

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

August 2016

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, 2012, 2013, 2014, 2015, and 2016.

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, Winter 2012, Winter 2013, Summer 2014, Winter 2014, Winter 2015, and Summer 2016.

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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 Executive Vice President and CEO 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 Executive Vice President of CEO 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 that, 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 Executive Vice President and CEO 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 the 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; and 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, and the establishment and disestablishment of departments, institutes and centers; and
- 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 electronically posted by the Office of the Dean 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 Vice 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

Standing committee members shall be selected by the Dean from a list of candidates submitted by the academic departments, except where otherwise noted.

Faculty terms, including service as Chair and Vice-Chair, shall begin September 1, unless otherwise specified or by the appointing authority.

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. No *ex officio* or student members shall serve as Chair or Vice-Chair of any standing committee.

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.

The following committees are established:

- Admissions Committee
- Curriculum Committee
- Executive Committee
- Facilities Planning Committee
- Faculty Advisory Committee
- Faculty Grievance Committee
- Graduate Instruction 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 unless reappointed by the Dean.

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 selected by the Dean from a list of candidates provided by academic departments.

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 candidates provided by the Admissions Committee.

The Chair and Vice-Chair shall be elected by the committee.

Terms of Office

Faculty members shall serve for three years. They shall be eligible for reappointment without limit by the Dean. The Chair and Vice-Chair shall serve three year terms and are eligible for re-election.

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.

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

Meetings

Meetings shall be called by the Chair, or, in the absence of the Chair, by the Vice-Chair.

Functions

The Committee shall evaluate applicants selected for interview and create a ranked list of acceptable applicants. The final responsibility for selecting students for admission resides with the Admissions Committee.

The Committee shall recommend to the Dean changes in admission policies and procedures.

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 twelve (12). Four alternate members, one from each Phase of the medical curriculum, shall vote in the absence of a regular committee member. Ten (10) committee members shall be appointed by the Dean from a list of Principal Faculty candidates provided by the academic departments. Two members shall be elected from the Principal Faculty. Members shall have expertise in curricular design, pedagogy, and evaluation methods. Each class will elect a student representative. The Year 2 and Year 4 student representatives shall be voting members; the Year 1 and Year 3 student members shall serve as alternates. Any student not on academic probation shall be eligible.

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

The Chair and Vice-Chair of the Curriculum Committee shall be elected 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.

Terms of Office

Faculty members shall serve staggered terms for three years. Members shall be eligible for re-nomination and re-appointment or re-election with no limitations on successive terms. The Chair and Vice-Chair shall serve one year terms and are eligible for re-election.

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

Meetings

Meetings shall be called by the Chair, or, in the absence of the Chair, by the Vice-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 final authority for implementation of curricular changes in the educational program resides with the Curriculum Committee. 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 inform the Academic Council and the Dean of its decisions and actions.

The Chair shall appoint task-oriented subcommittees and task forces as needed to address specific issues and/or ongoing curriculum-related functions. 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.

Executive Committee

Membership

The Executive Committee shall consist of the Dean, who will serve as Chair, Regional Campus Vice 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 quarterly 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.

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. A Chair shall be elected from the voting membership 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.

Terms of Office

Members may serve for multiple terms. The Chair will serve for a two-year term.

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.

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; and
- 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.

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.

The Chair and Vice-Chair shall be annually elected from the committee membership.

Terms of Office

Faculty members shall serve staggered three-year terms with one permitted successive term. New faculty terms shall begin September 1.

The Chair and Vice-Chair shall serve one-year terms, and are eligible for re-election.

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.

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; and
- 7) Distribute the agendas and minutes of Academic Council meetings to the individual departments.

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.

Faculty Grievance Committee (FGC)

Membership

Members of the Faculty Advisory Committee shall also serve as members of the Faculty Grievance Committee (FGC) for the College of Medicine to review faculty grievances (as detailed in HSC Rule 32.01.01.Z0.01 and System regulation 32.01.01).

Terms of Office

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

Meetings

The Committee shall meet as necessary.

Functions

The FGC shall provide a forum for the formal review of grievances that cannot be resolved through informal channels. The FGC will determine the procedures for Grievance Hearings, and shall be self-governing with regards to the rules and procedures of Grievance Hearings.

Graduate Instruction Committee

Membership

The voting members shall consist of the Vice Dean for Research and Graduate Studies, the Director of the M.D./Ph.D. program, the Director of the Medical Science program, the Director of the Education for Healthcare Professionals program, and at least 10 at-large faculty members. The at-large faculty members will include the track advisor for each existing training track in Medical Science and sufficient additional members to broadly represent the interests of the graduate faculty in the College of Medicine at all campus locations. Members other than the track advisors shall be appointed by the Vice Dean for Research and Graduate Studies from a list of candidates provided by the departments. A simple majority of the voting committee membership will constitute a quorum, and members may appoint a voting substitute to attend meetings.

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 Vice Dean for Research and Graduate Studies.

The Chair shall be the Vice Dean for Research and Graduate Studies or his/her designee.

Terms of Office

Terms for the appointed at-large members shall be 3 years.

Meetings

Monthly as needed.

Functions

The Graduate Instruction Committee (GIC) has the responsibility for the conduct and quality of graduate education provided by the graduate faculty of the College of Medicine. The GIC reports to and advises the Dean of the College of Medicine through the Vice Dean for Research and Graduate Studies. Recommendations of the GIC are subject to review by the Academic Council and the Dean of the College of Medicine.

Graduate Medical Education Committee (GMEC)

Membership

- The Dean of the School of Medicine will appoint a Designated Institutional Official (DIO) responsible for GME oversight and the functioning of the GMEC. The DIO shall serve as Chair of the institution's GMEC.
- All Program Directors of residency and fellowship programs sponsored by the College of Medicine and accredited by either the ACGME or Texas Medical Board serve as ex-officio voting members.
- A quality improvement / safety officer or equivalent leader designated by the Dean.
- The Dean may appoint at least one member from the administration of a clinical affiliate as a voting member.
- Resident physicians within the College of Medicine shall nominate peers to serve as voting members of the GMEC. There shall be at least one resident physician voting member selected annually. Resident member(s) must be in good academic and professional standing with their programs.
- The Dean may appoint additional members from the faculty as voting or non-voting members dependent on the needs of the GMEC and the College of Medicine.
- The Director of GME shall be an ex-officio voting member.

Additional GMEC members and subcommittees may be designated to carry out the responsibilities of the GMEC at the discretion of the Chair. Subcommittees that address required GMEC responsibilities must include a peer-selected resident/fellow.

Terms of Office

Terms of office are indefinite and are at the discretion of the Dean.

Meetings

The Committee shall meet no less than quarterly and at other times at the call of the Chair.

A quorum shall consist of a simple majority of the voting committee membership. Voting shall be conducted by open ballot and a simple majority of the voting membership present will be required for an affirmative or negative recommendation. Members may designate a voting proxy or may vote electronically in abstention.

The GMEC will provide a quarterly update to the Academic Council of the College of Medicine. The Committee will also provide an annual report to the Academic Council, summarizing the current status of GME programming within the College of Medicine along with any other reports as required by the ACGME.

Functions

The Graduate Medical Education Committee (GMEC) provides oversight and governance to all graduate medical education training programs under the direction of the Texas A&M Health Science Center College of Medicine (TAMHSC COM). The primary role of the GMEC is to monitor and advise the Dean on all aspects of residency education and to ensure total compliance with the institutional, common program and specialty specific requirements of the Accreditation Council for Graduate Medical Education (ACGME).

The GMEC reports to the Dean of the College of Medicine and the Vice President for Clinical Affairs.

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

- Oversight of:
 - 1) The ACGME accreditation status of the sponsoring institution and its ACGME-accredited programs;
 - 2) The quality of the GME learning and working environment within the Sponsoring Institution, its ACGME-accredited programs, and its participating sites;
 - 3) The quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements;
 - 4) The ACGME-accredited programs' annual evaluation and improvement activities; and,
 - 5) All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution.

- Review and approval of:
 - 1) Institutional GME policies and procedures at least annually;
 - 2) Annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits;
 - 3) Applications for ACGME accreditation of new programs;
 - 4) Requests for permanent changes in resident/fellow complement;
 - 5) Major changes in ACGME-accredited programs' structure or duration of education;
 - 6) Additions and deletions of ACGME-accredited programs' participating sites;
 - 7) Appointment of new program directors;
 - 8) Progress reports requested by a Review Committee;
 - 9) Responses to Clinical Learning Environment Review (CLER) reports;
 - 10) Requests for exception to duty hour requirements;
 - 11) Voluntary withdrawal of ACGME program accreditation;
 - 12) Requests for appeal of an adverse action by a Review Committee;
 - 13) Appeal presentations to an ACGME Appeals Panel.

Research Advisory Committee (RAC)

Membership

The voting membership of the RAC shall be comprised of faculty members from the College of Medicine departments involved in research activities, with at most one representative per department. Department chairs, at their discretion, can decide if representation is unnecessary. All voting members shall be elected. *Ad hoc, non-voting*, members may be appointed by the Dean, as deemed appropriate.

The Vice Dean for Research and Graduate Studies shall be an *ex officio*, non-voting member.

Terms of Office

Faculty members shall serve staggered three-year terms. A Chair and Vice Chair shall be elected by the Committee for one-year terms.

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

Meetings

Meetings shall be called by the Chair or Vice Chair. Meetings will be by videoconference, and be held at least quarterly.

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; and
- 5) Fostering and review of research awards among the faculty.

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 called meetings or as frequently as needed.

Student Promotions Committee (SPC)

Membership

There will be a total of 19 voting members for the Student Promotions Committee (SPC) representing five (5) different components within the College of Medicine. The SPC committee membership shall consist of the following voting members:

- 1) Three (3) faculty members to represent the Pre-Clerkship Foundations.
- 2) Three (3) faculty members to represent the Pre-Clerkship Organ Systems.
- 3) Six (6) faculty members to represent the 3rd and 4th year Clerkships.
- 4) Five (5) total faculty members to represent the Regional Campuses (one from each campus - Bryan, Dallas, Houston, Round Rock and Temple).
- 5) Two (2) faculty members to represent the General Faculty. These members shall be elected by the general faculty from faculty members who have previously served on the SPC or served as a course/clerkship director.

The selection process for voting members will be determined by the leadership of each component, with the exception of the two voting members representing the General Faculty that will be elected by the general faculty as described above.

Representatives from the Office of Student Affairs and the Office of Academic Affairs will serve as *ex officio*, non-voting members.

The Chair and Vice-Chair shall be elected from the membership.

Terms of Office

Committee members shall serve three-year terms which may be renewed. The Chair and Vice-Chair shall serve for three-year terms and are eligible for re-election. Any member who is unable to attend at least 50% of the SPC meetings within an academic year will not be eligible to serve their remaining term, and a new member from the respective component will be chosen by the component only to complete the term.

Meetings

The committee shall meet no less than twice during the academic year and at other times at the call of the Chair. A quorum shall consist of a simple majority of the voting committee membership (10 voting members). A simple majority of the voting membership present shall be required for an affirmative or negative recommendation, EXCEPT for decisions on student dismissal, which will require a two-thirds (2/3) majority of positive votes from the membership present for an affirmative recommendation.

Functions

At the end of the academic year the Committee shall recommend graduation to the Academic Council. In addition, the Committee has the authority to make the following decisions:

- 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, component of a course, sequence of courses, or a year.
- 4) Probation
- 5) Dismissal

Tenure and Faculty Promotion Committee

Membership

Each Academic Department in the College of Medicine shall select one standing member and one alternate member to represent that department on the Tenure and Faculty Promotion Committee. In addition, three (3) at-large tenured members shall be elected by the principal faculty; these three (3) at-large tenured members must be from different academic departments, therefore, each Academic Department may nominate one faculty member from their department per election year. Committee membership will be limited to principal faculty at the rank of Professor or Associate Professor (unmodified or modified). Neither Department Chairs nor the Dean's Staff are eligible to serve as voting members.

Terms of Office

Faculty members shall serve staggered three-year terms with one permitted successive term. The Chair and Vice-Chair shall be elected by the Committee for a one-year term and may serve continuously for three consecutive terms.

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

Meetings

Meetings of the Committee shall be arranged by the Chair upon notification from the Associate Dean for Faculty Affairs that a tenure, promotion, or tenure track credit review is required.

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 rank of Associate Professor or Professor in accordance with the *TAMHSC 12.01.99.Z1.01 Guideline: Faculty Appointment, Promotion, and Tenure*.

Nominations for candidates proposed for initial appointment or promotion to Associate Professor or Professor shall be referred by the Department Chairs to the Dean through the Associate Dean for Faculty Affairs, who shall determine that dossiers have been prepared according to College of Medicine and Texas A&M Health Science Center guidelines. The Chair of the Committee bears the responsibility for expediting the review of candidate dossiers in a manner consistent with the requirements of College of Medicine and Texas A&M Health Science Center guidelines. When a Committee meeting is called and a member of the Committee is/are unable to attend, an alternate member 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 for candidates proposed for initial appointment or promotion to Associate Professor or Professor. Criteria for voting eligibility is as follows:

- 1) Committee members may not vote on candidates within their home academic department.
- 2) Only Committee members at or above the rank to which the candidate is applying can vote.

- 3) Only tenured Committee members are eligible to vote in cases where tenure is being considered for the candidate, or when the candidate already holds tenure.

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.

Veterans Administration Dean's Committee

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 when called 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.

Functions

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.

SECTION 3. Appendices

Appendix A: Faculty Appointment and Promotion Guidelines

Deferred to The Texas A&M Health Science Center 12.01.99.Z1.01 Guideline on Faculty Appointment, Promotion and Tenure (<http://www.tamhsc.edu/guidelines/index.html>).

Appendix B: Major Health System Affiliates

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

Appendix C: Regional Campuses of the College of Medicine

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