committee shall participate until the end of their medical education provided that they maintain good academic progress and remain in good standing with the College and The Texas A&M Health Science Center. Hence, students serve a three year term, beginning in their second year.

### Dates of Appointment

Terms for new members, the Chair, and the Vice-Chair shall begin June 1, except under unusual circumstances.

### Functions

The committee shall evaluate applicants selected for interview and shall recommend a ranked list of acceptable applicants to the Dean.

The committee or the Dean shall recommend changes in admission policies and procedures.

### Meetings

Meetings shall be called by the Chair.

## Student Promotions Committee (SPC)

### Membership

- 1) Each of the required courses and clerkships listed with the registrar for the four phases of the curriculum shall be represented by a course director who shall serve as a voting member on the Student Promotions Committee. The membership from each phase will include at least one member from each campus listed in Appendix B where that phase of the curriculum is offered. For those courses or clerkships having co-directors or more than one director, the Dean shall appoint one of the directors to represent the course, in consultation with those individuals and the SPC chair.
- 2) A representative from the Office of Student Affairs and Admissions, and the Office of Academic Affairs (*ex officio without vote*).
- 3) The Chair shall be selected by the Dean from the membership.

### Meetings

The committee shall meet no less than twice during the academic year and at other times at the call of the Chair. Quorum shall be a two-thirds (2/3) majority.

### Functions

*Academic Appeals* - All academic appeals including appeals of recommendations of the Student Promotions Committee shall be heard by a committee selected by the Dean.

*Promotion Status/Evaluation* - The Committee shall maintain a continuing evaluation of the academic progress of each student and report marginal and unsatisfactory performance to the Dean for counseling and/or implementation of the recommendations of the Committee.

At the end of the academic year the Committee shall report the academic standing of each student to the Dean and recommend:

- 1) Advancement;
- 2) Conditional advancement dependent upon satisfactory completion of specified individual learning plan, goals, and objectives;
- 3) Retention with a specific requirement to repeat a course, sequence of courses, or a year;
- 4) Dismissal.

## **Faculty Advisory Committee (FAC)**

### **Membership**

Every Academic Department that is part of the College of Medicine shall elect one standing member and one alternate to represent that department in the FAC. Each department will have one vote at the FAC. Newly constituted departments will immediately elect a standing member and alternate, while dissolved departments will lose their representation. Faculty members shall serve staggered three-year terms.

The Chair and Vice-Chair shall be annually elected from the committee membership in September for one-year terms.

### **Functions**

The Faculty Advisory Committee shall review recommendations relating to the origination, modification or deletion of policies of the College of Medicine.

It shall be responsible for:

- 1) Reviewing the Dean's annual plan for the College.
- 2) Periodically evaluating the governance mechanisms of the College and rendering periodic reports to the Dean on the effectiveness of these processes.
- 3) Drafting of appropriate changes in the bylaws for approval by the Academic Council.
- 4) Forwarding to the Dean proposed agenda items for meetings of the General Faculty.
- 5) Serving as a forum for the arbitration of faculty disputes relating to personnel management.
- 6) Carrying out such tasks as may be assigned to the Committee by the College Academic Council and HSC Faculty Senate.
- 7) Distribution to the individual departments of the agenda and minutes of Academic Council meetings.

The Chair of the Committee may appoint subcommittees for review of specific material. These subcommittees shall report to the Committee. Deliberations of the Committee shall be initiated in response to requests by members and committees of the faculty of the College and HSC Faculty Senate.

### **Meetings**

The Committee shall meet at least four times a year. Meetings shall be called by the Chair or Vice Chair.

Minutes of the meetings will summarize the deliberations and be forwarded to the Dean.

## **Tenure and Faculty Promotion Committee**

### **Membership**

The Tenure and Faculty Promotion Committee shall consist of one member from each basic science and clinical science academic department. Alternates shall be appointed as required to substitute for members who have a conflict so that the Committee is fully constituted for each deliberation. All members and alternates of the Committee shall be appointed by the Dean, from Associate Professors and Professors of the College of Medicine. Neither Department Chairs nor the Dean's Staff are eligible to serve as voting members. The Chair shall be elected by the Committee for a one-year term and may serve continuously for three consecutive terms.

### **Dates of Appointment**

Terms for new members and the Chair shall begin August 1 except under unusual circumstances.

### **Functions**

The Tenure and Faculty Promotion Committee shall advise the Dean regarding the qualifications of eligible faculty members for initial appointment or promotion to the ranks of Associate Professor or Professor in accordance with the appropriate guidelines for tenure or non-tenure tracks. Tenured faculty members of the committee will provide the Dean with a recommendation for tenure status of tenure track faculty.

### **Operation**

Nominations for candidates proposed for appointment or promotion to Associate Professor or Professor shall be referred by the Department Chairs to the Dean through the Vice Dean for Academic Affairs who shall determine that dossiers have been prepared according to College of Medicine and The Texas A&M Health Science Center guidelines. Meetings of the Committee shall be arranged by the Chair upon notification from the Dean that a tenure, promotion, or tenure track credit review is required. The Chair of the Committee bears the responsibility for expediting the review of candidate dossiers in a manner consistent with the requirements of the HSC Faculty Appointment, Promotion and Tenure Policy (12.01.99.Z1.01). When a committee meeting is called and a member(s) of the Committee is/are unable to attend, an alternate member(s) shall serve and vote in place of the absent member(s). Faculty from the same department or members of the immediate family of the candidate shall be excluded from the deliberations of the Committee and be replaced by an alternate member. The Committee shall request academically appropriate external evaluations and subsequently review all materials relevant to the qualifications of a candidate prior to deliberating and presenting a recommendation to the Dean.

Voting by the Tenure and Faculty Promotion Committee shall be by open ballot. Associate Professors shall vote on all promotion decisions except promotion to Professor. Professors shall vote on all promotions. Tenured faculty shall vote on tenure recommendations. A two-thirds majority of positive votes from the eligible membership of the Committee shall be required for an affirmative recommendation. In the report to the Dean, the Chair of the Committee shall state the recommendation and summarize the voting.

## Curriculum Committee

### Membership

There shall be an equal number of combined Phase I and II faculty representatives and combined Phase III and IV faculty representatives from the College of Medicine to total no more than ten (10). Faculty members shall be appointed by the Dean from the Principal Faculty. Members shall have expertise in curricular design, pedagogy, and evaluation methods. Qualifications shall be judged by the Dean. Two student members shall be appointed by the Dean and shall serve a 1 year term. Any student not on academic probation shall be eligible.

The Vice-Dean of Academic Affairs, and members of the Office of Educational Development shall serve as ex-officio members. Ad hoc and other ex officio non-voting members shall be appointed as deemed necessary.

The Chair of the Curriculum Committee shall be appointed by the Dean from the membership.

Members of the Committee will work in the best interests of the institution without regard for parochial or political influences or departmental pressures.

### Meetings

Meetings shall be called by the Chair. Meetings will be face-to-face or by videoconference. The location of face-to-face meetings will be determined by the voting membership of the committee. Meetings shall be called at least monthly.

### Functions

The Curriculum Committee is the body charged with leading, directing, coordinating, controlling, planning, evaluating and reporting on the curriculum leading to the degree, Doctor of Medicine. The Committee is responsible for the following specific duties:

- 1) Establishing the requirements for the degree, Doctor of Medicine;
- 2) Overall management of the curriculum, including design, coordination, evaluation, and reporting;
- 3) Establishing, publishing and periodically reviewing/updating the COM's Competency Based Learning Objectives as a blueprint for curriculum design;
- 4) Assuring alignment of the objectives, pedagogical methods and student assessment used in each course and clerkship with the COM's Competency Based Learning Objectives;
- 5) Assuring and documenting student attainment of the stated Learning Objectives;
- 6) Assuring that the various segments of the curriculum are presented in a logical sequence;
- 7) Coordinating and integrating content within and across academic periods of study;
- 8) Establishing methods of pedagogy and student assessment that are appropriate for the achievement of the Curriculum's educational objectives;

- 9) Evaluation of program effectiveness by outcomes analysis, using national norms of accomplishment as a frame of reference;
- 10) Monitoring of content and workload in each discipline, including the identification of omissions and unplanned redundancies;
- 11) Evaluating the effectiveness and, where necessary, mandating necessary improvements to each specific course and clerkship, each phase as a whole, and the curriculum as a whole to allow COM to achieve its stated educational objectives; and
- 12) Documentation of the accomplishment of these tasks in the minutes of Committee meetings.

The Curriculum Committee shall report to the Academic Council and the Dean.

### Terms of Office

Faculty members shall serve staggered terms for three years. Members shall be eligible for re-nomination and re-appointment with no limitations on successive terms.

The Chair shall appoint task-oriented subcommittees and task forces as needed to address specific issues and/or ongoing curriculum-related functions. Subcommittee and task force membership is subject to approval of the Dean. Subcommittees may be required to meet more frequently than the parent committee to accomplish their charge. Subcommittees and task forces shall report to the full Committee as needed.

### **Research Advisory Committee (RAC)**

#### Membership

There shall be faculty representation from each campus of the College of Medicine to total no more than 10. *Ad hoc, non-voting*, members will be appointed as deemed appropriate.

All members of the Committee shall be nominated by the faculty. Committee members shall be selected from the list of nominees and appointed by the Dean.

The Chair shall be elected by the Committee for a one-year term

The Associate Dean for Research shall be an *ex officio*, non-voting member.

#### Meetings

Meetings shall be called by the Chair. Meetings will be face-to-face, or by videoconference, and held at least quarterly. Location of face-to-face meetings will alternate between College Station and Temple.

## Functions

The Committee will advise the Dean on all matters pertaining to research including:

- 1) Policy and procedures.
- 2) Program development.
- 3) Resource allocation and budgeting, including IDC policy.
- 4) Review of proposals for requests for internal funding, and external submission-limited funding.
- 5) Fostering and review of research awards among the faculty.

## Terms of Office

Faculty members shall serve staggered terms for three years. Members shall be eligible for re-appointment with no limitation of successive terms.

## Dates of Appointment

Terms for new members and the Chair shall begin September 1 except under unusual circumstances.

## Subcommittees

The Chair shall appoint task-oriented subcommittees as needed to address specific issues and/or ongoing research related functions. Subcommittees may be required to meet more frequently than the parent committee to accomplish their charge. Subcommittees shall report to the full Committee at quarterly face-to-face meetings or as frequently as needed.

## **Graduate Medical Education Committee**

### Membership

Membership shall consist of faculty and staff representatives from the College of Medicine's campuses involved in GME activities. Ex officio members from the Dean's staff, GME administration, and affiliated institutions may also be appointed. Membership is established in accordance with the Accreditation Council on Graduate Medical Education's (ACGME) published standards.

### Selection of Members and Chair

The Chair and members shall be appointed by the Dean based on recommendations from the Vice Dean for Graduate and Continuing Medical Education.

## Functions and Operation

Per the ACGME, specific duties of the GMEC must include, but are not limited to, the following:

- 1) Establish and implement policies and procedures regarding the quality of education and the work environment for the resident physicians in the COM.
- 2) Ensure that communication mechanisms exist between the GMEC and all program directors within the institution and that program directors maintain proper oversight of their programs at all participating clinical sites.
- 3) Review at least annually the salary, benefits, and funding for resident positions within the COM.
- 4) Establish and implement formal written policies and procedures to ensure compliance by all programs and institutions with all aspects of the ACGME's standards of compliance.
- 5) Regularly monitor compliance of programs and institutions with the established duty hour requirements.
- 6) Ensure that all programs have both a written curriculum and a formal evaluation system based on the established ACGME core competencies.
- 7) Establish and monitor policies for the selection, evaluation, promotion and dismissal of resident physicians in the COM.
- 8) Review all program accreditation letters from the ACGME.
- 9) Oversee and conduct Mid-Cycle Internal Reviews of all TAMHSC COM GME programs to ensure full compliance with the institutional, common, and program specific requirements of the ACGME, and to monitor program action plans for correction of areas of non-compliance.
- 10) Review and approve all communications with the ACGME for all programs including but not limited to applications for new programs, requests for changes to current programs, appointment of residency directors, and appeals of adverse actions.

## Meetings

The Committee shall meet no less than four (4) times during the academic year and at other times at the call of the Chair.

Quorum is attained with the presence of two-thirds (2/3) of the Committee's voting members. All voting shall be by open ballot and a simple majority of the voting membership present will be required for an affirmative or negative recommendation.

## **Graduate Committee**

### **Membership**

#### *Voting Members*

The voting members shall consist of the Associate Dean for Graduate Studies, the Director of the M.D./Ph.D. program, the Director (or Co-Director) of the Neurosciences program, and at least 10 at-large faculty members. The 10 at-large faculty members will include the track advisor for each existing training track. Additional members shall be appointed by the Associate Dean for Graduate Studies to broadly represent the interests of the graduate faculty in the College of Medicine at all campus locations. Terms for the at-large members shall be 3 years. A simple majority of the voting committee membership will constitute a quorum, and members may appoint a voting substitute to attend meetings.

#### *Nonvoting Members*

The nonvoting members shall be a College of Medicine Graduate Student Organization representative and a student representative from the M.D./Ph.D. program. Other student members may be appointed as needed. Student representatives will be appointed by the Associate Dean for Graduate Studies.

#### *Chair*

The Chair shall be the Associate Dean for Graduate Studies or his/her designee.

### **Functions and Operation**

The Graduate Committee (GC) has the responsibility for the conduct and quality of biomedical graduate education provided by the graduate faculty of the College of Medicine. The GC reports to the Dean of the School of Graduate Studies through the Associate Dean for Graduate Studies. The GC also advises the Dean of Medicine on graduate education, and the Associate Dean for Graduate Studies will be a member of the Dean of Medicine's administrative staff. Recommendations of the GC are subject to review by the Graduate Program Council and the Dean of the School of Graduate Studies.

## **Facilities Planning Committee (FPC)**

### **Membership**

The FPC committee membership shall consist of the following voting members: a) the Department Chairs from each basic science department of the College of Medicine and from those clinical departments that have significant research activities; and b) at least five senior faculty members apportioned to represent the research facilities of the COM. Members may serve for multiple terms. A Chair shall be elected from the voting membership for a two-year term and this position shall alternate between members from Temple and Bryan/College Station. Research Heads at partner institutions of the COM and the COM Associate Dean for Research and Graduate Studies shall be *ex officio*, non-voting members. Staff support shall be provided by the Office of the Associate Dean for Research and Graduate Studies and the Executive Associate Dean for the Temple Campus.

## Functions

The Facilities Planning Committee shall review recommendations relating to research space allocation, core research facility development, space and facility maintenance and resource planning, and shall maximize and support the operation of the COM research enterprise. It shall:

- 1) Review the Dean's annual plan for the College Research Enterprise.
- 2) Evaluate the research space allocation policy, render reports to the Dean on the effectiveness of this policy, and suggest changes to improve the policy.
- 3) Review and advise the Dean on matters of space allocation.
- 4) Review and advise the Dean on the maintenance of core research resources.
- 5) Serve as a forum for the arbitration of faculty disputes relating to research space allocation and utilization.
- 6) Serve as a forum for planning how new research space will be utilized as the inventory grows on each COM campus.
- 7) Serve as an intermediary for the COM with the Health Science Center on issues of space and facilities planning and management.
- 8) Serve as an intermediary with regard to space for the COM faculty on matters of research compliance.

The Chair of the Committee may appoint subcommittees for review of specific material. These subcommittees shall report to the Committee. Deliberations of the Committee shall be initiated in response to requests by members and committees of the faculty of the College. All voting shall be by open ballot and a simple majority of members present will be required for an affirmative or negative recommendation. Minutes of the meetings will summarize the deliberations and be forwarded to the Dean.

## Meetings

The Committee shall meet at least monthly with the schedule being posted at the beginning of the academic year. Supplemental meetings may be called by the Chair at the request of the Dean to focus upon specific matters requiring urgency.

## **SECTION 3.**

### **Faculty Appointment and Promotion Guidelines**

Deferred to The Texas A&M Health Science Center internal policy (12.01.99.Z1.01) on Faculty Appointment, Promotion and Tenure (<http://www.tamhsc.edu/facultystaff/rules/>).

## **THE TEXAS A&M HEALTH SCIENCE CENTER COLLEGE OF MEDICINE BYLAWS FEBRUARY 2012**

### **Appendix A: Major Health System Affiliates**

See: <http://medicine.tamhsc.edu/clinical-partners/index.html>

### **Appendix B: Main Campuses of the College of Medicine**

- Bryan/College Station
- Dallas
- Round Rock
- Temple